

The logo for ZETA HRMS features a stylized blue geometric icon on the left, composed of several overlapping diamond shapes. To the right of the icon, the text "ZETA HRMS" is displayed in a bold, black, sans-serif font.

ZETA HRMS



BUSINESS SOFTWARE DEFINED



Zeta HRMS from Zeta Softwares is the leading HR software, with best-in-class service and support, creating the ultimate HRMS user experience. Our next-generation HRMS offers unmatched breadth and depth of functionality to manage your workforce from applicant to retiree. The most comprehensive feature that can be found in ZETA HRMS is the core functionality.

Zeta HRMS is a Cloud (Web Based) Application providing those in HR division a comprehensive solution for workforce management and offering employees direct access to view and manage their own information. Data is hosted on the cloud and can be accessed by users using a thin client via a web browser.

The customer can choose from Standard, Professional and Enterprise versions based on the modules required:

Zeta HRMS Feature Comparison:

Modules	Standard	Professional	Enterprise
▪ HR Management	✓	✓	✓
▪ Benefit Management	✓	✓	✓
▪ Leave Management	✓	✓	✓
▪ Time & Attendance	✓	✓	✓
▪ Payroll	✓	✓	✓
▪ Loan Management		✓	✓
▪ Employee Docs		✓	✓
▪ Asset Management		✓	✓
▪ Project Management		✓	✓
▪ ESS Management		✓	✓
▪ Training			✓
▪ Performance Evaluation			✓
▪ Performance Appraisal			✓
▪ Recruitment			✓



As one of the fastest growing companies in the region, with a diversified workforce, we needed a sophisticated and flexible HRMS solution.

We are fully satisfied with the Zeta HRMS as it can meet all our requirements.

Shaji Thomas

Managing Director, Blossom Inners (P) Ltd.

HR Management

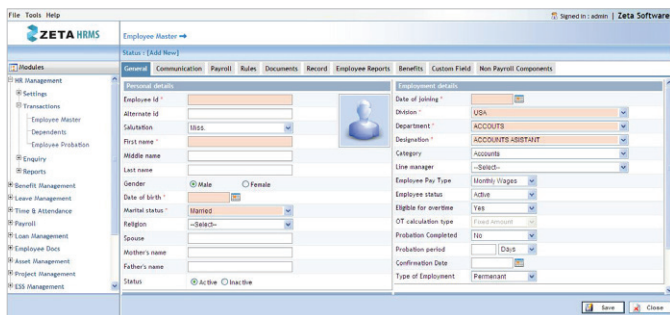
Accessing Fortune 500 functionality without the costs, risks and limitations of yesterday's solutions is easier than ever with Zeta HRMS. Employees benefit from the employee self service module in the solution.



The Employee profile in Zeta HRMS is not just another static collection of data. The system records basic demographic and address data, selection, training and development, capabilities and skills management, compensation planning records and other related activities. HR module has flexible,configurable profiles that capture any data that's important to your business — not just standard, preconfigured fields. By adding the capability of adding customs fields Zeta Hr has redefined the management of employee information.

Benefit Management

Zeta HRMS enables you to administer benefit plans and achieve your plan participation goals. With Zeta HRMS, you have instant access to accurate enrollment information. Self Service features save you time and empower employees to always see what the benefits coverage they have been allocated and can see into the details.

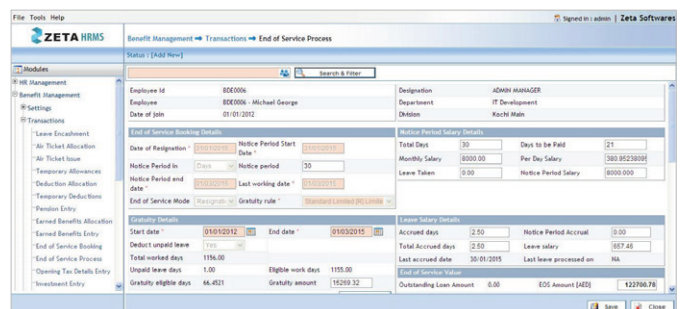


Major Features

Major Features

- Multi Company and intercompany transfer.
- Grading System.
- Multi-currency even up to benefit level.
- Unlimited custom fields.
- Rule based system.
- Attachment of documents.
- Document expiry date alert.

