

MACO HRMS

Maco HRMS (Human Resource Management System) controls and manages the personal database of the users with different role types as Manager, Admin, Employee, and HR and will be allowed to manipulate their personal data.



In addition to manipulating the personal data, this web HRMS system provides other additional features like leave management, Holidays, Overtime, Employees Grading, Loan, Accrual, salary generation, full and final settlement, asset/equipment allotments, trainings , performance evaluation, Data uploading via excel, Multiple currency feature, payroll management, GL account management, reports, Recruitment and many more. Our online web based HR software will also provide authentication and authorization mechanism. Every user with any role can login to the system with his/her login credentials.



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Maco HRMS Features

Masters

- Country
- City
- Religion
- Bank
- Insurance companies
- Insurance type
- Designation
- Sponsor
- Location
- Department Skills
- Earning Category
- Grade
- Currency
- Documents
- Asset allotment
- GL Account
- Loan description
- Holiday's types
- Email Credential
- ESS email credentials
- Letters
- Organizations
- FAQs
- Training masters
- Optional fields
- Details per page

Company Profile

- Single Company creation
- Multiple Company creation
- Menu driven & Iconic View of application

User Profile

- Role Creations
- User Creations
- Roles Authorization
- Password change facility

Dashboard

- Employee information
- Total Employee records
- Employee left in last 30 days
- Employee inactive in last 30 days
- New joining in last 30 days
- Highest attendance last month
- Lowest attendance last month & more...

Employee Profile

- Employee Code masters
- Segment masters
- Employee lookups
- Create employee Profile
- Employee profile adjustments
- Employee series adjustments
- Application adjustments
- Employee cost definitions
- Employee Costing

Loan Management

- Loan & Advances
- Receipts

Loan Management

- Leave definitions
- Leave management
- Leave alteration

General Settings

- Earning deduction Masters creation
- Expression Builders
- OT Schedule
- Business Hours
- Leave Definitions
- Employee grades
- ESI masters
- Employee's Benefits (Linked with ESI, PF and LWF)
- LW funds
- PF masters
- User Expense Map

Payroll Management

- Employee salary Import via excel
- Assign Earning & deductions
- Generate Pay slip
- Pay slip approval by HR and GL
- PF post
- ESI Post

Time & Distance

- Work Calendar
- Attendance
- Attendance upload by excel
- Direct Attendance saving from machine (E.g. Savior)

Employee Self Service

- Leave apply
- Leave approval by senior and HR
- Leave Status
- Apply for letters
- Letter receiving to HR
- Letter Status
- Employee's My profile
- User expense
- User Expense received by senior and HR
- User expense status
- Employee Performance Evaluation
- Expense reports
- Loan request
- Loan received to senior to HR
 - List of documents
 - Pay slip reports

Accrual

- Accrual masters
- Indemnity
- Air tickets
- Accrual management
- Accrual by HR
- Accrual By GL
- Accrual monthly
- Accrual monthly by HR and GL

Employee Training Module

- Training information
- Training schedule
- Training result
- Result Declaration
- Training summary

Recruitments

- Job raise
- Job approval
- Job apply
- Candidate list
- Interview schedule
- Interview
- Candidate Selection
- Final result
- XML generate
- Equipment requests

Full & Final Settlement

- Full and final settlement form
- Full and final by HR
- Full and final by GL

Salary & Loan Information

- Last 3 months salary records
- Loan request in last month
- Loan approved last month
- Appraisal in next 30 days

Enquiries and Reports

- Employee reports
- Pay slips
- JV Reports
- Pay slip Reco reports
- WPS Report
- Loan analysis
- Joiner leaver report
- Leave reports
- Absent reports
- Present reports
- Earning masters report
- Earning (Employee wise)
- Leave Masters report
- Attendance reports
- Business Hours report
- Receipt reports
- Working Hours report
- Loan due reports
- Assigned leave reports
- Loan reports
- Employee loan receipts
- PF reports
- ESI details report
- Form 10
- Form 5
- Bulk mail reports
- User expense register
- Vacation reports
- Full and Final reports
- Account registration reports