

## Proposal for Nimble HR-MIS

### The Integrated Attendance, HR Management & Payroll Software

Nimble Infosys Pvt. Ltd. is a software development company based in Nepal providing services in the areas of Software Development, Web Development, Web Hosting, IT Consultancy, Software Analysis, Analysis and Critical Review of Computerized Systems, Information System Audit, Accounting, Management Consultancy Services, E-commerce Solutions, Database Management and Data Migration Services etc.

Company develops software (web based, desktop) and websites of various areas and on demand basis to support smooth functioning of core activities for overall achievement of goals of the organizations. The company has developed different software such as Attendance Management, Payroll Management, HR & Leave Management, TDS Calculation, Tax Calculator, Accounting System, Inventory Management, Customer Management System, various Content Management Systems etc. and other various software and websites on demand of our valued clients.

### Summary of Features on Nimble HR-MIS

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#### 1. Attendance and Leave Module:

##### ✘ Leave Management

- ✘ Leave Master Setup
- ✘ Daily / Monthly Leave Entry
- ✘ Leave option: whole day, half day or hourly leave
- ✘ Lapsable Leaves in Monthly, Yearly, Service Period or Contract Period wise lapses.
- ✘ Leave Balance, Opening and Closing Transfer
- ✘ Leave Encashment Calculation
- ✘ Leave Salary Title Relation to Calculate Salary
- ✘ Online (LAN/Internet) leave application and approval to reduce paperwork and effective leave management
- ✘ Employee Leave History and Collusion Control
- ✘ Various Leave Reports such as *Periodic Leave Taken* Reports (Detailed and Summarized), *Periodic Leave Balance* Reports, *Periodic Matured Leave* Summary Reports, *Leave Encashment* Reports etc.

##### ✘ Holiday Management

- ✘ Weekly Holiday Settings for multiple days
- ✘ Group based Public Holiday Setting such as caste, gender and locality based public holidays.

##### ✘ Attendance Management

- ✘ Can attach software with existing or new e-attendance system or Attendance Device (Optional).
- ✘ Auto download attendance log and calculate attendance and generate reports.
- ✘ Auto generates late coming and early going reports and send email to related supervisor.
- ✘ Auto Enable and Disable users after a time period in duty time.
- ✘ Auto synchronizes users for different devices.
- ✘ Generate Monthly Attendance for Salary Calculation. Salary Calculation and Leave Adjustment Dates can differ.
- ✘ Can record separate attendance for each salary title (i.e. attendance for Overtime, Holiday Duty and Extra Duty etc.). Payment of recorded attendance will generate accordingly.
- ✘ Generate Various Attendance Reports such as Daily Present, Absent and Leave Status, Periodic Attendance Summary, Periodic Overtime Summary, Periodic In/Out Summary etc.

### ✘ **Shift Management**

- ✘ Can Define Shift Master, Working Hour, Holidays, and Salary Title Relation with Shift etc.
- ✘ Allocate Employee for any Shift, Allow Multiple shift in same day for an employee, Allow shift exchange.
- ✘ Auto collect balance for exchanged leave type if worked in holiday or shift in holidays.
- ✘ Auto Allocation of shift through Shift Rosters.
- ✘ Allow plan periodic shift for employees or group of employees in single window.
- ✘ Supervisor can manage duty roster & shifts of their respected departments & employees under them.
- ✘ Reporting List of Employees in selected Shift in given Date, various shift reports etc.

### 1. **Employee Management Module (PIS):**

- ✘ Branch, Department, Unit, Employment Type, Appointment Type, Employees Group, Level, Rank and Designation, Job Details Creation & Management.

### ✘ **Fixed Position (Darbandi) Management**

- ✘ Allow to create Branch, Department, Level and Designation Wise Darbandi.
- ✘ Setting Service, Service Group, Service Sub Groups wise number of Darbandi.
- ✘ Allow allocate employees to Darbandi.
- ✘ Various reports related to availability and allocation of Darbandi with employees.

### ✘ **Employees' Master Setup**

- ✘ Personal Information
- ✘ Service Information
- ✘ Other Official Information
- ✘ Salary Information
- ✘ Recording PanNo, PF, CIT, Insurance Number, Bank Account etc. for Generating Related Reports
- ✘ Block/Release Employee's for Salary Generation

### ✘ **Employees' Personal Information & History Setup**

- ✘ Unlimited Documents List Attachment with notes.
- ✘ Nominee Information.
- ✘ Record Family Details.
- ✘ Previous Employment Details.
- ✘ Record Education Details which may be used for marks calculation for promotions.
- ✘ Job Allocation Details.
- ✘ Transfer / Promotion & Job History Management.
- ✘ Training Details.
- ✘ Travel Details.
- ✘ Award Details.
- ✘ Punishment Details.
- ✘ Research and Publications.
- ✘ Medical Details.
- ✘ Performance Evaluations.
- ✘ Yearly Asset Details Records.
- ✘ Retirement Details.
- ✘ Contracts/Probation/Trainee and Contract Renewal Management & Contract Expiry Alert System.
- ✘ Other Various HR Related Reports
- ✘ Reporting Senior and Junior Employees Hierarchy
- ✘ Auto alert selected reports in dashboard when login.
- ✘ User can manage their notes, tasks & completion status of tasks & tracking etc.

### ✘ **Gratuity Management & Calculation**

- ✘ Custom Gratuity Formula Setup Option.
- ✘ Automatic Calculation of Gratuity Amount on Retirement of Employee.
- ✘ Yearly Gratuity Provision Amount Calculation & Recording.
- ✘ Can Pre-Calculate & Estimate Gratuity Amount of Employee for any Date.