- Unlimited number of benefit plans.
- Unlimited salary components.
- Unlimited pay category rules.
- Temporary benefits and deductions.
- Air ticket benefits and automatic process.
- Leave salary and automatic process.
- Eligibility rules.



Loan Management

This module enables you to define and manage employee loan policies and their entitlement based on different parameters. Employees can request loans, which are then reviewed, approved, and converted to loan agreement which include terms of payment and the life of the loan. Loan payments are processed automatically through the payroll at the end of each pay period. Advances can also be managed similarly.

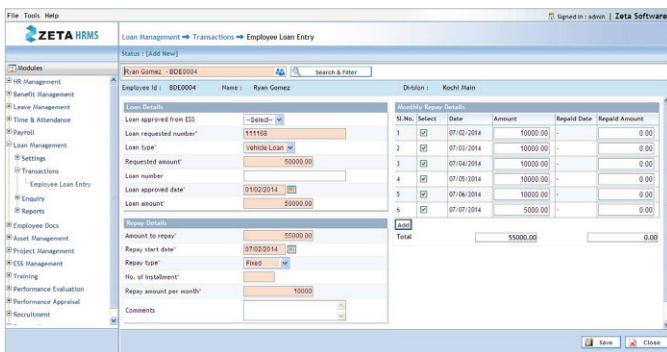
Major Features

- Unlimited types of loans.
- Different methods of repayment.
- Loan holidays.
- Automatic carry forward.

Automatic notification will be sent on request from the ESS Module for Approval / Rejection of leave request. This module enables the user to view outstanding open leave requests, manage leave taken, leave approved and Leave Time Table.

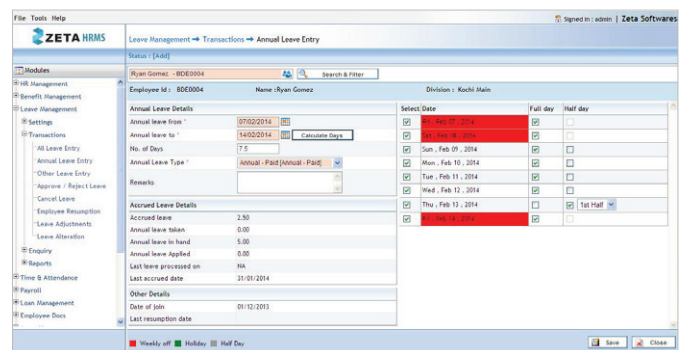


- Multiple leave rule with Country based holiday management.
- Define multiple Leave types with accrual and payment related criteria.
- View Leave summary and history of all employees in one screen.
- Employees Annual Leave balance and leave eligibility online.
- Supports annual Leave entitlement starting from beginning of the year and on a monthly pro-rata basis.
- Supports carry-forward of Annual Leave to next year with exceptions.



Leave Management

Zeta HRMS Leave Management module has a comprehensive and flexible leave management system to enabling manage leave requests according as per rules. This module is integrated with Payroll and ESS that allows to: Enter and cancel requests, view outstanding leave requests, view leaves balance, including current availed leaves and look-forward.



Time & Attendance

Zeta HRMS can help you streamline your absence tracking with Time-off management and potentially uncover cost savings for your organization. Using an integrated HRIS, identify reasons for unscheduled employee absences, reduce data entry time by pushing the responsibility for time reporting to the employee, and manage all areas of absence tracking and reporting. Unlimited number of absence plans with accrual rules. Flexible work schedule definition and assignment by shift with unlimited number of schedules and future planning of work schedules by employee are helpful features.



Major Features

- Employer Work Calendar including holidays and workdays.
- Employee Work Schedule by Employee department /Division (Project Costing).
- Employee Attendance Timesheet entry by Employee.
- Employee Leave Entitlements Plans Definition by Employee.
- Employee Work Schedule by Employee department / Division (Project Costing).
- Import attendance from Excel and other formats.
- Automatic posting of Attendance Timesheet to the Payroll to generate Payroll ATS.
- Option to enter as Daily and Monthly attendance.

Payroll Management

Zeta HRMS has a comprehensive payroll management that has seamless integration to Employee Attendance and Leave Tracking. Extensive and flexible payroll policy definitions including earning policies, allowances policies, benefits policies, bonuses policies, commissions policies, deduction policies are available in the system.

