



JSM HR Software
with
Web Based ESS &
Business Intelligence (BI)

JSM HRIS

Excellence in Human Resource Software Solutions & Beyond!!



Celebrating 15th Anniversary!
2000 to 2015 - Ver 15.02
A Stable, Time Tested, Proven Software



JSM HRIS helps you in Managing and deriving value through analytics to better manage your business and align closer to your customers' needs, using JSM HRIS to enable you to run complex business analytics on HR, Leave and Attendance and Payroll Data thereby enabling key executives to drive faster decision making



JSM Technologies P Ltd
The leader in Human Resource Software Automation

Vision Statement

Our vision is to be a Leader of the “Human Resources Processes” automation segment. Being a Leader means we will achieve Product Excellence, Implementation Excellence, Operational Excellence and superior customer satisfaction

Mission Statement

JSM is committed to Design and development of software products setting the highest standards in Quality and Value. Our purpose is to constantly innovate and bring industry leading software products thereby enriching life of all employees.

We strive to achieve operational excellence in implementing software products leveraging our deep industry knowledge and skills, evolved over decades

We endeavor to deliver outstanding customer service through dedication and excellence, through our culture, our drive and expertise of each individual employee, using our deep domain experience and expertise, superior skills and competencies.

We endeavor to enable our clients to excel. We enable our clients to analyze data from critical angles, gain invaluable insights and make better business decisions using JSM BI.

We act with absolute honesty, integrity and fairness in the way we conduct our business and the way we live our lives. We pledge to treat each other with respect and dignity.

JSM will shape and lead the markets it operates.

Human Resources is the most important resource in any organization. With JSM HR Software it is possible to maximize the potential of HR through Effective Recruitment, Staffing, Compensation, Performance Appraisal and Training.

Automating HR with JSM HR Software will reduce the work load on the HR staff, facilitate confidentiality, produce error-free information and enhance speed in accessing HR related information.

The JSM HR Advantage

✓ Proven Product with over 15 years of research
✓ Domain knowledge gathered from leading industry experts
✓ Successfully running at multiple locations all over India
✓ 100 % Customizable to meet your specific needs
✓ Windows based Admin Module
✓ Completely integrated with JSM Payroll Software
✓ Web Based ESS / HR Intranet Modules
✓ Workflows available on more than 15 Modules
✓ Proven history in customizing the software even meeting the most difficult requirements
✓ Completely Masters driven software. Every module is Masters Driven.
✓ Completely Policy Driven Software, define Policies n use in Transactions.
✓ Most Comprehensive HRIS in India
✓ Completely Integrated with Time sheet Software
✓ Advanced yet User Friendly
✓ Well thought out product with logical flow of events / Procedures.
✓ Great depth in product seen as a consequence of more than 12 years of Research
✓ JSMTPL is a Research Driven Organization leading to path breaking advances in the Product
✓ More new features launch than any other organization.
✓ Constant Innovation in the Product
✓ Product implemented by a Well- defined, Proven and efficient Implementation Methodology
✓ Excellent Support due to well defined and time tested support systems which have evolved over 15 Years.
✓ Guaranteed Project success due to 4 Very Important Factors – Advanced Product which can meet even the most difficult requirements, Proven Implementation Methodology and excellent support systems all backed by an Experienced, Competent and stable team.
✓ JSM team is Well Experienced, Competent, Technically well qualified and stable. The relative stability of JSM team ensures that you don't have to deal with a new person every 6 months. Minimum period a TM stays with JSM is over 2 Years. The client is benefitted tremendously due to stability of JSM team.
✓ Long Term Relationships – JSM believes in Long Term Relationships.JSM has less than 10% client attrition. Once with JSM we expect a client to stay at least for 10 years. From the time you give order till many years from now whatever your need will be, either JSM has it already in its product, or JSM can customize it for you or

JSM will have it on its agenda as part of its Continuous Product Enhancement Plans. JSM has an astounding repeat signing of AMC year after year of more than 95%. That means more than 95% of JSM clients will again sign up for AMC the next year. That shows the trust n belief JSM clients have in JSM - the product, the company and its people.

JSM HR Software History

JSM HR Software is more than 15 years old product of JSM Technologies. The first version was launched in 2000. JSM HR was developed with valuable inputs from leading experts in HR from top MNC's and Indian Corporate's. Over the years we have implemented JSM HR at some of the most demanding customers in India and with their inputs JSM HR now has features that are rarely seen in other products. Today it is one of the best HRIS in India.

