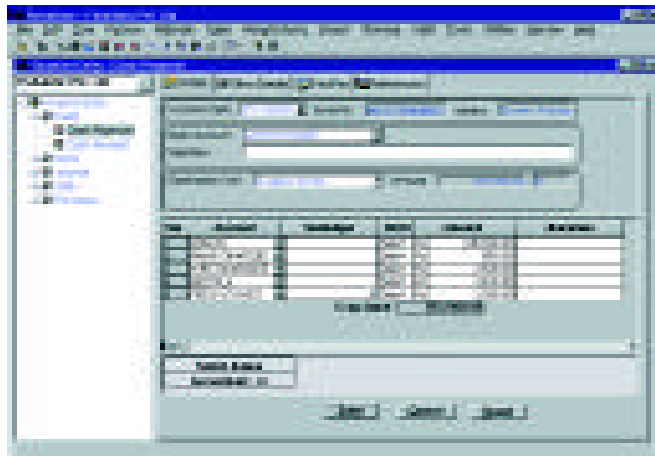




HUMAN RESOURCE - A BRIEF DESCRIPTION

Hiring the right man for the right job is ensuring a 'hand-in-glove' fit.

Ensuring that the hand is never without the glove or vice-versa is a fine art.



Although a good Human Resource Management system is primarily one that ensures that the right person is available for the right job at any given time, modern day HRM Systems need to be much more strategic and flexible in their nature as well as their design.

Reckoner – Advanced Human Resource Management system meets your need for an HRM system that ensures effective and efficient operations in a high flux scenario complicated further by the dynamic nature of the modern day enterprise.

Reckoner Advanced HR Management plans manpower requirement for projected workload on a regular basis and also provides the bases for recruitment and induction of quality manpower in your enterprise.

Reckoner Personnel Management is linked with all the departments of your company.

Requisition for the Manpower as 'Input' comes from various departments. The Reckoner Advanced HR Management helps in analysing through its database whether the organisation needs to recruit from external sources or can arrange to meet the demand from the manpower pool within the organisation.

It prepares a manpower availability plan and also suggests options for recruitment, transfer, promotion or deputation.

The manual processes involved in recruitment, which consist of recording the resumes of candidates, scheduling of interviews, result analysis and issuing of appointment letters is done online through the Reckoner Recruitment System.

The Skill Analysis Reports facilitate a comparative analysis of the skill of the employees. This keeps the management informed about the strengths as well as the weaknesses of their staff, which in turn enable them to decide about various training programs that can be provided to them for skill enhancement.

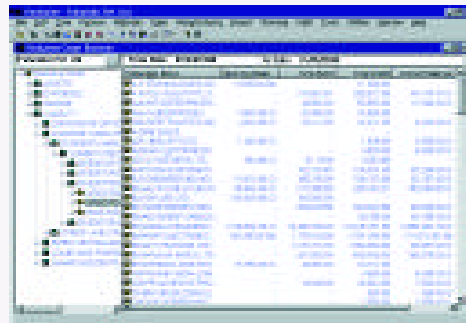
Reckoner Advanced HR Management System enables the organisation to evaluate their employees performance by an efficient Appraisal system. It enables the organisation to define various appraisal criteria and provides the various supervisors to enter the appraisals online along with the employee's own review. This is then compiled into various comparative reports that can be further used to decide the Promotion and Transfer prospects of an employee.

Reckoner Advanced HR provides for the creation of different Benefit Schemes for employees and their eligibility criteria. Subsequently it interfaces with the Reckoner Payroll System to calculate the salary along with the benefits sanctioned to the user.

Reckoner Advanced HR Management interacts with all the modules. It prepares the manpower availability plan, in accordance with the production plan (from the production planning module), the machines utilisation plan (from the capacity planning module) and the money resource plan i.e. wages, budgets etc. (from the Reckoner Financial management module).

