

# CONTACT US

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## Efficient, Flexible & Complete HRMS Solution

Factura HRMS is an innovative system for easy management of Payroll and HR for small to medium and large organization.



Factura Financials

Factura CRM

Factura Contract

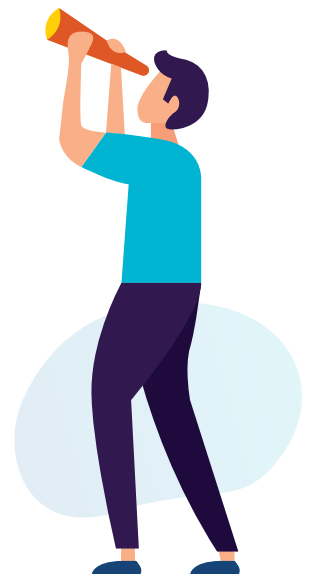
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## ABOUT US

Factura is an essential tool for managing your business process and finance. FACTURA's complete suite of functionality will seamlessly integrate and automate your business process and provide your organization with the visibility, tools and technology you need to meet the demands of your business. A high-level view of key business indicators facilitates faster and more accurate management decisions and an "intuitive" interface puts all of this at your fingertips, when and where you want it. From quote to cash, an integrated business system helps you get product out the door faster. With the familiar look and feel of Microsoft Office, Factura helps you get organized and save time. Factura can manage your accounts and inventory up to manufacturing level.



## FACTURA HRMS OFFERS YOUR ORGANIZATION A HOST OF BENEFITS



### HUMAN RESOURCE MANAGEMENT

Effective HR System which Manages employees from hiring through, performance & appraisal, training & skill administration, etc to exit scheduling.



### AUTOMATED NOTIFICATIONS

Automatically sends notification of pending transactions. Sends payslips to each staff at the end of every payroll run.



### EMPLOYEE SELF SERVICE

Employees can access their full personal bio data & transactions history.



### PAYROLL MANAGEMENT

Accurately compute staff benefit, timesheets, and overtime and Manage union dues, cooperative contribution, surcharges.



### EXCEPTIONAL PAYROLL REPORTING

Real time access to both summary and detailed transactions and audit.



### AVAILABLE ONLINE 24/7

Offered on a Software as a Service (SaaS) hosted platform. Requires no investment in infrastructure, server, databases.

## WHY FACTURA HRMS?

- Complete Human resource solution that Provides you with everything in one package; Human Resource, Payroll and Time & leave Module with seamless integration between modules.
- User-friendly and intelligible interface and quick learning curve
- A comprehensive system/solution that caters for small, medium and large organizations
- Multi-Group, Multi-location, Multi-Currency, multi-language solution
- Allows integration with 3rd party systems
- Factura HR/Payroll meets all the statutory requirements of most countries in Africa, Asia, Middle East and Europe.
- Employee Self Service Module makes it easy for all employees to participate in the process of HR management and thus reducing the workload from the HR department.
- Amazing Assessment & Appraisal features.
- Factura allows HR Manager to send: memos, appraisal rewards, payslip, directly from the system. Also allows for Email Integration, etc.
- Facility to import/export data.
- Scalable to suit growing HR and Payroll needs.
- Over 200 standard reports plus a unique built in report writer.
- System comprehensive security and Audit Trail.
- 24/7 online support.

## FACTURA HUMAN RESOURCES AND PAYROLL MODULES

### HUMAN RESOURCE MODULES

- Human Resource Dashboard
- Employee Bio Data
- Hiring Process/Recruitment Management
- Entitlement Administration
  - Casual Leave
  - Maternity leave
  - Annual leave
  - Sick leave
  - etc
- Addresses
- Absences
- Benefits
- Employment History
- Education
- Property Management
- Job/position/Skills Administration
- Dependents
- Cases Management (Disciplinary, grievance etc.)
- Notes
- Performance & Appraisal Management
- Training Management
- Workflow
  - Employee submits request/process
  - Supervisor or reports to manager approves
  - Selected managers are notified
  - Request or process hits database
- Import Transaction and Masters from Excel
- Work Scheduling
- Document Management
- Standard Reports
- Custom Reports
- Etc

### PAYROLL MODULES

- Payroll Dashboard
- Formula based Allowances, Deductions & Accumulators
- Loans & Advances Management
- Attendance Management
  - Attendance import from excel
  - Attendance import from Biometric machines
  - Manual Attendance
  - Attendance Related to Shift System
  - Attendance Related to Work schedules
  - Attendance Summary
- Overtimes/Work Scheduling
- Single/Group/Overall Payroll Processing
- SMS & Email Alerts
  - Emailing Payslips and Other Reports
  - Birthdays, Anniversaries & Other Notifications
- Standard/Custom Reports
- General Ledger interface
- Project Management
- Security management & Audit trail
  - Security based on departments, designations, groups and locations
- Employee Self-Service
- Workflow
- Etc



# FACTURA HRMS – FEATURE EXPLANATION

**Factura Employee Bio Data Module** is a tool for recording and tracking everything you need from employee personal information level. Employee can view and edit his data based on user security rights. Easy

## EMPLOYEE DETAIL:

### Human Resource Dashboard

- Employee Title,
- Employee Code
- Employee Alternative Number (can also be used TIN)
- Names (First name, surname, middle name etc.)
- Employment Type,
- National ID number
- Social security number
- Gender
- Date of birth
- Nationality
- Religion
- Source of hire
- Disability
- Contact addresses
- Unionized?
- Etc.

**Factura Leave function** is used to manage employee's leave and attendance at workplace. It goes further by automating this process by allowing employee direct

### Some of the Features:

- Define unlimited number of leave / absence types according to each country's statutory requirement or company policy.
- Define Public Holidays and set Holiday Exceptions for all, various groups or individual employees.
- Define different approval levels and allows one person to have multiple approvers, etc.
- Apply and Approve leaves in a seamless integrated workflow through employees and managers' self-service.
- Email integration enables email flow on processes like Leave Applications, Approvals and Rejections.

**Factura Recruitment Management** is where applications to open positions are tracked and resumes

### Some of the Features:

- Vacancy Master: Allows you to create vacancy that will be open for job Application. You can create internal vacancy existing employees or external vacancy for external applicants.

information search helps in quick and accurate information. Information recorded and tracked include but not limited to:

### Other details which helps with HR and payroll processing and reports includes:

- Employment date (Joining date)
- Designation (Job title)
- Department/Section
- Location/Branch
- Group
- Reports-to
- Employee Status
- Pay frequency
- Holiday calendar
- Work schedule
- Pay mode
- Job Group
- Grade / level
- Salary Scale
- Cost Centre.
- etc

involvement through Employee Self Service interface (leave request) where employees can apply for leaves and track the approval and also check for balances.

- Issue full day(s) leaves or even a fraction of a day leave; say half day leave or 2 hours leave.
- Manage leave cycles with easy
- Forecast leaves and determine that cost component attributed by leave days well in advance.
- Automatic integration with payroll process.

of short listed candidates are captured into the system and hiring follows from there.

- Recruitment Cost: Cost Category, Agency, Costing, Budget, Description

- Vacancy Information: Vacancy Title, Department, Employment Title, Job Opening Date, Job Closing Date, Interview Start Date, Interview Closing Date, Job Grade, Pay Range, Number of Positions, Years of Experience, Duties and Responsibilities, Qualifications, etc.
- Auto Generate Positions: If you want to automatically generate an open position when adding a new employee, For example, if you are adding a new Supervisor and there are no open positions for Supervisors in Position Control, the system will create a position. If you do not select this option, you can add a new employee to a position where there are no vacancies as long as the 'Prevent Overfilling of Positions' is in force, but the system will not change the total number of positions in Position Control.
- Prevent Overfilling of Positions: If you want to prevent a new employee from being added to a position where there are no vacancies, select this option. If you do not select this option, you will be able to add an employee to a position that has no vacancies.
- NOTE: If the 'Auto Generate Positions' and 'Prevent Overfilling of Positions' are both in force, and an employee is being added to the position with no openings, you can add the employee to the system but you will not be able to assign him or her to the position. A position then has to be created using the Position Control function.

**Factura Training** and Need Analysis provides a way to track employee training and development needs and effort. This function is directly linked with the

### Some of the Features:

- Factura on Job Training and Training Needs Analysis allows you to:
  - Define Skill Gap needs
  - Set Business needs priorities
  - Define Key Result Areas for respective training
  - Set Training Objectives
  - Link the training plan to your organization goals.

