

BIOHRM Features

BIOHRM is an application to manage human resources in any organization. Human Resource Management (HRM) focuses on the people issues in organizations, and refers to all of the activities an organization implements and uses to affect the behaviours of employees.

BIOHRM is designed to make employee management easy. It can handle all employees' data, their addresses, their promotions, and their salary and leave records. BIOHRM is used to manage the attendance of the employees along with their leaves. It provides the detailed information by providing the option to generate various reports. It contains menus like **BIOHRM, Employee, Leaves, Attendance, Reports, Admin Reports, Utility, Forms and Help.**

Employee Menu

This is master menu the entry done reflects everywhere in the application.

- **Location** – Allows user to add a new entry and edit/delete existing entries.
- **Department** – Allows user to add information about department and edit/delete existing entries.
- **Designation** - Allows user to add information about department and edit/delete existing entries.
- **City** - Allows user to add information about department and edit/delete existing entries.
- **State** - Allows user to add information about state and edit/delete existing entries.
- **Caste** - Allows user to add information about caste and edit/delete existing entries.
- **Holiday** - Allows user to add information about holidays and edit/delete existing entries.
- **Languages** - Allows user to add languages and edit/delete existing entries.
- **Document Type** - Allows user to add various types of documents and edit/delete existing entries.
- **Qualification** - Allows user to add information about qualification and edit/delete existing entries.
- **Employment Status** - Allows user to add information about employment status and edit/delete existing entries.
- **Marital Status** - Allows user to add information about marital status and edit/delete existing entries.

Employee Information

- **Employee Information ADD:-**
 - Here we can add the basic details of employees like name department, designation, address, caste, category, birth date, appoint date etc.
- **Employee Information Search:-**
 - Here we can search employees by his employee code, first name, middle name, last name and we can see the following details of employee as:
 - His employment number, scheduled retirement date and other basic information
 - Qualification of employee
 - Languages known by him
 - Upload soft copy of all document submitted
 - His current employment record
 - His previous employment record
 - Festival advance taken by him
 - Housing loan details
 - Departmental Enquiry on him
 - Disciplinary action taken against him
 - His address and contact details
 - Dependents of him
- **Shift Allocation:** -Here we can allocate working hours of a particular employee.
- **Festival Advance:** - Here we maintain record of festival advances given to employees.
- **Leave Travel Concession:** - Here we maintain the record of leave travel concession taken by the employees.
- **Housing Loan:** -Here we maintain the record of housing loan taken by the employee.
- **Departmental Enquiry:** -Here we maintain record of departmental enquiry on employees.
- **Disciplinary Action:**-Here we maintain record of disciplinary action taken against employees.
- **Holiday:** -Here we maintain holiday list.

Leaves Menu

- **Leave Type:** -Define the leave types as CL, EL etc.
- **Leave Balance:** -Here we maintain the leave balance of employees.
- **Leave Application:** -Here any employee can submit application to his reporting authority. When the application is rejected / approved its status is changed by Approved date/ Cancelled date.
- **Leave Approval:** -In this module all the leave application submitted by the employees under him. It is only for Reporting Authority/ Department Head. He can approve or reject the application.

Attendance Menu

- **Attendance** – This option is used to add/edit the manual attendance entry.
- **Import Attendance:**-Here Attendance registered on attendance machine can be imported to BIOHRM.
- **Department wise Attendance:** -Here manual attendance register can be maintained.

Reports Menu

- **Department wise employee list** – Provides report of the employee list.
- **Department wise attendance report** – Provides report of attendance of the people department wise.
- **Department wise late comers report** – Provides late comers report.
- **Department wise early going employee report** – Provides department wise early going employee report.
- **Attendance statistics report** – Gives daily attendance statistics report.
- **Department wise attendance chart** – This gives department wise monthly attendance chart.

Admin reports menu

- **Employee list** – This report gives name of the employees.
- **Department wise employee list Admin** – Gives employee list department wise report.
- **Designation wise employee list** – Gives report of the employee list designation wise.
- **Attendance report** – Gives attendance report based on the employee code or name or department.
- **Leave application register** – Shows report of the leave applied.
- **Category wise employee list** – Shows employee list category wise.
- **Location wise employee list** – Shows employee list as per there location.
- **Departmental enquiry report** – Shows enquiry report of particular employee.
- **Disciplinary action report** – Shows disciplinary action report.
- **Festival advance report** – Shows details of any festival advance given to the employee.
- **Leave travel concession report** – Shows details of given leave travel concession to the employees.
- **Late comers report** – Shows details about the employee late coming.
- **Early going employee report** - Shows details about the employee early going.
- **Attendance chart** – Shows the attendance chart of all the employee of a department.
- **Discrepancy report** – Shows discrepancy report if any of the employee.
- **Attendance statistics report admin** – Shows total absent and present of all the dates teaching and non-teaching.
- **Shift wise attendance report** – Shows shift wise attendance report.

Utility Menu

- **User rights** – Used to add or edit existing user rights.
- **Import employee data** – Allows importing of employee data from excel format.
- **Attendance uploading details** – Shows the details of the attendance uploaded using LAN network of biometric machine.
- **E-Mail** – Used to send report via email.
- **SMS** – Used to send information using SMS facility.
- **Change Password** - Allows to change the password.
- **Messaging:** -Department head can send message to all employees of the department.

Forms Menu

- **Upload** - Option to upload document.
- **Download** - Option to download document.

Help Menu

- **About** - User can get help to work on BIOHRM.