Year	Event
2000	JSM Technologies P. Ltd launched in New Delhi, India with the objective of Launching World class HRIS in India.
2001	JSM HRIS – The First Integrated, Most Comprehensive HRMS Launched in New Delhi, India
2002	JSM becomes the First company to launch ESS – Web Based Employee Self Service.
2003	JSM launches a completely new version of JSM HRIS right from ground up incorporating powerful new features. JSM Launches the Cafeteria Concept in JSM HRIS Software. Long before Flexi Benefit became a common feature in corporate India JSM launched the Flexi Benefit module in JSM HRIS software.
2004	JSM Launces JSM TSMS – Time Sheet Management System an online Web Application to enter time sheets.
2005	JSM launches for a Second time a Brand new Version totally revamping the Product from ground up. This was the Third Brand new Version launched in the history of the Product. The version running right now is a descendent of the year 2005 Version. JSM Launces the Copyrighted “ YTD Salary Slip ” in India. This copyrighted proprietary design incorporated many path breaking concepts. JSM Launces the copyrighted “ Report Builder ”. With this tool now JSM clients could build their own reports picking and choosing from any of the 300 fields available in Employee master.
2006	JSM Launches new Version – 5.50 of JSM Data Porting Software to import all Employee Master data into JSM HRIS Software. This Utility had the facility to import even historical Appraisal, Training, Increment and Promotion data among other Data. JSM Launces the copyrighted “ Report Builder ”. With this tool now JSM clients could build their own reports picking and choosing from any of the 300 fields available in Employee master.
2007	JSM Bangalore Office inaugurated JSM Launches Integration with SAP . JSM Software develops a Utility to import JV from JSM Payroll Software into SAP. JSM launches Powerful New Audit Feature in JSM HRIS to meet SOX compliance. JSM introduces” Maker Checker concept ” for Audit Purposes to meet the most stringent

	Audit Requirements.
2008	<p>JSM makes Bangalore Global Research n Development center. In order to cater to All India as well as to Global Markets JSM makes Bangalore Global Delivery n Support center.</p> <p>JSM Launches Integration with Payroll Vendors Module. With this revolutionary concept now clients having just the HR module – JSM HR Software can now seamlessly connect with either in-house Payroll Department or 3rd Party Payroll Vendors and vice versa. With this duplication of work by HR department was greatly reduced.</p>
2009	<p>JSM launches JSM HRIS in Nigeria with a Specific Version incorporating special features for Nigeria</p> <p>JSM Launches JSM Central Government Payroll Software specially meant for Central Government n Public Organizations meeting VI Pay Commission requirements</p> <p>JSM Launches Payroll Software adding Specific requirements for Beedi Manufacturing companies as per Indian Govt Regulations specifically for these industries.</p>
2010	JSM Launches 10 New Sub Versions adding many new modules n features in JSMHRIS Software
2011	<p>JSM Launches 16 New Sub Versions adding many new modules n features in JSMHRIS Software</p> <p>JSM adds 5 Powerful and usefull workflows to JSMEHRIS – the Web Based ESS for all Employees making JSM eHRIS the Most Comprehensive Web Based ESS.</p> <p>JSM improves and radically changes the Auto Emailing and entire mailing concept in JSM eHRIS giving tremendous Flexibility in Mailing content and Choosing recipients and Mail Scheduling in each HR workflow.</p>
2012	<p>JSM Launches 12 New Sub Versions adding many new modules n features in JSMHRIS Software.</p> <p>JSM launches New Version 12.05 of Reimbursement Module further improving on the facilities available to all Employees as well as to HR Admin users. JSM launces the New Improved and Copyrighted version of Online / Web Based Reimbursement Slip which added new design n flow to the existing one.</p> <p>JSM Launches new version 12.09 of Full n Final Settlement Module greatly enhancing the functionality and redesigning the entire module based on our 12 Years user feedback making it a very powerfulFnF module incorporating great new features as well flexibility in user experience.</p> <p>JSM Launches Powerful New Version of JSM TSMS – Time Sheet Management System incorporating great new features n reporting systems with powerful Auto Emailing and Reminder Emailing features..</p>

