

Policy Based System | Easy & User Friendly | Trusted by 500 plus

YOUR PEOPLE OUR SOLUTIONS YOUR SUCCESS

**GRETIS INDIA PVT. LTD.**



[www.gretisindia.com](http://www.gretisindia.com)

# PAYROLL & HRMS SOFTWARE MODULES



## PAYROLL

## ESS PORTAL

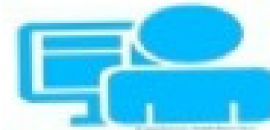
## HRMS



Employee Database



Document Management



Employee Portal



Recruitment



Payroll Management



Income Tax



Claim & Reimbursement



PMS (Appraisal 360)



Leave Management



Loan & Advances



Help Desk



Travel Desk



Multi Reports



Letter Module



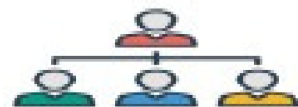
Mobile App



Exit Management



Shift Management



Organization Hierarchy



Tracing Location



Customized Modules



Time & Attendance



Compliance Management



Asset Training



Training Modules



# PAYROLL FEATURES

- Flexibility to add or modify any number of Salary Components - Earnings & Deductions.
- Calculation based on Attendance.
- Input information for all newly joined employees and resign left employees. Salary on Hold & Freezing of Salary in case of Termination of emp.
- Pro-rata calculations for employees based on Absenteeism.
- Process & Print Pay slips for groups or for selected employee
- Lock month facility to avoid changes in Processed Data , Data Excel.
- Report Writer to add/ modify user defined reports with available
- User defined PF/ ESIC rate of deduction for Employee and Employer
- PF applicability at Employee level. Payroll Software helps save
- Computerised payroll eliminates the stress of processing all
- Output reports to screen, printer, MS Word ,PDF & Excel.
- Option to preview Payslips / Salary Sheets or any other reports
- Print Transaction & Master History for any period
- Prints any of our report for the previous periods.
- HR Payroll Dashboard.
- Organisation Structure.
- Generating report is made easy with an advanced filter function.
- Employee location tracking through ESS.



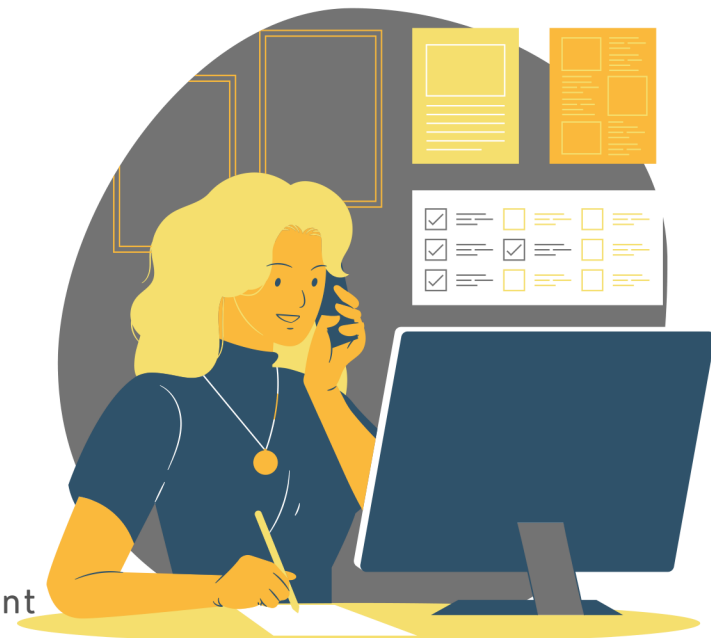
# LEAVE MANAGEMENT

- Parameters Can Be Set For Each Type Of Leave Policy As Per Company's Requirement.
- Different Types Of Leaves Can Be Applies Online Like CL, SL, PL, LWP & User Defines Leaves.
- Employees Can View Leave Balances While Applying For The Leave Types. .
- In Case Of Zero Balance Of Leaves Blocking/Allowing Facility Is Available.
- Email Intimation Facility For Leaves Applications, Accepted, Rejected & Cancelled Is Available So That Leave Status Can Be Checked.
- Comprehensive View On Various Information Of An Employee To Approver . .
- Tracking Of Leaves Applied, Approved, Rejected & Cancelled Is Available.
- Auto Posting Of Approved Leaves In Attendance Module For Salary Processing.



# EMPLOYEE SELF SERVICE

- Display of detailed Employee Personal Profile with update facility on basis of rights.
- Display of Leave Balances with drop down to ledger level view.
- Display of Loan Balances with drop down to ledger level view, Repayment Schedule & available respective balances of various Loans.
- Display of Reimbursement details with ledger level view, vouchers given & available respective balances of various Reimbursement heads.
- Display of Current CTC, Current & Historic Payslips along with Summarized payslip for from & to period.
- Submit Investment Declarations online. Display of IT Projection report on Investment declarations. Display Company Rules/policies & announcement could be done in ESS



# PERFORMANCE MANAGEMENT SYSTEM



- Define Goal/KRA with Weightage.
- Create & open appraisal calendar for appraisal.
- HR can create multiple templates for appraisal .
- Employee can do self appraisal. HOD will review & comment. HR will do the final review and close the appraisal.
- Final scorecard will be generated will help at increment



# CLAIM & REIMBURSEMENT MANAGEMENT

- Online application could be sent with attachments of supporting documents.
- Approver can modify claim amount while approving.
- Flexibility to Create Claims / Reimbursement Application Policy as per requirement.
- Setting Parameters for Claims / Reimbursement application.
- Auto mail initiations by system on apply, approve & reject of claims / reimbursement to User & HOD respectively.
- Auto posting of approved claims / reimbursement in Payroll at month end payroll process



# TRAINING MANAGEMENT SYSTEM

- Course, Instructor, Category, Location and other master can be defined.  
Training request can be generated with approval process.
- Training calendar can be set with attendees and instructor.
- Evaluation of training, effectiveness and overall feedback.
- Training progress and summary, detailed reports.



