

### Human Resource Management

Human Resource Management (HRM) focuses on recruitment of man-power and providing direction to the work force.

'TOPSPIN' HR deals with attendance, leave management, pay roll system for compensation, preparation of PF & ESI statutory formats and training management.

#### Functionalities:

##### Recruitments

- Create Grade
- Create Grade Wise Designation
- Create Skilled Designation
- Create Contractor & Contract Detail
- Create Employee Master
- Create Contractor Worker Detail

##### HR Budgets

- Create HR Budget Head
- Link Budget Heads
- Create HR Budget

##### Attendance

- Grade
- Grade Wise Designation
- Contractor And Contractor Detail
- Employee Master
- Contractor Worker Detail
- Skilled Designation
- Designation Wise Rate Master
- Leave Creation
- Leave Opening
- National Leave
- Sanctioned Strength
- Staff Attendance
- Worker Attendance
- Leave Application Form
- Attendance Incentive
- Machine Count Wise Incentive
- Good Work
- CPL
- Attendance Process

##### Salary

- HRA
- Bonus
- Gratuity
- Medical/LTC
- ESI
- Security
- Stamp
- TPT/CMC
- Provident Fund [PF]
- New Deduction Heads
- New Earning Heads
- Contractor Activity Creation
- Contractor Rate List
- Contractor Bill Entry
- Variable Earning

- Variable Deduction
- Earning Arrears
- Leave Arrears
- Applicable Criteria Dates
- Salary And Wages Process
- Payment Status
- Gratuity
- EL And CPL Encashment
- Expense Master
- Variable Expenses

### **Security**

- Employee Movement Register
- Visitor Register
- Vehicle Register
- HR Budget Head
- Budget Linking
- HR Budget