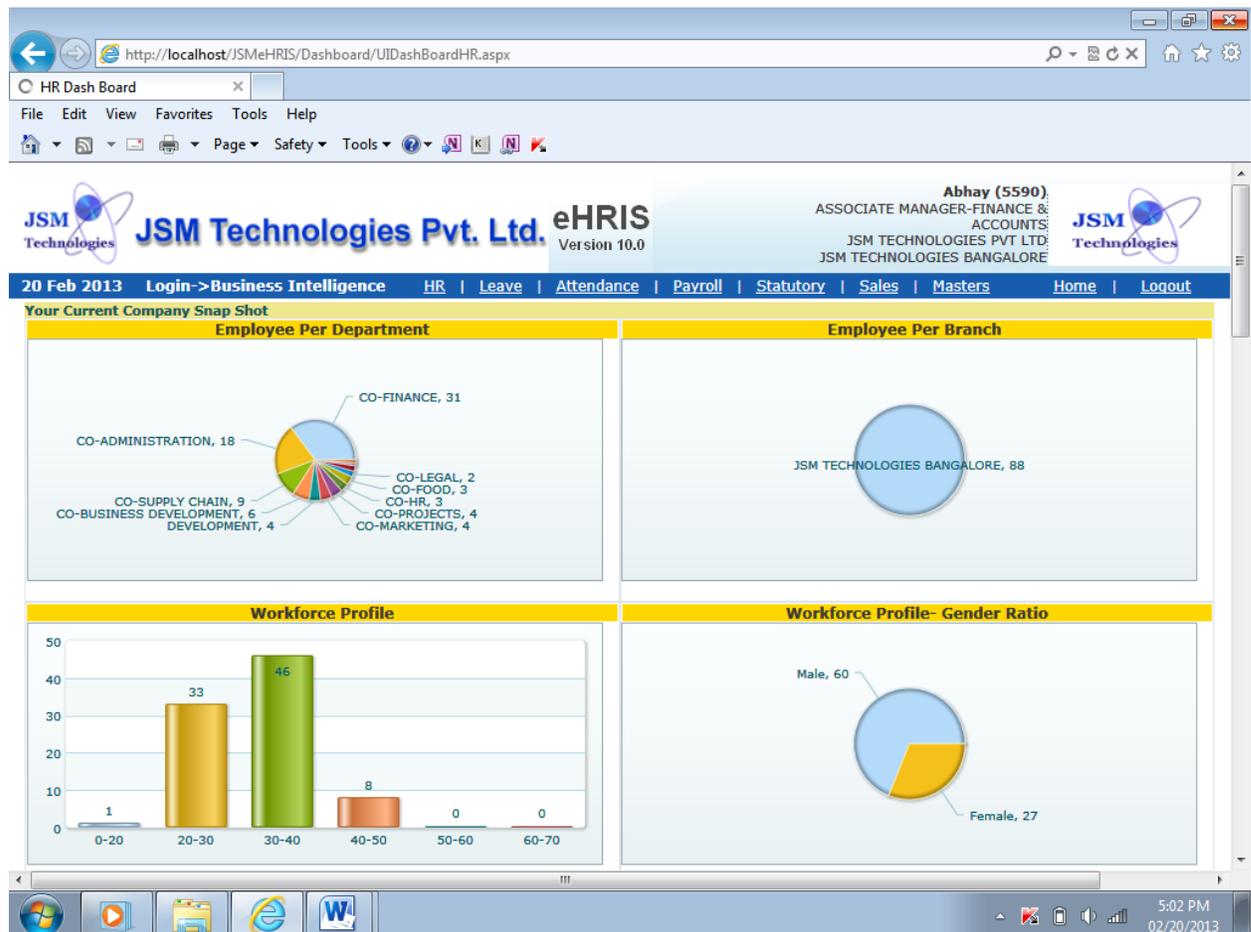
JSM HR Software with Business Intelligence (BI)

JSM HR Software has a powerful Business Intelligence (BI) Module providing vital insights into HR, Leave/ Attendance and Payroll.

JSM HRIS BI applies analytic processes to the human resource department of an organization for improving employee performance and in turn getting a better return on investment. It also aims at providing insight into each process by leveraging the data to make relevant decisions about how to improve these processes. In other words, it deals with how HR impacts business effectively.

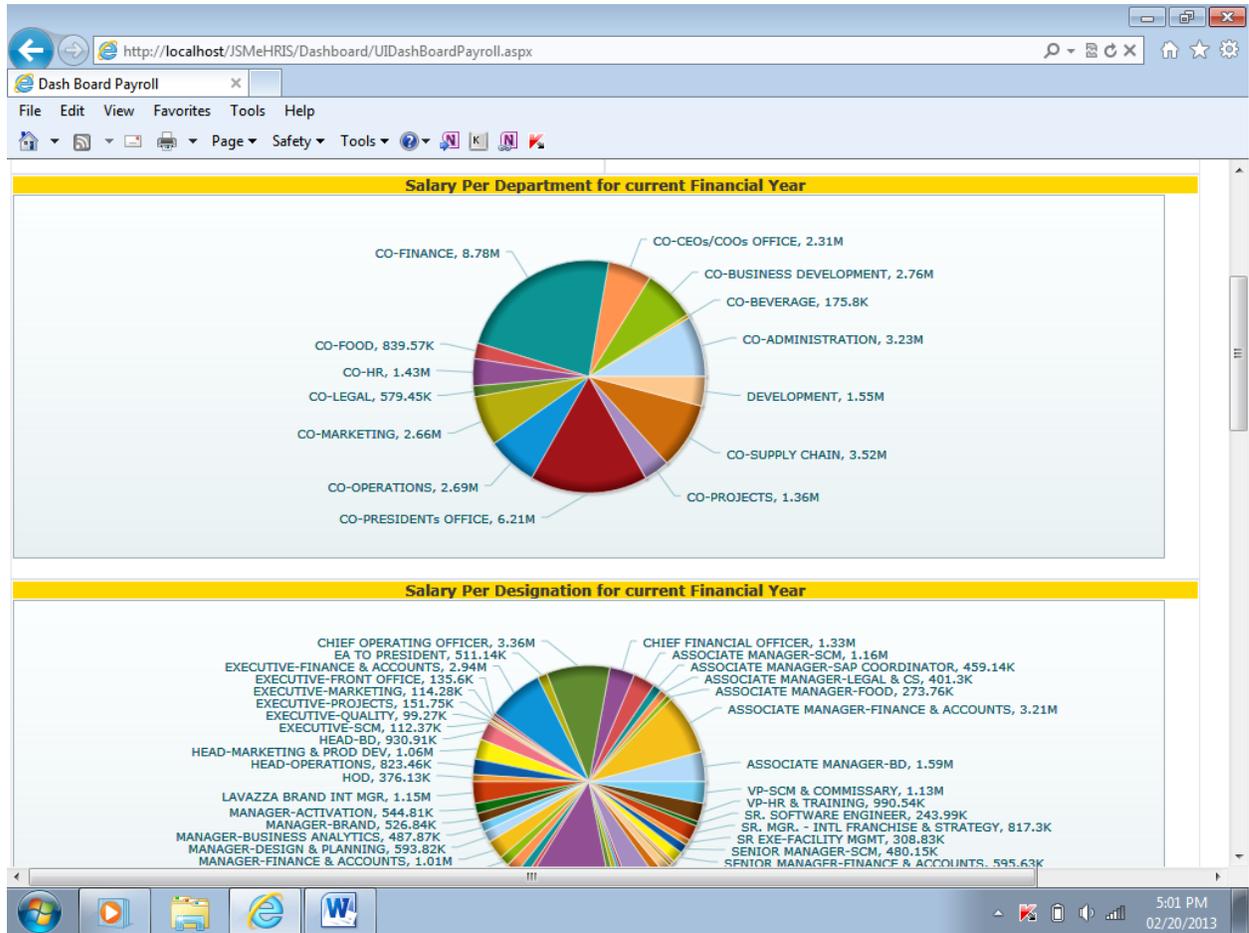
JSM HRIS BI helps you to leverage HR data in an effective manner to predict workforce trends and reduce risks. JSMHRIS BI can help businesses manage the people assets effectively giving them an edge over their competition.