Reckoner Advanced HRM comprises of:

- **Manpower Requisition:** This is a formal document for raising a demand for manpower for a particular department and designation.
- **Bio-Data:** The details of the candidates applying for a particular job are kept using this document.
- **Recruitment :** This defines the process of selection of candidates on the basis of resumes received against a particular requisition and the subsequent elimination of the non-qualifying candidates.
- **Appraisal :** This is to evaluate the general performance of an employee.
- **Benefits :** The Benefit Scheme is for special benefits to be given to the employees like allowances, loans, accomodation etc.
- **Training Request :** This is a request for some additional training dealing with specialised skills that an employee may require



Manpower Planning / Recruitment

- Supports procedure of Recruitment and Selection through the analysis of hiring expenses and replacing error-prone manual processes with online automation.
- Maintains unlimited data of resumes into the system for searching and retrieval ensuring that no qualified candidate is overlooked.
- Facilitates automatic interview scheduling, result analysis, appointment status and recruitment costs so you are always in control at every stage of the recruitment procedure.

Skill Management

- Skill set attached to every job and employee
- Evaluate and suggest training requirements
- Identify gaps related to a job or candidate
- Career Path identification
- Audits and analyses competency levels to let you know which employees have (or lack) the right skill for a position or a project team.

Appraisals

- Defines specific Appraisal Criteria and Grading Systems
- Allows employees to directly enter self-evaluation into the system
- Generates comparison sheets of employees for Promotion, etc.

- Integrates with Payroll Management
- Can plan employees' career expansion and prepare for unexpected changes in manpower to ensure that the company has the necessary human assets for growth.

Training

- Define Training Curriculum and Schedule of training
- Maintain Training Report and Evaluation Results
- Provide data as input for Appraisal
- Integrates with Skill Management
- Arrange training courses, tuition reimbursement, and employee transcripts so you know who's qualified.

Employee Benefits

- Facilitates in the design and implementation of comprehensive, competitive benefit plans without the high labour costs of planned maintenance

Reports

- Registers like Appraisal Reports, Increment Report, Recruitment Against Requisition etc. display periodical information of the various documents for Recruitment, Transfer, Appraisal etc.
- MIS/ Analysis Reports like Recruitment

- Status-wise Report, Graphical Analysis of Employee Performance, Comparison w.r.t. Standard/Average, Training Priority-wise Report and Employee Performance at a Glance help in analysis of the skills of employees, based on which necessary training can be provided to the employees. The recruitment procedure can also be kept track of using these reports.
- Planning and Controlling Reports like Appraisal Reminder Report, Appraisal Due Report, Recruitment Status-wise Report etc. helps the organisation to plan out the manpower requirements, increments and schedule appraisals for employees.

Standard Reckoner Features

- Online Authorisation of Documents
- True Workflow Based system
- In built Mail System
- Alerts can be set in the system to monitor exception activities
- Ensures people access only the information they are allowed to access

SUB-MODULES & REPORTS LIST

Manpower Planning/ Recruitment

- Manpower Requisition
- Bio-Data Entry
- Recruitment
- Job Profile

Appraisal

- Appraisal Criteria Definition
- Appraisal Form Definition
- Appraisal Entry

Employee Benefits

- Benefit Scheme Definition
- Employee Enrolment Definition
- Employee Enrolment Entry

Training

- Training Request Definition
- Training Enrolment Definition
- Training Program
- Training Request Entry
- Training Enrolment Entry

Reports

- Benefit Reimbursement Report
- Recruitment against Requisition report
- New Joining Report
- Recruitment Consultant-wise report
- Recruitment Status-wise report
- Bio-Data Search
- Appraisal Reminder Report
- Appraisal Status Report (Level-wise)
- Annual Performance Report

- Appraisal Report
- Employee performance at a Glance
- Comparison w.r.t Standard/ Average
- Employees Suggested for Promotion
- Graphical Analysis of Employee Performance
- Appraisal Form
- Location- wise Report
- Training priority-wise Report
- Level-wise Report
- Training Report



ASCOMP TECHNOLOGIES PVT. LTD.

1210, Padma Towers - I, Rajendra Place, New Delhi - 110 008 INDIA
Phones: 91-11-5762401 - 04 Fax: 91-11-5762405
Email : reckoner@ascomp.com
Website : <http://www.ascomp.com>

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