

TAM HRM SOFTWARE FEATURES LIST:-

Key Features

- ✓ Multiple Language Support
 - ✓ 100% Responsive Design
 - ✓ Admin & Employee Panel
 - ✓ Department, Designation Management
 - ✓ Employee Management
 - ✓ Generate attendance report monthly or yearly in PDF, Excel file
 - ✓ Complete payroll management
 - ✓ Make payment
 - ✓ Create expense management
 - ✓ Add or manage expenses
 - ✓ Receive & Send email
 - ✓ Birthday Alert
 - ✓ Database Backup
 - ✓ Beautiful Dashboard
 - ✓ Set working Days, Holidays & create Events.
 - ✓ Notification Settings
 - ✓ View Employee List
 - ✓ Receive, accept or reject application
 - ✓ Set employee salary details
 - ✓ Generate payslip
 - ✓ Create & manage notice board
 - ✓ Configure personalized mailbox
 - ✓ Save email as draft for later use
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Key Features:

Mobile compatible.

Multi language support.

Admin and Employee panel.

Beautiful Dashboard.

Set working days, holidays and create events.

Upcoming birthday notification.

Control you notification settings.

Department, designation management

Complete employee management.

View employee list.

Employee attendance management.
Attendance report monthly or yearly in PDF, Excel file.
Generate attendance report.
Receive, accept or reject applications.
Complete payroll management.
Set employee salary details.
Make payment.
Generate payslip.
Create and manage notice board.
Complete expense management.
Add or manage expenses.
Configure personalized mailbox.
Receive and send email.
Save email as draft for later use.
Database backup.

Admin Account

Manage general setting and information of your company.
Set working days.
Create leave category according to your need.
Set notification settings.
Create holiday list and manage holidays.
Select language settings.
Create department and set designation under department.
Add, update or delete employee.
Set employee salary details.
Give employee awards.
Manage employee attendance with intelligent attendance management system.
Generate attendance report monthly or yearly in PDF, Excel file.
Set application category.
View, set status to employee's application.
Interactive and intelligent payroll management.
Set employee salary details and type.
View update employee salary list if required.
Make payment of employee salary.
Generate payslip of salary for employees.
Expense management of company.
Create and manage expense category.

Add expense amount and bill copy to track expenses.
View and generate PDF of monthly, yearly expense report.
Configure and update personal email in mailbox.
View inbox and compose new email.
View sent mails and save email as draft.
Generate and maintain notice board.

Department:-

The tab department will let you add, update or delete departments and underlying designations in that department.

Add Department

You can add, update department name according to your need. During department add - you can also create designations that will lie under that department. You can create as much department as you require and as many designations as you want under any department.

Department List

You can view all department and their underlying designations at a glance from this tab.

Employee:-

The Employee tab will let you add, update or delete employee and their related information along with documents and bank details as required by your organization.

Add Employee

Add new employee according to your company employee id and with employee's personal and professional information. You can also keep employees all related documents and place him / her under a department and designation. You can also keep employee's photo and bank information.

Employee List

You can view all employee according to department and their related designations at a glance from this tab.

Employee Award

Give your employees awards you want or they deserve from your organization as an inspiration. You can set employee gift items they will get and if required you can also set amount of money they deserve from their awards.

Attendance:-

The Attendance tab will let you add, update or delete employee attendance in a daily basis. If any employee is absent you can easily set a leave category you created to understand the cause of an employee's absence. Attendance Management is very easy to operate and you can at a time give attendance to your whole department.

Manage Attendance

By using this tab you can add attendance and can easily get to previous attendance dates and get the attendance report at a glance. You can easily at a time set attendance of all your employees very easily - which is a very useful requirement for any attendance management.

Attendance Report

In attendance report you can easily view all attendance of any particular department month wise. You can easily select department and the month of any particular year you want to view then just click GO. A beautiful attractive attendance report will be displayed which you can also download as PDF or Excel file format and if required print out.

Application List:-

In Application List a listing of all employees who sent application to management or HR will be displayed. You can easily view application details and cause or category of the application and can set status for any application. Status can be of two kind - Accepted or Rejected. When any application is received a notification will pop up in the admin dashboard and from there you can easily get overview of the applicant and the application reason. After you take any action - accept the application or reject it - employee will get notified in their own panel about your action.

Payroll Management

In payroll management you can easily manage and pay employees their relative salary and get notified about up-coming salary payments and already paid salaries. You can also generate and maintain payslip for each employee.

Manage Salary Details

By using this tab you can manage salary structure along with employee type (provisional or permanent). You can also set allowances that any employee will get and can also set different deduction types and amount that will be deducted from his salary total. This is very important tab as because the system will calculate employees salary according to the data you provide here in this salary details tab.

Employee Salary List

From this tab you can easily monitor salary according to department that each employee is receiving. You can also easily jump back to salary details tab from here and can update any data required.

Make Payment

From this tab you can easily make payment for any employee required. You can also view his / her previous payment records during payment and will get notified if any payment is already done and you trying to pay it again. HRMs will automatically calculate employees payment structure and will let you know the total payable and will take payment ways you are paying an employee.

Generate Payslip

You can easily generate payslip against any paid salary for an employee. Payslip can be printed or downloaded as PDF for later reference. Payslip will make your employees happy and to provide payslip so easily you will be relieved.

Expense Management:-

In expense management you can easily configure expense categories that your expense take place in your organization. You can easily add new expenses produced by which employee and can keep track of your total expensed month wise.

Category

By using this tab you can create, update and maintain expense category that normally take place in your organization. After creating expense category you can easily place expenses under these categories and later will help you get report of expenses category wise.

Add Expenses

From here you can easily add new expenses that took place and the amount spent on which item and under what category. You can also select employee who produced this expense and also attach the bill copy for later reference.

Expense Report

You can easily view total expense report according to month and can download PDF if required or can also print out report.

Mailbox:-

In mailbox you can easily set your email address and it will be automatically configured. You will start receiving mails and you can also send mails to anyone you want. Mailbox is an essential features and is a must for any human resource management. You can also save mails as draft for later sending. You can easily compose new mails from both inbox, sent or draft.

Inbox

Sent

Draft

Notice:-

From notice tab you can easily create and publish or un-publish notice for your organization. New notices will be shown at top in the notice pan and you can also view notice individually to print them out if required. A robust and beautiful editor is provided so that you can format your text and produce beautiful notice if you see necessary.