Less than half a per cent of the digital information is analyzed today. Businesses need to recognize this and invest in understanding and tapping it. We at JSM recognize this opportunity and continue to invest in developing solutions to help businesses tap the potential of Big HR and Payroll Data,



As companies are increasingly under pressure to better manage their business and align closer to their customers' needs, they are increasingly turning to highly leveraged HR database to enable them to run complex business analytics that can be accessed by a broad range of client devices. This enables key executives to drive faster decision making enabled by powerful JSM HRIS solutions that are designed and architected to be agile and flexible to adapt to fast moving business world.

JSM HRIS BI helps you in storing, securing, managing HR and Payroll data and deriving value through analytics.



JSM HR Software Special Features

1.	Completely Masters Driven HRIS	There is no hard coding of any business logic. You define your own rules / business logic. JSM HR has been designed so that it can take care of variations in business logic / rules from company to company. The advantage to you as a customer is that this avoids costly customizations.
2	Powerful and Flexible Business Logic to suit any kind of organization	JSM HR Software lets you define your business policies for Recruitment, Employee Salary Structure, Appraisal, Increment, Promotion, Transfer, Confirmation, Training, Office Property, Contracts, Disciplinary Record, Separation and other important areas. So you can create policies that exist in your organization in JSM HR.
3	Powerful and Flexible Organizational Structure Module	JSM HR has an powerful Organizational Structure module that lets you create multiple office types and offices. JSM HR lets you define the Organizational Structure as applicable in your organization. JSM HR lets you create multiple Divisions, Departments or Sections as well as Multiple Grades, Levels, Bands or Designations.
4	Multi Company Multi Location HRIS	JSM HR is an Multi Company, Multi-Location HR software. You can create multiple offices.
5	Windows based Easy-to- use HR Software	JSM HR is built using Microsoft Technologies. Hence it is easy to use and operate.
6	Different versions to suit different client requirements	JSM HR is available in Single User version or Multi -user version. Single user version uses Access and Multi user version uses SQL Server or Oracle as the database.
7	Powerful reporting capabilities	JSM HR offers unparalleled HR Reporting capabilities. User has the control on selecting reporting criteria. JSM HR has more than 100 reports and satisfies the needs of powerful reports in HR.
8	Facility to print HR Letters	JSM HR Software lets you printout important letters freeing up your time. You can print Offer Letter, Appointment Letters, Increment letter, FnF letter, Transfer Letters, Promotion letters, Confirmation Letters and other important letters.
9	Facility to Email Letters / Reminders	JSM HR lets you email important letters / reminders to Employees
10	Report Codes	JSM HR lets you create your own report codes. These report codes appear on upper left hand corner of each report. So if you are following lets say ISO and have an specific code for each report JSM HR lets you specify that.
11	Powerful Reporting Tool	JSM HR uses Crystal Reports that is the most powerful reporting tool in the industry today.
12	Facility to export all Reports	JSM HR lets you export all Reports into Excel, Word and many other formats.
13	Powerful Security Module	JSM HR has an advanced Security Module that lets you create Roles and then assign these to as many users as possible. JSM HR lets you create form and report level security. JSM HR lets you restrict access to each Form and in that too you can specify for each user these activities - Whether he / she can view the form, modify data or delete data.
14	Back up and Restore Module	JSM HR has a robust Backup Module that lets you create your own backups and specify where you wish to take backup.
15	Report Designer	JSM HR has an advanced Report Designer that lets you create reports the way you want. JSM HR lets you decide which fields