# RECRUITMENT MANAGEMENT

- Applicant Database will maintain.
- Interview scheduling with rounds.
- Recruitment module will automate the hiring process with comprehensive & user friendly interface for candidate database.
- Requisition can be made by HOD.
- Escalation to HR for final approval, dynamic interview process & capturing review at all rounds.



# EXIT MANAGEMENT

- Employee can generate resignation request.
- Comprehensive Exit Interview Form with user defined templates. Separate templates for different departments.
- Final approval from HR with exit interview details.
- Exit Analysis.



# LOAN & ADVANCE MANAGEMENT SYSTEM

- Facility to add any number of user defined Loan and Advances.
- Automatic recovery of Loan/Advances instalment amount in salary processing. Automatic interest calculation for Loan.
- Automatic calculation for Perquisite (interest free loan) for Tax Calculation. Freeze of Instalment after complete recovery automatically.



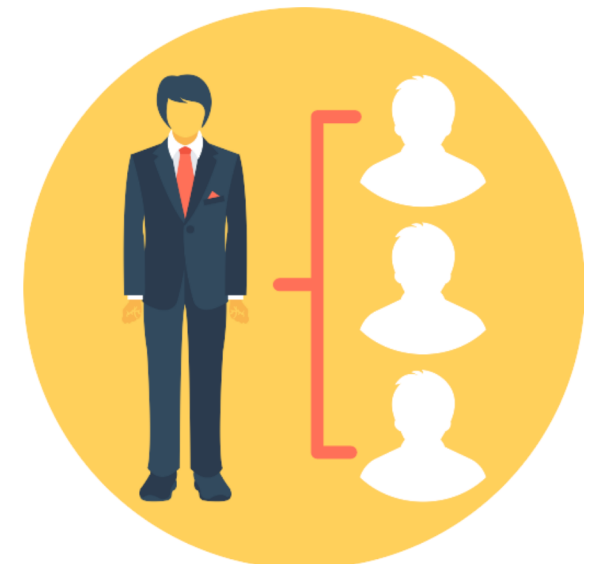
# TRAVEL DESK MANAGEMENT

- Online travel requisition and approval.
- Maintain scanned receipts and track expense claims.
- online approval and payment process.
- File expense statements from anywhere, anytime.
- Real-time travel requests online.
- Set up grade based travel policies.
- Travel module automatically notifies the travel desk or agent via email once travel plans are approved.
- Travel module can automatically link travel expenses with travel requests.
- Analysis of travel and expenses.



# EMPLOYEE HIERARACHY

- **Division of labour:** dividing up the many tasks of the organization into specialized jobs
- Hierarchy of authority:** Who manages whom.
- **Span of control:** Who manages whom.
- **Line vs. staff positions**
- **Decentralization**







## Tax

18% GST applicable on total cost.

Warranty: The cost includes Installation, updating and Software support.

Training: Online training session free for clients.

## Annual Maintenance Contract

We believe that it is essential for the client to enter into an Annual Maintenance Contract (AMC) with

Gretis India Pvt. Ltd . for receiving regular version upgrades and / or support.

The highlights of the AMC are:

- AMC will start after the expiry of warranty period and for the period of one year.
- 18% GST applicable.
- AMC amount for the year to be paid at the start of the AMC period.
- AMC will include Telephonic support, statutory updating for one year.

Installation:

- After receiving the confirmed order along with the payment, the Software will be delivered within 7 working days; the training schedule will be forwarded along with delivery of the product license.
- Order once placed cannot be cancelled in part or whole.

## Documentation:

One set of documentation of the product user manual will be provided along with the product license.

## Support:

The support desk can be contacted on \*\*\*\*\* or may be called on \*\*\*\*\*

The Support desk can be contacted on Weekdays between 10.00 AM to 07.00 PM.

Any version upgrade made and delivered to the client will be available through email to all the locations.

## Payment Structure:

The 50% cost of Software plus taxes is payable along with Purchase Order balance after completion of project.

All payments must be in favour of Gretis India Pvt. Ltd .We hope you would find our offer reasonable and acceptable to you. We shall be pleased to proceed with the installation after receiving your Purchase Order.



# Price Table

THE AMC IN BOTH THE CASE WOULD BE CHARGED AT **Rs.70000 PER MONTH**

*Monthly*

**Rs.12000**

*Payroll*

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*ESS*

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*PMS*

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*Server*

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*Training*

*Annual*

**Rs. 50,000**

*Payroll*

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*ESS*

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*PMS*

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*Server*

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*Training*

**INTEGRATING SUCCESS FACTORS WITH-**



**GRETIS INDIA PVT. LTD.**

Corporate Office: SCO 95, Level I-II- III,  
Sector 3, Panchkula, Haryana.

Branch Office: Suite No. 218-219-221, Level-II,  
Golden Square Zirakpur, Punjab.

Sale- 6283369464 | Email: [business.manager@gretisindia.com](mailto:business.manager@gretisindia.com)  
[www.gretisindia.com](http://www.gretisindia.com)