Major Features

- Default Earning, Allowances, Benefits, Commissions.
- Automatic Inheritance of Earning, Allowances, Benefits, Commissions, Deductions.
- Auto Timesheet (ATS) Generation from Attendance Timesheet.
- Deductions by employee group.
- Predefined calculation method of earnings, allowances, benefits & deductions.
- Multiple trial payroll runs.
- Final Payroll Run and securings of Pay Period.
- Auto-Posting of Leave.
- Salary bank transfer.
- Automatic posting of leave earning to Payroll Timesheet.
- Automatic Leave Accrual at the end of each pay period.
- Payroll Ledger posting to the GL.
- Supports Multiple Bank Accounts.

Timesheets are automatically generated for salaried employees who do not require timecards and absent hours are entered for those employees who are absent, thus eliminating the tedious entry of timesheets. These can be imported from the Attendance Terminal or spreadsheets, or entered using the Employee Self Service. Payroll calendar is predefined; Payroll cycle is based on a 3-process cycle: Automatic Timesheet Generation, Trial Payroll, and Final Payroll.

Employee Docs

Employee Docs module facilitates the capture, storage and retrieval of Employee related documents. This difficult manual work is made effortless and less time consuming with Employee Docs module. Unlimited number of documents per Employee can be attached and stored. The Index and Search functions allow to search and retrieve appropriate documents using keywords. This is a further step towards a paperless office and cuts down on physical storage space while allowing the document to be retrieved easily and quickly in just a few clicks. It supports multiple file formats and allows reprinting of the source document.

Zeta HRMS Employee Doc's gives the HR the freedom to get rid of huge employee personal files. This module also gives the solutions to handle multiple template document/letters to create and issue to unlimited employees.



Major Features

- Simplified access and ease of use.
- Accessible from any location with appropriate web security.
- All documents are stored in the database for ease of control and security.
- Control document access permissions at user levels which prohibit users from modifying and deleting documents.
- Issue and retrieval of multiple template document / letters.
- Employee wise retrieval of history documents with key word search for the text documents.
- Provides flexible document categorization and employee allocations.

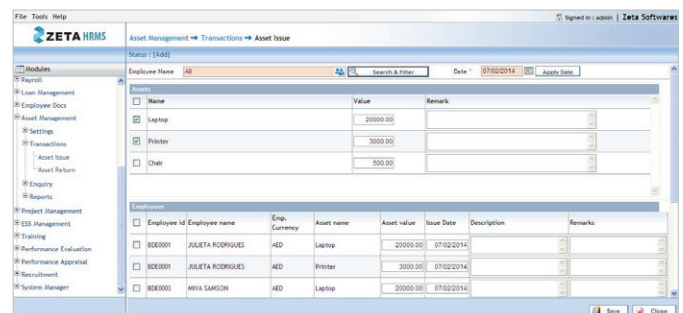
Asset Management

This module keeps all Assets under control and helps in allocating the Assets to employees, with close tracking. Assets loss and misplacement can be minimized effectively. Common employee assets thus allocated are Mobiles, Laptops, Keys, Vehicles and other work related equipments and tools.



Major Features

- Allocate and track an unlimited number of assets.
- Powerful search feature for locating assets with multiple criteria.
- Check-out items to employees and know where they are.
- Maintain a full history of the asset ownership.
- Add rich text notes to Assets.
- Extensive reporting system for displaying or printing data.
- Export report to Word, Excel, PDFs etc.



ZETA HRMS								
Asset Management - Transactions - Asset Issue								
Employee Name: [All] Search & Filter Date: 07/02/2014 Assets Data								
Assets								
<input type="checkbox"/>	Name	Value	Remark					
<input checked="" type="checkbox"/>	Laptop	20000.00						
<input checked="" type="checkbox"/>	Printer	3000.00						
<input type="checkbox"/>	Chair	500.00						
Employees								
<input type="checkbox"/>	Employee ID	Employee name	Emp. Currency	Asset name	Asset value	Issue Date	Description	Remarks
<input type="checkbox"/>	000001	JULETA RODRIGUES	AED	Laptop	20000.00	07/02/2014		
<input type="checkbox"/>	000001	JULETA RODRIGUES	AED	Printer	3000.00	07/02/2014		
<input type="checkbox"/>	000003	MEHA SAMSON	AED	Laptop	20000.00	07/02/2014		