		you want to select and then take out an report as per your specific needs.
16	Alerts	JSM HR lets you create Automatic Alerts so that you can get timely reminders of important events at times you want. So you can now get reminders of Increments due, Promotions, Confirmation, Birthdays, Anniversaries etc.
17	Centralized Documents Management	Take the pain out of managing multiple documents in multiple locations / systems. Now you can attach any Windows document to JSM HR. JSM HR software gives you facility to attach any document be it Word, Excel, Notepad or any other document and then open it from JSM HR itself.
18	Facility to Scan Employee photographs and Signatures	JSM HR lets you scan Employee photographs and signatures and attach to JSM HR software
19	Integrated with Payroll Software	JSM HR is completely integrated with JSM Payroll so with a integrated HRIS software you can connect HR and Finance departments. Now you can have Admin / HR Staff entering Leave and Attendance data, HR taking care of recruitments and Finance preparing Salary.

Customizations

JSM HR is 100% customizable. In case you have any special needs JSMTPL can customize HR Software as per your specific needs at a nominal cost. In case you require any special report specific to your organizational needs that too can be done.

Implementation Support

1	Master Entry / Business Policies Entry Support	JSMTPL shall help you in entering all Masters. We shall understand your business logic and guide you in inputting these in JSM HR.
2	Employee Masters Entry Support	JSMTPL shall guide you in building up the Employee Masters. Keeping your time deadlines in mind JSMTPL shall guide you with the fastest way of building up Employee Masters.
3	Data Entry Support	JSMTPL can support you in Data Entry in case your organization wishes to outsource the same.
4	Data Porting Support	In case you have data in Excel and wish it to be ported JSMTPL can support you here also. JSMTPL shall provide you with pre defined Excel formats and then import the same.

Training Support

JSM provides extensive Training to all users to get up to speed in the shortest possible time. JSM's proven and tested Training Methodology helps you in understanding the numerous features in JSM HR. At the start of the implementation JSM charts out the Training Map and by the end of Implementation users gain valuable expertise of the usage of the software.

Maintenance

After JSM completes Implementation and Training of all uses free Maintenance starts for a fixed period. JSM shall take care of any queries you may have during this period. The free Maintenance period lets you get settled down in the software. After you have developed confidence in the software and had a few months successful usage of JSM HR JSMTPL encourages you to sign up for the paid Maintenance. Here you get cost effective support on a annual basis along with new versions and updates.

Internet / Intranet Version

One of best features of JSM HR is integration with Internet / Intranet. All employees can login securely with their username and password into the Intranet. This is an browser based application where each Employee can interact with system and perform many activities. So day to day tasks like Employee Details updation, Requests for information, Leave applications and status etc can be automated. You can also implement workflows related to Recruitment, Appraisal, Leave etc through JSM HR. An Employee can also view his / her (only) Payroll related details.

The screenshot displays the JSM HRIS Software Login interface. At the top, the browser address bar shows the URL: 192.168.10.101/JSMESSSoftware/Misc/EmployeeLogin.aspx. The main content area features the JSM HRIS logo with the tagline 'Excellence in Human Resource Software Solutions & Beyond!!'. Below the logo, there is a section for JSM TECHNOLOGIES P. LTD. with a group photo of employees. The login form includes the following fields and elements:

- Username:
- Password:
- Login:
- Submit button
- Forgot password? link

At the bottom of the page, it states 'Designed and Developed by : JSM Technologies Pvt. Ltd.' with the tagline 'Excellence in Human Resource Software Solutions and Beyond !'. The footer contains copyright information: 'Copyright © 2000-2015 JSM Technologies Pvt. Ltd. All Rights Reserved. Replication or redistribution of JSM eHRIS content, including by framing or similar means, is expressly prohibited without prior written consent.' and contact details: 'Mobile: 0-9871292398, 0-9901915515, 0-9741872039. Address: No.61,First Floor,14 th Cross,9 th Main,2 nd Stage,Indiranagar,Banglore-560038,India. Email:info@jsmtechnologies.com Website:www.jsmttechnologies.com, www.jsmhrissoftware.com.' There are also social media links for 'JSM Technologies facebook page' and 'JSM HRIS Software facebook page'.

HR MODULE DESCRIPTION

JSM HR is an integrated software that has more than 60 Modules covering Employee Master, Reporting Relationships, Appraisals, Increments, Promotions, Transfers, Training, Confirmations, Disciplinary Records and Separation.. JSM HR gives you tremendous flexibility to set rules as per your specific requirements.



JSM HR software modules are categorized as –

S.No	Module Category
1	Recruitment
2	Employee Database
3	Reporting Relationships and Department Heads
4	Process, Project and Team Details
5	Appraisal
6	Increment
7	Promotions
8	Transfers
9	Confirmations and Contract Renewals
10	Training
11	Disciplinary Record
12	Separation
13	Office Property
14	Letters
15	Web Based ESS Modules / HR Intranet Modules

Recruitment Modules

JSM HR automates the entire Recruitment process from Manpower Requisition to receiving Resume, Short listing, Interview details and Ref Check

1.	Manpower Requisition	JSM HR lets you raise manpower requisition specifying various criteria like qualification details, skills sets and responsibilities details, experience, gender and age group requirements among other requirements.
2.	Resume Master	You can capture all important information about an candidate here like contact details, all addresses, DOB, father name, all past experience details, qualification details and References.
3.	Short listing of Candidates	JSM HR lets you do short listing of candidates based on various criteria like qualification, age group, city, gender, experience etc.
4.	Interview	JSM HR lets you set up and conduct interviews and record results.
5.	On Hold and Rejected Candidate Database	JSM HR lets you see database of On Hold and Rejected Candidates. These can be purged as per your requirements.
6.	Reference Check	JSM HR lets you create a database of questions that need to be asked during Ref Check and conduct Ref Check.

