



**AdLER
Human Capital
Management System(HCMS)**



AdLER HCMS

Advantages & benefits for the organization

- ▼ The solution available as on-premises or on cloud. The client has the option to initially start using as a hosted version based on SaaS mode and later change to on-premises option.
- ▼ Complete process cycle from recruitment to employee service discontinuation available in the system.
- ▼ Performance appraisal system supports 360 degree appraisal cycle.
- ▼ The solution has been implemented successfully across more than 100 different business verticals.
- ▼ Company specific parameters can be managed through various configuration settings available.
- ▼ Scalable to manage any number of employee data and departments and profit centres.
- ▼ Configurable work-flows for data flow and approval cycles.
- ▼ Self service portal for employees for independent personal data view and online submission of requests.
- ▼ Comprehensive reporting at different levels.
- ▼ Centralized, decentralized and mixed deployment models available.
- ▼ Integration tools available for access control and attendance management devices



Staffing

Recruitment, selection & on-boarding

Recruitment is the process of captivating, screening, and selecting potential and qualified candidates based on objective criteria for a particular job. The goal of this process is to attract the qualified applicants and to encourage the unqualified applicants to opt themselves out.

Before starting the process of recruitment, the companies must execute proper staffing plans and should grade the number of employees they are going to need. Forecasting of the employees should depend upon the annual budget of the organization and short-term and long-term goals of the organization.

Recruitment and selection process is very important to every organization because it reduces the costs of mistakes such as engaging incompetent, unmotivated, and under-qualified employees. Firing the unqualified candidate and hiring the new employee is again an expensive process. AdLER covers these functions with the below Recruitment management & On boarding functions

Once the employee is hired and appointed, in the next stage various facilities for which he is eligible for, are allocated to him. This include mobile phone, laptop, accommodation, vehicle etc... AdLER HCM Solution has the features to track it through the system.



Workforce Management

Employee data management & employee relations

Employee relations is the HR discipline concerned with strengthening the employer-employee relationship through measuring job satisfaction, employee engagement and resolving workplace conflict. To have a strong employee – employer relationship and to have perfect track of the employees, it is important to have the complete data and details of the employees. The complete employee and their family data are captured in AdLER for this purpose.



Training & Development

Capacity building of the employees is a key element to increase the productivity of the employees. The HR department has a very vital role to play in assessing the training needs and extending the required training. Organization generally follows scheduled training programs based on training plans as well as organizes training sessions both Technical & non-technical based on the need. AdLER training and development module address the functions which are within the purview of the HR training and development area.



Compensation & Benefits

Like employee and labor relations, the compensation and benefits functions of HR often can be handled by one HR specialist with dual expertise. On the compensation side, the HR functions include setting compensation structures and evaluating competitive pay practices. Payroll can be a component of the compensation and benefits section of HR; however, in many cases, employers outsource such administrative functions as payroll.



Compliances & General Administration

Compliance with local rules and regulations are a critical HR function. Non-compliance can result in legal violations fines , general dissatisfaction with working conditions that can affect productivity and ultimately, profitability. AdLER covers these regulations through the system in order to send alerts and notifications to the concerned HR staff to take actions on time.

AdLER has comprehensive functions to handle the visa/ passport control, PRO activity, regulations and corporate relation management and general administration.



Time Attendance & Shift Management

AdLER time attendance module can be integrated with the bar code hand held readers for marking the attendance of the employees in the organization. This system is capable of integrating with biometric (finger print / face profile) devices ,RFID / Proximity card readers or barcode readers.

An initial registration process of the employees cards will be done to register the entire employees in to the system. Later, as and when one employee joins fresh, the cards can be added.

HR Management system provides easy to use time attendance reports, which are used for daily routines in the company. The reports mainly come in as daily reports as well as monthly reports. In daily reports user can keep a track of employee wise, shift wise, company wise, department wise reports.



Data Security

Security is of great concern when it comes to choosing a human resources management system. The information stored in a HRMS is highly sensitive, including proprietary company data and volumes of personal information about employees. AdLER uses all methods of secure transmission which encrypts the data as it transmits over the internet to protect the data security. Since the internal data security is also critical, information are guarded by passwords that have varying levels of access in relation to what is needed for the job position. AdLER restricts employees access based on their authority only

Optional Add-ons



Employee Self Service Portal

ADLER HR Self-Service tool lets your employees access relevant HR data in office, while on the road, or from the comfort of their homes, no matter what device they use: PC, laptop, or smart phone. They can see the status of their ticket Leave requests.



