

Proactive™

"Take charge of your destiny!"

HUMAN CAPITAL MANAGEMENT SYSTEM



Overview

Human Resource Management is evolving rapidly. Hence, a carefully crafted human resource management strategy, can lead to success in business processes and help the organizations minimize loss due to attrition of human capital.

Proactive, a web based Human Resource Management System software, developed by netGuru presents a comprehensive & advanced solution for the efficient management & development of Human Resources. Proactive's comprehensive set of HR solutions helps organizations eliminate errors & inefficiencies by providing the administration with real-time information for better decision-making. It addresses their challenges with lasting benefits and cost reduction.

Proactive's comprehensive suite of self-service workplace solutions helps organizations in automating everyday HR business transactions and planning. It improves productivity, reduces administrative time and costs with enhanced operational efficiencies, allows secure access to information to assist in strategic planning related to management of people while increasing employee service and satisfaction throughout the enterprise.

Key Modules



Admin Module

This is a part of the system where the HR Manager or other appointed personnel performs all system administration tasks. This includes defining company structure, pay scales and other information that serves as the backbone for the rest of the system.

Features include: Define Company Info (General Information, Company Structure, Locations, policies, schemes, forms, location specific yearly holiday list, training calendar); Define Job information (Job titles, Designation, Pay Scale, Employment Status); Configure and subscribe for E-mail Notifications; News Flash; Organization Announcements; Make Employee Registration and assign Employee Codes; Define Leave Categories and Employee Leave Allotment on yearly and new joining; Reimbursement Settlement; Control Employee Tax Declarations (Proposed/Actual); Control Yearly Appraisal Procedure; Role Based Menu Access; Control Employee Personal Information Access; Control Department Access (Multiple Departments); Control Category Access (Multiple Categories/Office); MIS Reports; Backup and Utility tools.

Personal Details Module

Collation of personal information is a tedious work for most of the HR departments. Proactive comes to your rescue with its unique functionality making the process highly self sufficient, organized & lucid while ensuring security of critical data & employee privacy.

Features include: Personal Details; Identity Details; Family Details; Educational Details; Address Details; Communication Details; Medical Details; Leave Details; Mediclaim; Declaration of PAN/GIR No; Training Details; Biodata (auto generated).

Claims & Reimbursement

Reimbursement is a major and critical issue for any organization as there would be several types of reimbursements that cater to various needs. There is a crying need in any organization to streamline payment against reimbursement heads and also leave enough scope /flexibility for addition of new item heading. Employees can fill the online reimbursement form for claiming the reimbursement under

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following heads. Proactive streamlines & automates Company's reimbursement management services. **Features include:** Local Conveyance; Medical; Cash; LTA; Phone (Mobile/Land Line); Fuel/ chauffeur.

Key Modules

Travel Management

Travel is one of the highly variable expenses of a company. Proactive helps organizations manage these costs. It provides management of all travel related activities including booking trips and handling all expenses associated with travel. The main objective of the module is to manage request for travel. User creates & submits his/her requests for approval. On approval, each request is forwarded to the HR/Admin department for booking of tickets & accommodation. After travel, user may opt for settlement of travel dues. Travel costs can be classified according to cost centers.
Features include: Tour Diary; Tour Details; TA Bill; Settlement.

Leave Management

A comprehensive leave management module, with extensive possibilities of defining leave types and more. It caters for all application and approval processes and is able to display information on leave entitlement, balance, history etc. Based on self-service concepts, it significantly streamlines all leave related procedures, eliminates paperwork and saves cost. **Features include:** Define Leave Types; View Leave Summary for individual employee (self service); Define Days-off (weekends and specific holidays); Apply for and assign continuous leave; Receive auto notification e-mails after performing leave related operations; Leave Balance; Used Leave Detail; Yearly Leave Carry Forward.

Training Management

This module caters to all training related activities including planning, budgeting, calendaring/scheduling and feedback. This module is linked to employee information system & appraisal module. Employees can post training needs for the purpose of self upgradation. HR can also identify Training needs for individual or a group of employees and consolidate such need and schedule training by creating a calendar. **Features include:** Course Details Preparation; Training Calendar Preparation; Enrolling Participants; Training History; Self nomination; Approval

Performance Management

This is an integral part of Human Resource Management. Continuous assessment of employee performance helps your Organization to determine whether the performance of employees is aligned with the goals of the Organization. Proactive frees you from this load & smoothly takes over the responsibility. **Features include:** Option to define objectives or goals for each individual at the beginning of the year with measurement criteria; Core Competencies for each individual based on their kind of work with ratings; maintenance of history of employees past appraisals could be maintained; mapping of development plan for each employee.

Pay roll

The Pay & Accounts department can breathe easy now as Proactive streamlines & automates organization's existing Payroll Management Service. Payroll is efficiently managed, carefully tailored and kept updated through Proactive to suit company accounting needs.

Proactive allows organizations to generate pay slips and salary register, based on the attendance of the employees taking care of leaves, allowances, loans, advance and other standard deductions like PF, E.S.I., Professional Tax, Income Tax etc. One just need to assign the employee a salary structure and gets a ready output with respect to that employee. Also,

Proactive provides organizational flexibility to create its own salary structures and institute salary formulae to suit its business needs as a resultant output. **Features include:** User defined Salary Heads (Formula based: optional); Professional Tax Slab; Pay slip Generation; Salary Archive ; User defined Salary Structures; Superannuation; PF; Income Tax Calculation; Form 16; MIS Reports (Payroll & Salary).

Attendance

The Time Attendance System provides time attendance unit, that is primarily used to have an efficient and quick system to monitor the time IN and time OUT of the office employees. **Features include:** Late clock-in, early clock-out and other exceptions list; Overtime calculation and reporting; Holidays and Leave Processing; Accurate & faster recording of in & out timings; No more manipulation of timings; Instant access to information on absentee etc; Perfect calculation of work-hours, number of days present, absents of a month etc are some of its features.

Recruitment Management

A comprehensive tool to manage the entire recruitment process of an organization that helps to reduce the time-per-hire and cost-per-hire. **Features include:** Listing all Jobs / Search matching jobs/ Hot Jobs; Candidate Login/ Change Password/ Forgot Password; Online Resume Creation/Update; Apply for Job; Applied Job History; Suggestions & Feedback; Job Posting; Applied Candidate Details; Master Entry for Recruitment.

