

## Human Resource Management [HRM] Course

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### Human Resource Management [HRM] Course

#### INPUT

SNO	Heading	Description	
1	<b>General Set Up</b>	System Configuration	
2	<b>Create General Masters</b>	Region(Country)	
3		Segment(State)	
4		Area(Station)	
5		Company Or Branch	
6		Company Linking	
7		Bank	
8		Customer/Vendor	
9		Tax Applicability	
10		Measurement Unit	
11		Currency	
12		Color	
13		Article Wise Color	
15	<b>Create Plant Setup</b>	Make	
16		Blow Room Line	
17		Machine Erection	
18		Machine Settings	

#### OUTPUT

List Of Output [General]			
SNO	Heading	Description	Description
1	<b>Create General Masters</b>	Region	
2		Segment [State]	
3		Area [Station]	
4		Company Or Branch	
5		Company Linking	
6		Bank	
7		Customer / Vendor	
8		Tax Applicability	
9		Measurement Unit	
10		Currency	
11		Color	
12		Article Wise Color	
13	<b>Create Plant Setup</b>	Make	
14		Blow Room Line	
15		Machinery Erections	
16		Machinery Settings	

#### INPUT

## Human Resource Management [HRM] Course

<b>Human Resource Management</b>					
SNO	Heading	Description	Description		
1	<b>Employee Recognition</b>	Create Grade			
2		Create Grade Wise Designation			
3		Create Skilled Designation			
4		Create Contractor & Contract Detail			
5	<b>Recruitment</b>	Create Employee Master			
6		Create Contractor Worker Detail			
7	<b>Budget</b>	Create HR Budget Head			
8		Link Budget Heads			
9		Create HR Budget			
10	<b>Leave &amp; Attendance</b>	Create Leave			
11		Create National Leave			
12		Create Leave Purpose			
14		<b>Attendance</b>	Identify Sanctioned Strength		
15			Mark Staff Attendance		
16			Mark Worker Attendance		
17			Create Leave Opening Balance		
18			Apply Leave		
19			Process Attendance		
20		<b>Good Work &amp; CPL</b>	Create Good Work Entry		
21			Apply CPL		
22		<b>Salary &amp; Wages</b>	<b>Create Designation Wise Rate Master</b>		
23			<b>Create Incentive Criteria</b>	Attendance Basis	
24				Machine/Count Wise	
25	<b>Create Earning Criteria</b>		HRA		
26			Bonus		
27			Medical / LTC		
28			Gratuity		
29	<b>Create Deduction Criteria</b>		PF		
30			ESI		
31			Stamp		
32			TPT/CMC		
33			Security		
34	<b>Create New Earning Heads</b>				
35	<b>Create New Deduction Heads</b>				
36	<b>Contractor's Bill</b>		Create Contractor Activity		
37			Create Activity Wise Rate List		
38			Make Contractor Bill Entry		
39	<b>Create Monthly Earnings/Deduction</b>		Variable Earning		
40		Variable Deduction			

SNO	Heading	Description	Description
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## Human Resource Management [HRM] Course

41		<b>Create Arrears</b>	Leave Arrears
42			Earning Arrears
43		<b>Perform Salary And Wages Process</b>	Salary & Wages Process
44			Create Gratuity Criteria
45		<b>Make Earned &amp; CPL Leave Encashment</b>	
46	<b>Variable Expenses</b>	Create HR Expense Master	
47		Enter Expense Details	
48	<b>Security</b>	Gate Entry (Raw Material)	
49		Gate Entry (Store Materials)	
50		Visitor Register	
51		Employee Movement Register	
52		Vehicle Master	
53		Vehicle Register	

### OUTPUT

List Of Output [HR]			
SNO	Heading	Description	Description
1	<b>Employee Recognition</b>	Create Grade	
2		Create Grade Wise Designation	
		Create Skilled Designation	
3		Create Contractor & Contract Detail	
4	<b>Budget</b>	Create HR Budget Head	
5		Link Budget Heads	
6		Create HR Budget	
7	<b>Leaves</b>	Create Leave	
8		Create National Leave	
9		Create Leave Purpose	
10	<b>Attendance</b>	Identify Sanctioned Strength	
11		Mark Worker Attendance	
12		Mark Staff Attendance	
13		Create Leave Opening Balance	
14		Apply Leave	
15	<b>Good Work &amp; CPL</b>	Create Good Work Entry	
16		Apply CPL	
17	<b>Salary &amp; Wages</b>	Create Designation Wise Rate Master	
18		<b>Create Incentive Criteria</b>	Attendance Basis
19			Machine/Count Wise

SNO	Heading	Description	Description
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## Human Resource Management [HRM] Course