Key features

Portal for all employees | Option for employees to submit online requests for Leave application | Travel requests | Advances | Reimbursements | Certificates & Documents | Payment advances | Accommodation requests | Request for any facilities | loan requests | Exit permit requests etc | Approval work flow for requests | Training request | Training feedback | Status view option for requests | Option to down load Company policy manuals | Platform for Internal circulars



AdLER Mobile

ADLER ERP framework comes with Comprehensive Mobile App available on both android and iOS to enable the customers to reach out their business at any point of time. ADLER Mobile ensure that the business decisions will not be delayed since, alerts, notifications, dashboards and approvals are available on the Mobile App for quick review and decision making. ADLER Mobile is available in two variants which the customers can choose based on their requirements.

Key features

- Employee self service
- Raise various request (Leave, rejoin, air ticket, reimbursement, loan, training)
- Get notified immediately
- Perform various approvals
- View dashboard





HCMS Features

Recruitment Management

- Manpower Planning
- Vacancy Request
- Vacancy Release
- Social Advertisements
- Candidate CV Entries
- Interview Call Letter
- Candidate Assessment
- Offer Letters

Employee on Boarding

- Passport control
- Visa Details
- Visa status updation
- Visa / Passport expiry reminders
- Labour Contract Register
- Fingerprint Register
- Exit Permit

Employee Information Management

- Employee Profile Management
- Employee Family Management
- Employee Pay band/grade
- Employee Document Management
- Shift Allocations
- Business Visa
- Document Request
- Employee Bank Details

Employee Amenity

- Amenity Request
- Allocation/De allocation
- Asset Request
- Asset Allocation /De allocation

Employee Performance Management

- Appraisal Attributes
- Interim Evaluation
- Employee Performance Evaluation
- Management Appraisal
- Employee Self Appraisal

- Employee Service Records
- Service discontinuation
- Performance review
- Employee Promotion

Attendance / Shift Management

- Time sheet (Biometric/Manual)
- Timesheet Updation (Daily/Monthly)
- Shift management
- Duty Roaster
- Wages/Salary management
- Absenteeism monitoring
- Employee Project Allocation
- Project wise Attendance Tracking

General Administration & Corporate Relations Management

- Property Details
- QCC Registration
- Computer Card
- Commercial Registrations
- Fire Certificate
- Health certificate
- Municipality Permits
- Other Documents

Training & Development

- Training Plan
- Training need Assessment
- Capacity Building Programs
- Training Requests
- Training Schedule
- Training Fee Deduction
- Training Database
- Training Feedback Attribute

Compensation & Benefits

- Configure leave policies
- Annual Leave Planner
- Leave Application
- Leave Approval
- Job Handover
- Clearance Certificate
- Exit Permit

- Rejoin
- Leave Awarding & Deductions
- Air Ticket Encashment
- Automated leave Calculation
- Leave Settlement
- Final Settlement
- Salary Revision /Increment
- Define earning / deduction types
- Pay process
- Preparation of Pay slip
- Shift allowances
- Overtime Process
- Education Allowances
- Salary Advance
- Salary Adjustment
- Paid vacation salary updation
- Gratuity Calculation
- Employee gratuity statement
- Employee loan management
- Provision Posting
- Salary Account Transfer
- General Insurance details/claims/ Refund

Accommodation Management

- Accommodation Request
- Accommodation Allocation
- Service Request
- Service Register
- Service Invoice

Travel Management

- Air ticket Request
- Quotation Request
- Offer Updation
- Purchase Order
- Airline Ticket Issue

Other General Features

- Alerts
- Notifications
- Approval Workflow
- HR Dashboards
- 300+ HR reports

AdLER is an integrated enterprise resource planning application framework designed specifically to meet the operational needs of single or multiple companies, small to large sized organizations. With well covered and extended functionalities, excellent user interface and minimum implementation timelines, AdLER is a comprehensive solution with low total cost of ownership. The solution is a flexible, mature, feature- rich and fully integrated business information system that helps you take control of all your business needs. Available as cloud hosted and on-premises versions, AdLER-i can address the business requirements of small sized companies with single location user to corporates with multiple locations.

AdLER is available in multiple versions. AdLER Basic provides a solution with all basic and minimum features and functions required manage a small-scale business or a start-up company. This is a plug and play solution where the users can configure and start using the system with minimum training. AdLER Standard version provides processes and functions required for small and medium level organizations with defined processes and departments and sufficient team required for working on an integrated ERP solution. AdLER Enterprise version is a feature rich solution with extended features and more than thousand built in reports across the modules. AdLER addresses more than 20 business verticals includes Trading, Contracting, Integrated Facility Management, Property Management, Service Center Management, Health Clubs Management, Educational Institutions Management, Recreation Management, Training Center Management, Hospitality, CRM, Vehicle Rental Management etc and provides end-to-end solutions for all these verticals. The client has the option of adding AdLER Mobile and Employee self Service (ESS) tools for added advantage to attain complete business control.

Anvin Infosystem WLL

 P.O. Box: 11824, Doha, Qatar

 sales@anvininfo.com

 www.anvininfo.com

Authorized Partner: