

# Business Software for HR Management



Silver HRM is an HR add-on module for SAP B1 which can be used for multi locations and multi companies.

## Highlights

- Performance & Appraisal Management
- Recruitment Management
- Training & Development
- Employee Information & Insurance
- Leave & Attendance Management
- Organogram
- Policies & Forms Management
- Newsletter

Employee Appraisal Report

Employee Insurance Process

Performance Management System (Performance Review form)

Employee Training Evaluation

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## Custom Features for HR Management :

### > **Employee Information:**

Silver HRM manages full life cycle information about all employees such as general, personal, academic, training related, experience, job description, leave details etc.

### > **Recruitment Module:**

Entire recruitment process is managed through this module, starting from resource planning to final stage of recruitment that is appointment.

### > **Organogram:**

A complete interface with all the diagrams according to company, location, departments, designation and employee is available.

### > **Newsletter:**

Newsletters, in word or pdf formats can be put online as per the schedules.

### > **Leave and Attendance Management:**

Attendance and leaves are maintained taking into accounts shift management, overtime etc. They can be tracked either through manual systems or via biometric devices that can be integrated with Silver HRM module

### > **Employee Insurance:**

Insurance related details are managed such as insurance process, nominees etc.

### > **Suggestions:**

Employees can give their suggestions or views to HR department.

### > **Policies and Forms Management:**

All the HR related policies and required forms are systematically arranged and are available to all employees.

### > **Contact Details:**

Telephone and other desired contact details are managed as per company locations, departments, designations and individuals. Extension Numbers of internal organisation can also be managed

### > **Training and Development:**

Systemizes employee growth enablement in an organization by charting out required training schedules for them as per need, requirement and feedback.

### > **Performance Management System:**

There is a system for employee wise Appraisal Management with details such as appraisal competency, confirmation, appraisal questions etc.

### > **Alert Message Functionality:**

It's a built in functionality of the application that generates alerts for desired employees as per the authorization.

### > **Integration with Mail Exchange Server:**

The software is integrated to mail server to avail information to employees through mails.

### > **Pre-designed Reports**

### > **Customized reports (as per client's demand)**

Solution Powered By :



SilverHRM

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