- Application Master: This module shows Applicants details that were captured or imported from softcopy link to the system with all information concerning: Applicant Addresses, Contracts, Qualifications, Skills, Job History and References. Factura also allows you to enter applicant details to the system directly at the moment you receive hard copy from the applicant.
- Short List Applicants: Set short listing criteria according to the vacancy requirements.
- Batch Scheduling: Allows you to schedule an interview in group or batch form by setting the location for interview and type of interview the specific group will do.
- Interview Scheduling: Allows you to do interview Scheduling for those Applicants that fall in Batch Scheduling by informing them when and where the interview will take place.
- Automatic Notifications: Send automatic notifications to applicants at every recruitment stage.
- Interview Information: Interview Type (oral, practical, written), Interviewee details (Name, department, Contacts, Employee or Non-employee)

performance and goals of your organization, employee skills, position skill, position training needs, as well as succession planning for your organization.

- Develop your workforce through efficient training planning which is linked with organizational goals.
- Manage training costs more efficiently by linking the process to your financial systems
- Schedule training and enrol employees accordingly while being alerts about possible schedule conflicts with other issues like leave and employee holidays.
- Measure the impact of training by performing training impact evaluations.
- Receive training feedbacks through efficient end of course evaluations questionnaires.
- Automatically update employee skills and qualifications based on the scores they get at the end of successful training.



### Cases Management: Employee Disciplinary

This module tracks employee disciplinary cases and resolution steps taken to resolve the case/conflict within the organization. Sends automatic notification

#### Some of the Features:

- Disciplinary Offences: Offence category (for example, Misconduct or Very Serious Misconduct, etc.) Offence name, Severity, Description, etc.
- Disciplinary Penalties: example: Suspension, Dismissal, Verbal Warning, Written warning, etc.
- Disciplinary Status: example: Received, Notification, Hearing, Dismissal, Appeal.

**Employee Self-Service** is a web based interface that allows employees and their managers to interact with the main system and perform all activities assigned to

#### Employees Self Service enables employees to:

- Manage their profile and benefits.
- Manage addresses, dependents, beneficiaries and references.
- Manage Emergency contact details
- Manage Banking Details.
- Apply for internally advertised jobs
- Apply for leave and monitor leave approval status

#### Factura Managers Self Service enables Managers/Supervisors to:

- View profiles of employees reporting to them.
- Issue Sick leave approvals and process medical claims as well as other approvals in their names.
- Conduct both Performance Evaluations for employees under their supervision
- Conduct Training impact evaluation after employee returns from trainings
- Apply for leave and monitor leave approval status

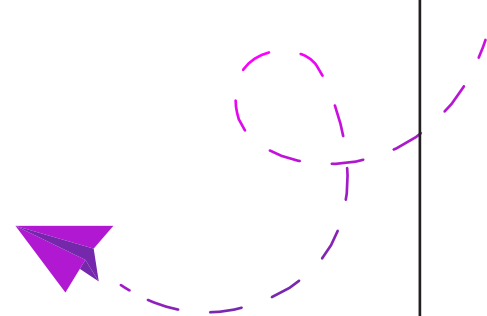
for case status and seamlessly updates the rest of the system with actions taken example (termination, suspension, etc.)

- Charges and Proceedings: Lists all Disciplinary actions including: the date they occurred, severity, person involved and incident.
- Disciplinary Committee: Details of the disciplinary committee, etc.

them. With strong product security, employees and managers can only interact with areas assigned to them and not otherwise.

- Conduct Self Performance Evaluation
- Receive information on Training enrolments,
- Conduct end of course training evaluations.
- Apply for expense claims
- Etc.