## 2. Payroll Module:

### ✎ Salary Title Management

- ✎ Can Create Dynamic Salary Titles according to requirements.
- ✎ Complete Formula Based Salary Titles, So easily customized with any types of organization.
- ✎ Payment option for Monthly, Periodic or On Demand etc.
- ✎ Automatic Attach with Tax Heads and Tax Deduction Options (RF, Donation, Pension etc.) for accurate TDS Calculation.
- ✎ Can setup Mass salary increment rule i.e. working age wise, employment type, designation wise etc., so that no need to increment salary one by one.

### ✎ Grade Management

- ✎ Automatic Control for Maximum Grade.
- ✎ Automatic Grade Update after one year for permanent staffs.
- ✎ Grade/Level Update History Recording and Reporting.
- ✎ Relate Grade with Salary Title to Update Salary on change of Grade.
- ✎ Automatic estimate increasing grade amount in current fiscal year for TDS calculation.
- ✎ Automatic Update Grade according to grade update plan.

### ✎ Settings for TDS Calculation

- ✎ Allow to Update TDS exemptions, deductions and rebate in TDS such as *Insurance, Retirement Fund Contribution, Marital Status, Gender, Donation, and Handicap* etc. are systemically incorporated in the software.
- ✎ Valuation of perquisites such as *accommodation, vehicles facilities, interest difference in loan with market rate* provided to the employees, is incorporated for TDS computation.
- ✎ Allow to Merge Income, Deductions and paid TDS from other office for any employees to calculate the accurate TDS.

### ✎ Advance and Loan Management

- ✎ Allow to add advances and loans amount, calculate interest and schedule the installment for recovery from monthly salary.
- ✎ Manage the ledger and balance of loan and advances of employees.
- ✎ Auto calculates Interest difference for TDS calculation if any.
- ✎ Auto deducts scheduled loan & interest from salary sheet.

### ✎ Salary Calculation and Payment

- ✎ Can generate any number of payment sheet in a single month such as. Salary Sheet, Overtime Sheet, Expense Sheet, Tiffin Allowance, Bonus Sheet etc.
- ✎ Automatic Salary Calculation for selected month according to generated attendance.
- ✎ Department, Designation, Branch, Employees Groups, Level or Employment Type Wise salary can be generated.
- ✎ Automatic TDS Calculation (1% and other TDS separately) and deduct from the salary of current month.
- ✎ Calculation of bonus as per Bonus Act.
- ✎ Calculation of Gratuity.
- ✎ Manage temporary/ short time period/seasonal employees' salary, TDS & history.
- ✎ Generate *Salary Slip* and send slip in email address of respected employee.
- ✎ Other salary reports such as PF, CIT, Bank, Tax deposit, Loans deductions etc.
- ✎ Reports based on various *cost centers*.
- ✎ Shows individual ledger of employee related to salary, loans and advances on month wise and date wise.

### 3. Employee/Supervisor Login Module:

- ✘ Display all attendance status in single window called **Dashboard**.
- ✘ Employee Login, view employee personal details, history and various reporting.
- ✘ Online pay slip posting. And various payroll and tax reports in employee login.
- ✘ Leave taken and leave availability reports.
- ✘ Online leave request, leave planning, recommend/reject/pending requested leave by immediate supervisor, Leave Approve/reject/pending by Admin or Authorized Login.
- ✘ Online Attendance, track attendance IP & attendance branch.
- ✘ Auto synchronizes leave details with payroll module.
- ✘ Online message sending features among employees and also with admin
- ✘ Online Notice Publishing, Publish Holiday Calendar to all employees.
- ✘ Various attendance related reports such as present, absent, late coming, early going, on leave, on field work reports in supervisor login and admin login.
- ✘ Complete automation of leave & attendance system.
- ✘ Allow manage internal Content Management System menus, so that employees no need to remember all links for various operations.

### 4. Other Special Reports

#### ✘ TDS Reports

- ✘ Shows the detail of monthly Payable TDS, Paid TDS and Due TDS if any.
- ✘ Export TDS report for IRD (Tax Office) website upload.
- ✘ Yearly TDS Calculation Summary, Income Summary, Due TDS.
- ✘ Tax Plan Sheet which guided to minimize the tax amounts.
- ✘ Employee Wise TDS Calculation Sheet (In detail Income, Deduction etc.) / TDS Plan Sheet

#### ✘ Other Reports

- ✘ More than 50 predefined HR & Salary Reports
- ✘ Additional reports can be added by user with user friendly report designing tools.
- ✘ Query Window allow to Write SQL Query for Custom Reports. Report Templates, Tables, Fields are available in this window. User can personally write, save and execute the query to generate their required reports.
- ✘ All the reports and data in this software can Copy, Print directly or export to Excel, XML various formats.

### 5. Technical Summary:

- ✘ This software has been developed in SQL Server and .Net (VB.Net/C#), Asp.Net with MVC4 Technologies.
- ✘ This software can be operated in single user as well as multiple user environments.
- ✘ It can be simultaneously operated from multiple clients at the same time.
- ✘ It can work in centralized computing environment.
- ✘ Support dual date (BS & AD) system.
- ✘ Support dual language (English & Nepali)
- ✘ Available in both **Web & Desktop** based system.
- ✘ Periodic data backup scheduler system.
- ✘ Data and password stored and transmitted in encrypted form.
- ✘ Different user access level facility.
- ✘ Complete activity log.
- ✘ No need of special hardware, the software can run on any normal server.