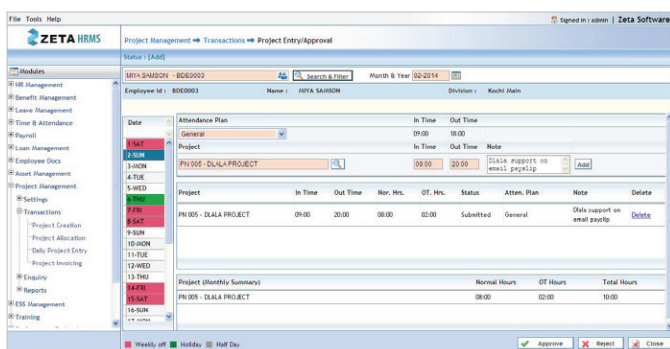
Project Management

With Zeta configurable Employee Costs are attached to all project related activity to ensure true and complete cost analysis. Greater control, more accurate costing and greater competitiveness are possible within a system that was designed to exactly the way you do. Time and expenses towards projects, clients or any entity your business are closely monitored which can be integrated with Project management and Accounting. Time entry is easy with the extremely user friendly interface and can be done from anywhere with over an Internet connection. Employees can be assigned to projects who in turn can see in real-time the estimates as well as the actuals. These functionalities help to bring in reliable and consistent project planning, launching and delivery. It also helps in better resource utilisation.

Zeta Project Tracking and Job Costing module supports the pivotal role of projects in your organization.

Major Features

- Create unlimited projects.
- Set rules for each project.
- Daily job entry.
- Monthly job entry.
- Automatic allocation of employees to a Job.
- Integration with accounts.



ESS Management

Human Resource professionals are constantly challenged to improve efficiency and manage costs while meeting higher employee expectations for quality and suitable service. Zeta HRMS Employee Self-Service is helps organizations respond to this demand.

Using Employee Zeta HRMS Self-Service, employees can review and act upon their personal HR data all from a single point of areas. This empowerment helps streamline many daily HR activities and reduce the administrative demands on the HR department, equipping staff to better serve employees with less drain on resources and with a greater focus on strategic activities that bring value to the organization.



Major Features

- Employees to view and manage their own personal information online, whenever it's convenient for them.
- Managers to track important information about their direct reports and initiate personnel actions without saving paper.
- Employee can view leave and payroll information online and make requests.
- Real time collaboration between HR and employees to maintain competencies, certifications and skill proficiency levels.
- Excellent company news bulleting and event notifications hosting.
- Sharing of data between front-end HR systems and back-office applications.

Performance Appraisal

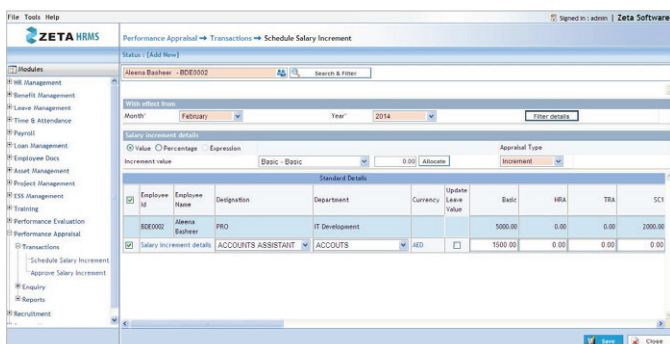
A performance appraisal is a part of guiding and managing career development. It is the process of obtaining, analyzing, and recording information about the relative worth of an employee to the organization. Performance appraisal is an analysis of an employee's recent successes and failures, personal strengths and weaknesses, and suitability for promotion or further training. It also judges an employee's performance in a job based on considerations other than productivity alone.

The results of performance appraisal can be assessed to identify areas of strong performance across all employees, by department or by demographics. Standardised performance assessments allow companies to aggregate, calculate and analyze results to show where performance is strong. These areas of strength then can serve as benchmarks and opportunities for sharing of best practices for other areas of the organization. Based on the results of performance evaluation the HR department is able to identify areas of strength and opportunity.

After an employee is evaluated and analyzed in terms of relative worthiness to the organization, Zeta helps to record and reflect the findings appropriately.

