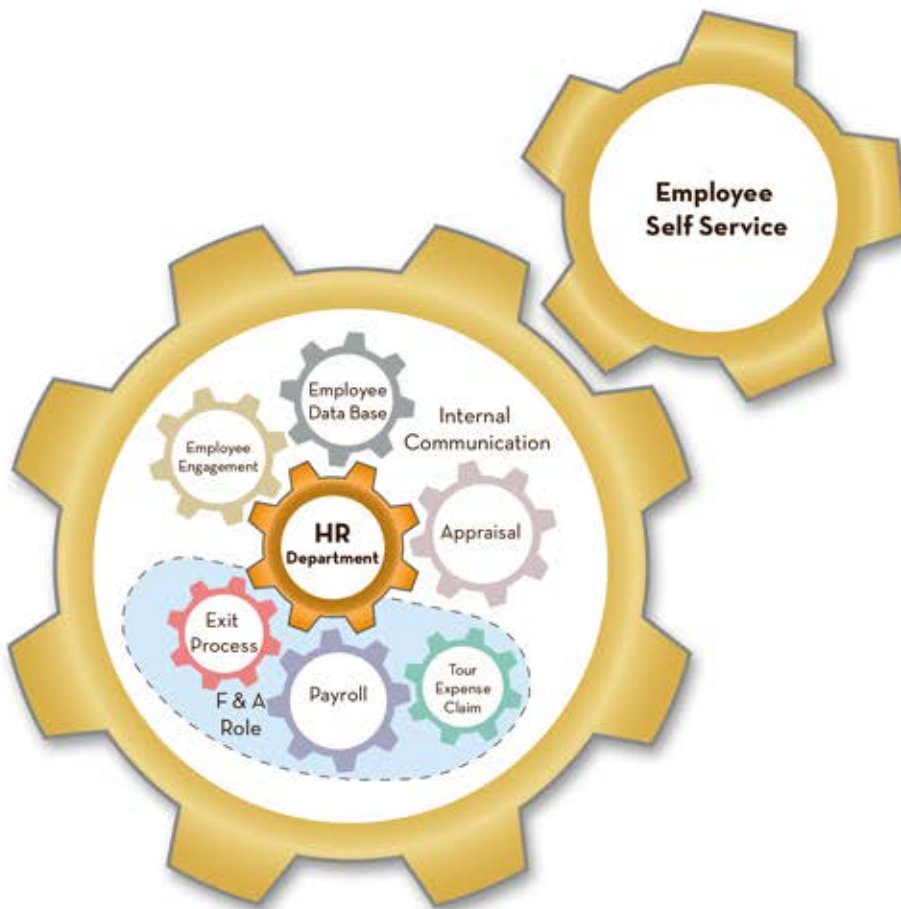




<http://goforhr.com>  
<http://tambasol.com>

# WHY GO FOR HR

## Smart Investment



Accessible Mode- [In House](#) | [Browser](#) | [Mobile Devices](#)

- Workflow Based System- Every Employee will be a part of the System
- Works like a system and not as a database
- Web based application, Use it from any PC or Laptop
- Available on Hosted Model and Onsite for Large IT Setup
- Use it as Service- No Investment on Server Hardware, Expensive Licenses from different software vendors, No Physical Security hassles, No Expensive Resource to manage
- Configurable Features and Policy setting
- Friendly System - Managed by HR department only
- Centrally Updating time on time
- Interactive User Interface, Filled with Rich Internet Content, Knowledgebase - Daily Thought, Birthday, News Flash, Policy Reading, Message Box, Quick Links, and Graphical reports etc - Bringing People Together
- System Generated emails to respective Employees on different actions
- Export different reports in Excel format

# FEATURES



## Employee Database

- Personal Information
- Contact Information
- Visa- Passport Details
- Dependent Information
- Qualification
- Past Experience
- Language
- Skills
- Award - Recognition
- Salary - Designation
- Bank Information

## Attendance

- Manual Entry Mode
- Mass Upload
- Supervisor Entry Mode
- Electronic Capturing
- Attendance Capturing in GroupWise
- Monthly Attendance Report Individually

## Leave Management

- Assigning Leave - Group/ Individual- Periodically
- Leave Policy - Expiring
- Leave Types Generation
- Leave Approval, Rejection, Cancellation- Self Service Workflow
- Compensatory Off - Grant and Apply
- Interactive Reports

## Appraisal System

- Appraise in Group or Individual
- Standard or Configurable Mode
- Configure- Element, Ratings, Measurements as per role wise
- Choice of Self Appraisal, Supervisor, Subordinates or Cross Function
- See the 'Trend'
- Goal Setting

## Tour Travel

- Tour Advance Approval
- Claim Approval Process Policy
- Local Conveyance Claim
- Expense Claim

## Exit Process

- Resignation Apply - Approval Process
- No Dues - Initiation and Approval
- Final Settlement
- Experience Letter Generation
- Exit Interview

## Recruitment

- Requisition for New Resource Requirement - Approval Process
- Candidate Evaluation
- Old Candidates Data Pool
- Joining Formalities

## Payroll

- Create Different Components - Income or Deduction
- PF and ESI - Policy
- Payslip Generation
- Salary Creation
- Individual Tax Saving Declaration
- TDS Calculation
- Reports for Compliance- PF , ESI, Bank Transfer

## Administrator Role

- Generation of Master Entries
- Employee Creation , Role Creation and Management
- Different Company Policies control

## HR Role

- Employee Data Base Management and Control
- Leave Assign, Weekly Off Management
- Access to Different Reports- Useful for MIS
- Pay Calculation
- Appraisal System Generation and Control
- Exit Process Initiation and Control
- Recruitment Process Control
- Self and Team Services

## F & A Role

- Access to Payroll Activities
- Tour, Conveyance and Expense Claim Process
- Exit Process- Final Settlement
- Self and Team Services

## Employee Self Service (ESS) Role

- Self Services
- Attendance Filling
- Leave Request
- Compensatory Off Request
- Appraisal - As per Policy
- Tax Saving Declaration
- Exit Process
- Team Members Services
- Approvals and Task related to Every Team Members Request
- Recruitment Request & Tracking
- Other Interactive Components

# Contact Information

### Corporate Office :

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Bangalore 560038

### Sales Contact:

E: [sales@tambasol.com](mailto:sales@tambasol.com)

### General Contact:

E: [info@tambasol.com](mailto:info@tambasol.com)

<http://goforhr.com>

### Support Contact:

E: [support@tambasol.com](mailto:support@tambasol.com)

<http://tambasol.com>

### Careers Contact:

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