

Human Resource Management (HRM) - lite

AWM – HRM (lite) offers a comprehensive suit for Payroll modules with cost effective approach having following core features:

I EASY OF USE

An easy to use and intuitive user interface with navigation by menus, short cut keys or toolbar with persistent screen and button for fast, easy access to commonly used screens and reports save valuable time.

I SECURITY AND INTERNAL CONTROL

In order to maintain confidentiality of information and restrict unauthorized information access, a power group based security module is built-in. Users are classified into Usergroups (based on location, division, department, employee type etc.).

I FLEXIBILITY

Designed to fulfill the diverse industry requirements, the system provides for flexible setup and reports. Unlimited number of employees may be defined and categorized by division, department, location etc.

I EMPLOYEE INFORMATION

This comprehensive module has complete control of an employee data record. It is generated to facilitate business managers with all those special support tools to make their department efficient and cost effective.

I SALARY PROCESSING

The salary processing module serves as the hub for all other modules present in the system. A robust formula configuration options facilitate in defining different types of allowances and deductions to meet HR policy and business requirement.

I LOANS

Different types of loans can be defined in the system. Loans can be refundable or non-refundable. Provision to allow loans against provident fund is also available.

I OVERTIME

Employee overtime may be setup based of different options available. This may be on user defined rate or based of salary rate. Once configured, the overtime may be processed independently or along with the monthly salary processing.

I ATTENDANCE & SCHEDULING

Recording attendance is easy and intuitive. Options are available to either record the same manually by simply marking absence or fetch data from a time recording machine. This comprehensive module provides options to define different type of shifts with starting and ending time.

I CONTRIBUTION MODULE

The contribution modules provide options for maintaining:

- EOBI
- Social Security

Employee Details

- ÷ Employee Personal Info
- ÷ Date of joining & leaving
- ÷ Family Information
- ÷ Medical History
- ÷ Multiple Addresses
- ÷ Accessories
- ÷ Annual Leaves
- ÷ End of Service
- ÷ Employee Lists
- ÷ Designationwise strength
- ÷ Grades
- ÷ Locations
- ÷ Employee Types
- ÷ Departments

Leave Modules

- ÷ Monthly Leave Register
- ÷ Annual Leave Register
- ÷ Encashment
- ÷ Leave without Pay

Loan Processing & Control

- ÷ Monthly Loan Register
- ÷ Annual Loan Register
- ÷ List of Individual Loan

Salary Processing

- ÷ Pay Sheet
- ÷ Annual Pay sheet
- ÷ Pay Slips
- ÷ Formula based Allowances Calculation
- ÷ Summary by Department, Location, Company
- ÷ Associated Reports

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