20		<b>Create Earning Criteria</b>	HRA
21			Bonus / Ex-gratia
22			Medical / LTC
23			Gratuity
24		<b>Create Deduction Criteria</b>	PF
25			ESI
26			Stamp
27			TPT /CMC
28			Security
29		<b>Create New Earning Heads</b>	
30		<b>Create New Deduction Heads</b>	
31		<b>Create Contractors Bill</b>	Create Contractor Activity
32			Create Activity Wise Rate List
33			Make Contractor Bill Entry
34		<b>Create Monthly Earnings/Deduction</b>	Variable Earning
35			Variable Deduction
36		<b>Create Arrears</b>	Leave Arrears
37			Earning Arrears
38		<b>Perform Salary And Wages Process</b>	Create Gratuity Criteria
39		<b>Make Earning &amp; CPL Leave Encashment</b>	
40		<b>Variable Expenses</b>	Create HR Expense Master
41			Enter Expense Details
42		<b>Security</b>	Gate Entry [Raw-Material]
43			Gate Entry [Store Material]
44			Visitor Register
45			Employee Movement Register
46			Vehicle Master
47			Vehicle Register
48	<b>Reports</b>	<b>Employee Recognition</b>	
49			District Wise On-Roll
50			Department wise On-Roll analysis
51			Employee Information Detail [Age Wise Detail]
52			Employee Information Detail [Weekly Off Detail]
53			Employee Information Detail [Experience Detail]
54			Employee Information Detail [Left Report Detail]

SNO	Heading	Description	Description
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## Human Resource Management [HRM] Course

55			Employee Information Detail [Colony Detail]
56			Employee Information Detail [State Wise Strength]
57			Employee Information Summary[Department wise age wise strength, colony Register, Exp. off report, Left Report]
62			Full and final settlement report
63			Recruitment Reports [Form No D]
64			Recruitment Reports [Form 1]
65			Recruitment Reports [Form 2]
66			Recruitment Reports [Form F]
67			Recruitment Reports [Address Proof]
68			Recruitment Reports [Employee Master]
69			Recruitment Reports [Form-5 (Certificate of Fitness)]
70			Register of Adult Workers
71			Summary of Contractor workers
72			Trainees Left From Joining & leaving report
73			Skilled Survey
74			
75		<b>Leaves</b>	Leave availed and balance report
76			Medical / LTC reimbursement Detail
77			Earned Leave Encashment (General worker)
78			Staff Leave
79			Statement Showing Provision for EL
80			Form 15 & B
81			Worker Leave
82		<b>Attendance</b>	Annual Attendance Of Staff /Worker
83			Annual Absenteeism Trends
84			Contractor Attendance
85			Skilled Worker's Turnover
86			Staff Check List [Daily Attendance]
87			Worker Check List [Daily Attendance]
88			Dept Wise Absentees as on Date ( for worker and staff separate reports)
89			Worker Card shift wise
90			Worker Absenteeism
91			Daily Labour Control Report (Details)
92			Daily Labour Control Report (Summary)
93		<b>Budget</b>	Sanctioned Strength
94			Hands Reports
95			Budget Vis A Vis Actual Report
96		<b>HR Expenses</b>	Entertainment Ledger
97			Monthly Entertainment reimbursement list
98		<b>Good Work &amp; CPL</b>	CPL Register
			CPL Encashment

SNO	Heading	Description	Description
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## Human Resource Management [HRM] Course

99		Department Wise Over-Stay Worker Report
100		Good-Work Details
101		Good-Work Summary
102		Good-Works Check List [Department Wise]
103		Over Time Details Of Trainees
104		Dept. Wise Over Time of General Workers
105		Over Time Of Production Workers
106	<b>Arrear</b>	Wages Arrear register (skilled shift wise)
107	<b>Salary</b>	Salary Structure
108		Staff Muster Roll
109		Statements Showing Gross Salary (General Workers)
110		Arrear Detail
111		Arrear Summary
112	<b>Wages</b>	Worker Muster Roll [General Worker]
113		Rate Master (Muster Roll of production worker)
114		Bank Statement
115	<b>Salary &amp; Wages</b>	Salary / Wages Register For Trainees
116		Dept Wise Salary/Wages summary reports (Staff-Bank)
117		Pay Slips (All Category)
118		Shift wise workers Salary/Wages summary reports (Cash)
119		Unpaid salary / wages for general workers
120	<b>Bonus</b>	Bonus Payment Disbursed
121	<b>ESI</b>	E.S.I. Challan Details
122		ESI Form No.-6
123		E.S.I. Statement (Site & HO)
124		Combined Challan of A/C No. 1, 2, 10, 21 & 22
125	<b>PF</b>	P.F. Challan Detail
126		PF Report( Form 5, Form 10)
127		Form 3A
128		Form 6A
129		Form-9
130		P.F. statement
131	<b>Gratuity</b>	Provision Report [Provision For Gratuity]
132	<b>Security</b>	Daily Vehicle Running Report