Major Features

- Scheduling a salary increment.
- Approving the salary increment.
- Taking disciplinary actions.
- Recording the findings of the appraisal.
- Identifying Training Requirements.
- Leadership Development and Succession Planning.



Performance Evaluation

A truly powerful Performance Management process requires that employees, managers and HR professionals be connected for real-time collaboration and communication. Successful organizations align their employees performance objectives with organizational goals. The Zeta HRMS Performance Management Module helps you create meaningful performance reviews for your employees. The entire process is completely paperless allowing for HR, Managers and Employees to track progress against goals and monitor the review cycle. Additionally, it helps HR professionals to better service managers by putting performance information at their fingertips to identify professional growth opportunities and employee retention and satisfaction strategies.



Zeta Performance Evaluation is a 360-degree based performance evaluation system with user defined evaluation parameters and automatic generation of performance evaluation forms with multiple evaluation blocks where each evaluation block / section with associated parameters can be assigned to a different employee / supervisor for assessment and recommendations.

Major Features

- User Defined Performance Evaluation Parameters.
- Unlimited Number of Performance Appraisals.
- Unlimited Number of Performance Evaluators.
- Overall performance evaluation by Supervisor and Manager.
- Employee performance evaluation comments.

Training Management

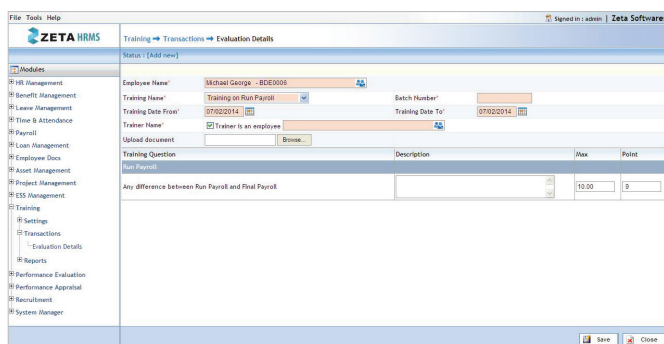
The Zeta HRMS Training module enables you to schedule, track and report on employee training. It saves your time and gives you complete, real-time visibility into the performance of your training programs. Set up an unlimited number of user groups based on job titles, departments or roles and avoid tedious individual entries by easily assigning a predefined library of courses for each. Access all of your training metrics in real-time from a secure, web-based platform. Past course information including legacy data can be easily imported into the system which makes implementation quick and reporting complete.

Zeta offers a powerful Training Management system that effectively monitors individualized attention to people development thereby impacting their work. A training program can consist of many training topics and these programs can then be set at the company, department or designation levels.

Zeta HRMS helps to create Training Schedules, assign Employees and Departments to training, get the feedback of the training conducted and track the details of training.

Major Features

- Training schedule based on job position, title, team, shift.
- Track training requirements and progress at multiple levels.
- Streamline training management workflow, reducing duplication of employee efforts.
- Report on training costs by course, employee, job title, work group, division, location, year and more.



Recruitment

Recruitment aims at sourcing and maintaining adequate supply of manpower based on the needs of the organization. It is the one of the critical function of any Personnel department. This means the discovery of sources of manpower and tapping of the same so that the potential employees are properly evaluated to fill up the vacant position in the organization.

Zeta Softwares provide a comprehensive solution for the entire recruitment process, including requests for staff, approval of vacancies, entering requirements, capturing candidates' information, short-listing, interview notes and many other features. The bulky, methodical manual recruitment procedures have been changed into a flexible, user friendly, efficient, comprehensive recruitment engine which can easily be embedded into your company' website. This module also allows HR professionals to generate templates and documentation to streamline the recruitment process altogether.

In HR, one of the most difficult and time consuming tasks involves short-listing of potential candidates for a particular job post. Zeta HRMS simplifies this task by short-listing thousands of candidates in just a few seconds, a task that may take months, if done manually.

Major Features

- Requisition Listing.
- Defining Job/Position requirements.
- Displaying Jobs/vacancies online.
- Allow applicants to apply online.
- Support applicant's self service.
- Applicant Listing.
- Capture candidate resume and information.
- Applicant data storage and management.
- Enable auto filtering and selection.
- Templates for Offer Letter, Contract interview calls.
- Managing interview notes & history.
- Create and define specific reports.



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