Employee Database Modules

JSM HR captures more than 200 important information about an Employee. This forms the backbone of an Employee Database.

1.	Employee General Information	This covers basic information about an Employee such as -Name, Emp Code, Fathers name, all Contact Addresses, Email Addresses, Mobile Numbers etc.
2.	Employee Salary Structure	This covers complete Employee Salary Structure details covering all Earning and Deduction heads and Benefits.
3.	Employee Dependent Details	This covers all information about Employee Dependents that is required from Payroll and Reimbursement perspectives.
4.	Employee Payroll Information	This cover important information line Bank Details, Account Number, PF and ESIC Number, PAN Number, Blood Group etc.
5.	Past Employment Details	This covers important information of past employment including Employer Name, Salary Structure and Positions held.
6.	Past Training Details	All information on Trainings attended by the employee.
7.	Membership Details	Details of memberships held by the employee.
8.	Attachments	Facility to attach Resume, Increment Letter, any other letter. Facility to scan photograph or signature and attach the same to JSM HR Software.
9.	Health	Facility to enter health information of an employee.
10.	Stock Option	Facility to record stock options given to an employee

Department Head, Reporting Relationships Modules

JSM HR lets you configure Head of Departments and Employee Reporting Relationships.

1.	HOD Configuration	JSM HR lets you configure Head of Departments.
2.	Reporting Relationships	Here you can configure who is reporting to whom. JSM HR lets you have more than 1 supervisor for an Employee

Process, Project and Team Modules

1.	Processes	JSM HR lets you define as many Processes as required. JSM HR lets you add and remove Employees to an Process
2.	Projects	JSM HR lets you define as many Projects as required and then add & remove Employees to an Project
3.	Teams	JSM HR lets you define as many Teams as required and then add & remove Employees to an Team.

Appraisal Modules

JSM HR has an dynamic Appraisal Module.

1.	KPI's	JSM HR lets you define as many KPI as required, define measurement criteria, weightage and ratings as required. These can be designation specific or Employee specific.
2.	Potential Traits	JSM HR lets you define as many Potential Traits as required, define measurement criteria, weightage and ratings as required. These can be designation specific or Employee specific.
3.	Appraisal	JSM HR lets you record complete Appraisal records. You can record achievements against each KPI set, conduct Self Appraisal, do Performance Review Planning, Potential Appraisal and Overall Performance Appraisal.
4.	360 degree Feedback	JSM HR Software allows you to conduct 360 degree feedback.

Increment Modules

JSM HR lets you define as many Increment Types as required - Annual, Performance and Ad Hoc Increment to meet your organization needs. Flexibility to give Increment WEF date, Declaration date, Arrear giving date. Flexibility to give Increment as Amount or Percentage.

1.	Annual Increment	JSM HR lets you do annual increment
2.	Performance Increment	This is for Increment based on Performance.
3.	Ad hoc Increment	Increment that can be given any time.

Promotion Modules

1.	Promotion	JSM HR lets you give Promotion to Employees. Facility to define Promotion Date
2.	Redesignation	Facility to redesignate an Employee.

Transfers Modules

1	Transfer	Facility to Transfer an Employee to any other Office or Company
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Confirmation Modules

1	Confirmation	Facility to confirm an Employee
2	Probation Extension	Facility to extend Probation of an Employee.
3	Contract Renewal	JSM HR lets you automate Contract Renewal of Employees.

Training Modules

1	Training Masters	JSM HR is an Masters driven software and lets you define various masters like Training Needs Identification Sources, Training Types and also define as per your needs fields that shall come when you collect Employee feedback.
2.	Trainers Details	JSM HR lets you define as many Trainers as possible, categorize them and collect as much information about them as required.
3	Training Budget	JSM HR lets you define Training Budget in terms of money value and hours.
4	Training Calendar	JSM HR lets you plan out Training Calendar.
5	Training Record	Facility to record details of Training Attended by Employees
6	Training Feedback	Facility to record Feedback given by Employees.
7	Supervisor Feedback	Facility to record Supervisor Feedback.

Disciplinary Modules

1	Disciplinary Action	JSM HR lets you record any Disciplinary action incident, action taken and other details and helps you build its history.
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Separation Modules

1	Separation Details	JSM HR lets you record separation related information - date of resignation, type of separation, notice period details, reason etc.
2	Exit Interview	JSM HR lets you conduct exit interview.

Office Property Modules

1	Office Property Masters	JSM HR lets you create as many categories of Properties as required and then create multiple Properties.
2	Office Property Issue	Facility to issue Office Property.
3	Office Property Return	Facility to return Office Property

Letters

1	Letters	JSM HR lets you centralize all important letter creation through our software. Now you can take out Offer letters, Appointment Letters, Increment Letters, Award Letters, Transfer Letters, FnF letters etc from JSM HR software.
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HR MODULE REPORTS DESCRIPTION

JSM HR Software provides powerful reporting facilities with more than 150 reports that shall meet even your most stringent requirements.



The JSM HR Reports Advantage

✓	All reports are exportable to Word, Excel, Mail and other popular forms
✓	Powerful sorting capabilities in reports that enable you to sort data as per your requirements
✓	Facility to export reports to Floppy.
✓	Facility to add codes to each report
✓	Facility to select period "From" and "To" for each report.
✓	Facility to have pictorial representation for reports - Bar Graphs, Pie Charts etc possible.
✓	Facility to take out reports for all Offices or Branch Wise.
✓	While taking out printouts facility select one Employee or many Employees or All Employees
✓	Facility to select any printer while taking printouts.

Recruitment Modules Reports

1.	Manpower Requisition	JSM HR lets you view reports on Manpower Requisition. You can view details about a vacancy and also track vacancy status.
2.	Resume Master	Facility to view various kinds of reports on Resume like - resume details. Facility to filter based on various criteria like qualification, state, city, age, gender etc.

3	Shortlisting of Candidates	Facility to view shortlisted candidates reports. Various filtering criteria are possible.
4	Interview	Reports on interview results. Reports can be segregated round wise also.
5	On Hold and Rejected Candidate Database	Reports on on-hold and rejected candidates.
6	Reference Check	Ref check results can be printed from here.

Employee Database Modules Reports

JSM HR provides more than 50 reports about an Employee. This forms the foundation of an Employee MIS.

1.	Report Options	Powerful sorting options - Facility to sort by Employee code, name, designation, department, grade, employee category, DOJ, division etc.
2.	Employee reports	JSM HR gives a variety of powerful reports to meet the diverse needs of HR and top management. We cover all possible reports about an Employee that is needed by HR. These range from as basic a report as Employee information, qualification and experience related reports to complex reports like Employee Profile that show in one single report all information from joining to exit about an Employee. There are reports on Salary Structure, memberships, family details, gender ratio, blood group, religion, payment mode etc. Facility to view various lists like - List of new joining etc. Facility to take out lists department wise.

Department Head, Reporting Relationships Modules Reports

1.	HOD Configuration	Report on who is the head of department.
2	Reporting Relationships	Report on reporting relationships of employees.

Process, Project and Team Modules Reports

1.	Processes	List of employees process wise
2	Projects	List of employees project wise
3	Teams	List of employees team wise

Appraisal Modules Reports

1.	KPI's	Reports on KPI designation wise, their measurement criteria and ratings.
2	Potential Traits	Reports on Potential Traits designation wise, their measurement criteria and ratings.
3	Appraisal	Complete report on an Employee appraisal including KPI results, Potential Traits results, and final ratings.

Increment Modules Reports

1	Increment Reports	Facility to view increment due list, increment details and increment amount reports.
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Promotion Modules Reports

1	Promotion	Facility to view Promotion details of Employees. Facility to select date periods.
2	Redesignation	Reports of re-designation of employees.

Transfers Modules Reports

1	Transfer	Reports on Employee transfers.
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Confirmation Modules Reports

1	Confirmation	Facility to view reports on - list of Employees on probation, confirmation due list of employees, confirmation details
2	Probation Extension	Report of extension of probation.
3	Contract Renewal	Report on renewal of contracts. Contract renewal due list.

Training Modules Reports

1	Training Budget	Report of Training budget office wise
2	Training Calendar	Report on Training calendar - list of trainings scheduled date wise.
3	Training Record	Report on Training Details - date, number of employees attended, cost involved, employee details etc.
4	Training Feedback	Report on Employee feedback of trainings attended.
5	Supervisor Feedback	Feedback on feedback of supervisor.

Disciplinary Modules Reports

1	Disciplinary Action	Employee history - disciplinary action history.
2	Warnings	Details history of all warnings given
3	Counseling	Record of all counseling given

Separation Modules Reports

1	Separation Details	List of separation month wise - period wise. separation details
2	Exit Interview	Exit interview details.

Office Property Modules Reports

1	Office Property Issue	Report on details of properties issued to Employees
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2	Office Property Return	Reports on status of property issued to Employees.
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Letters

1	Letters	These are various letters that a company issues to its Employees like Offer letters, Appointment letters, Increment Letter, Disciplinary Letters, Exit letters, FnF letters etc. JSM has more 100 sample letters that u can use
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Report Builder

JSM HR Software helps you build your own reports based on all fields in Employee master. This is a very powerful utility and can help you meet day to day requirements in MIS.