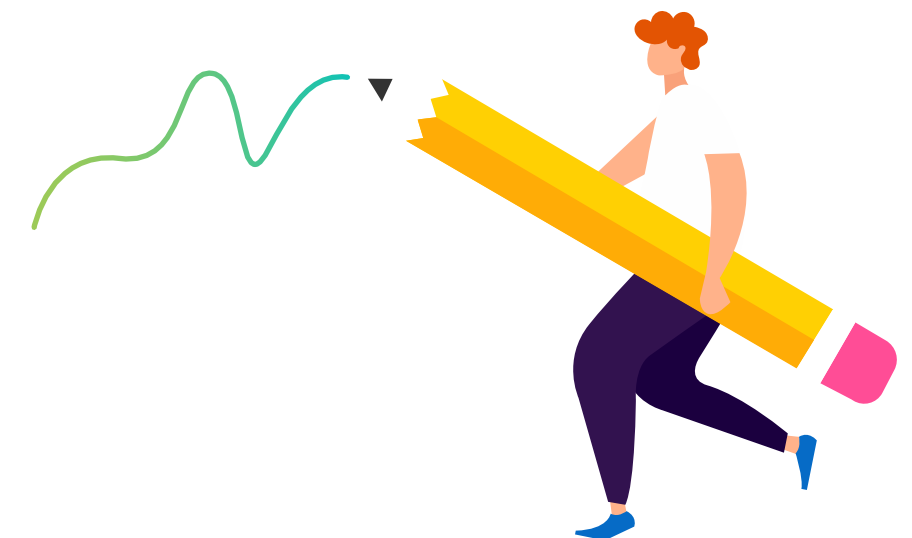
- Approve or reject leaves applications
- Approve Assets assigned to employees
- Approve or reject employee's loan/advance payments applications.



**Performance and Appraisal Management** is a simple and effective way to manage performance of employees.

#### Some of the Features:

- Easily conduct performance evaluation through an online employees and manager's self-service.
- Pre-define your appraisals criteria and Factura will do the rest for you.
- Perform evaluations and assessments based on set targets.
- Allows for Employee and their respective managers to Define Objectives which are then linked to organizational goals, set Key Performance Indicators, Targets and Actions required to meet the objectives.
- Discuss and set development plan and career goals during the evaluation process.
- Define Training needs for career developments and Job capabilities
- Based on Performance results for each employee, the system then allows you to appraise employees accordingly by automatically issuing them recommendable letters, warning letters, etc.



# FACTURA HRMS REPORTS

## Some Factura Payroll Reports

- Payroll Summary Reports
- Employee Bank Register Reports
- Bank Transfer Summary
- Salary Register (All components)
- Earnings Details Reports
- Deduction Details Reports
- Payroll Variance Reports
- Loans Reports
- Audit Trail Reports
- Overtime Detail Reports
- Timesheet Reports
- Pay Per Activity Report
- Cost Centre Report
- Group Wise Report
- Location Reports
- Reconciliation Report
- Social Security Reports
- Provident / Pension Fund Reports
- Defined Contributions Reports
- Tax Returns Reports
- Annual Tax Summary Report
- Etc

## Some Factura Human Resource Reports

- Employee Head Count
- Employee Skills Report
- Employee Beneficiary Report
- Employee Qualification Report
- Employee Referee Report
- Employee Age Analysis Report
- Employee Distribution Report
- Employee Relation Report
- Job Employment History Report
- Employee Asset Register Report
- Employee Movement Report
- Employee Listing Report
- Employee Retirement Report
- Employee Qualification Range
- Employee Salary Grade Manning Levels Report
- End of Contract Report
- End of Probation Report
- Employee Duration Report Job Report

## Discipline Reports

- Discipline Case Summary
- External Disciplinary Cases
- Discipline Cases Details
- Discipline Case Status
- Leave Reports
- Leave Absence Summary
- Leave Balance List
- Leave Issue Audit Trail Report
- Leave Balance Audit Trail Report
- Employee Leave Form
- Leave Approver Report
- Leave Statement Report
- Leave Planner Report
- Leave Form Approval Status Report
- Leave Issued Report

## Training Reports

- Training Cost Report
- Training List Report
- Training Budget Report
- Training Analysis Report
- Training Needs Priority Form
- Training Planning Report

## Assessment Reports

- Employee Assessment Form
- Assessment Score Report
- Appraisal Summary Report
- Performance Appraisal Report
- BSC Planning Report
- Performance Evaluation Report

## Medical Reports

- Medical Claim Report
- Medical Bill Summary Report
- Monthly Payment Report
- Employee Medical Cover Summary
- Employee Medical Cover Detail

## Asset Declaration Reports

- Asset Declaration Report
- Asset Declaration Category Wise

Many More Other Human Resource and Payroll Functions & Reports.....