1	Build your own reports	<p>You can build your own reports based on many options. JSMHR Software helps you build your own reports based on selections that are based on the following –</p> <ol style="list-style-type: none"> 1. Organization Structure fields – Office wise, Branch wise, designation wise, department etc 2. Date Range wise – DOB, DOJ, DOL, Retirement date....it could any date field. 3. Remuneration head wise. Any earning head wise 4. Address 5. Education 6. Registration head wise- It could be any number – PF No, ESI, PAN, Passport etc
2	Select Fields to export	You can select from more than 100 fields in Employee master for the customized report.
3	Export to excel	Your customized report based on above selections is ready to be exported to excel.

JSM ESS Software / JSM eHRIS JSM HR Intranet / JSM HR Internet



Web Based Employee Self Service and Manager Self Service Modules for all Employee

	Part 1 -	HR related Modules / Workflows (some workflows may require Finance / Admin / IT department approvals)
1	My Company	JSM Employee Self Service Software has facility for an employee to view company profile, organization chart and other company details.
2	Job description	JSM ESS Software has Facility for an employee to view self Job Description
3	My Nominees	JSM ESS Software has Facility for an employee to submit nominees for salary, PF, Mediclaimetc
4	My Assets	JSM ESS Software has Facility for an employee to request for an Office property, view list of assets held by self and report lost items
5	Announcements	JSM Intranet can serve as a platform to publish Messages from the Chairman, CEO and other Top Management. Employees can view Service Completion list, Wedding Anniversaries and Birthdays HR Department can post News, Thought of the week and Upcoming Events
6	Recruitments	JSM ESS software provides facility for an employee to view Current Job Postings in the company, apply for an Internal Job Posting and refer a friend for an position.

		JSM ESS Software provides facility to authorized employees to raise Man Power requisition and send for approval. Employees set as interviewers can also check Scheduled Interview list and post interview results.
7	Conference Room	Facility to view conference room details, check booking status and book a conference hall / room.
8	Performance Appraisal Workflows	Complete Workflow including goal setting, self-appraisal, appraisee and appraiser appraisal. Can be customized as per your requirements.
9	360 Degree Feedback	JSM ESS has an complete 360 degree Feedback Module that lets an Employee give Feedback for his Peers, Superiors as well as Subordinates. You can even include Suppliers and Customers in the Feedback.
10	Training and Development	Employees can submit Training requests, view Training Calendar and give feedbacks post training. Employees can view Training History Authorized employees can Publish Training calendar and nominate employees.
11	HR Forms and Polices	HR can upload all HR Forms, Policies and Manuals. An Employee can log in and view at any time any policy as uploaded by HR. Employees can download HR Forms.
12	Feedback	JSM ESS Software provides Facility to employees to inform Items lost and found and give suggestions or Criticism..
13	Grievance	JSM ESS Software provides Facility to employees to post Grievance and check status and view action taken.
14	Help Desk	JSM ESS Software has 4 help Desk - HR Help Desk, IT Help Desk, Finance Help Desk, Admin Help Desk. Facility to each employee to raise a Ticket and get it answered
15	Travel Desk	Complete Online Travel Workflow starting from Planning, approval of Travel Plan (Quarterly / Monthly), Actual Travel Requests and Approvals, recording Travel Details, Submission of expenses post travel and reimbursements. Facility to request for Advance and check payment status.
16	Document Workflow	Automating the process of Document approvals. JSM ESS Software allows you to route a Document for approval, set approvers and levels of approvals, allows employees to either approve or disapprove and check approval status at each levels.
17	Document sharing	Facility to share documents across all branches, Departments and Employees
18	Leave Workflows	Facility to check leave balance, apply leave online, approve leave, check status etc. All features of an Advance Online Leave Module. Employees can also do leave Planning. Reporting managers are empowered with all information including team leave History, Team leave balance and team Leave calendar so that they can take informed decisions.
19	Attendance	JSM ESS Software provides facility to employees to mark attendance, view my attendance and regularize attendance.
20	Out Door Duty	JSM ESS Software provides facility to employees to apply for Out Door Duty, send for approval, checkapproval status and history.

21	Comp Off	JSM ESS Software provides facility to apply - Working on Weekly Off or holidays, then Apply for Comp Off. Complete workflow with Approvals.
22	Projects	JSM ESS Software provides facility to employees to allocate Team members to an Project.
23	Timesheet	JSM ESS Software provides facility to employees to submit Timesheet, send for approval, check approval status, and view past timesheets. JSM ESS Software allows reporting managers to Approve Team Timesheets and check Team reports.
24	My Expenses	JSM ESS has an complete Expense Claims module. Facility to submit Expense claims, view approval status and payments status.
25	Exit Workflow	Complete Exit Workflows from submission of resignation letter, approvals from all relevant departments, taking care of office property till exit interview and FnF. Reporting Managers can do Exit interviews of their reportees.
26	Calendar	JSM ESS has an very useful utility to view calendar of various important events. An Employee can view Monthly calendar of Client visit of office, conference room booking, important visitors of our office, training, leave, travel etc
27	Holidays Info	Complete information available to an employee location wise on Holidays
28	Picture Library	JSM ESS Software provides Facility to employees to post Pictures and view Pictures
29	Employee Search	JSM ESS Software provides Facility to employees to search basic information on any employee in the company. Reporting managers can view more detailed information on their reportees.
30	Employee Personal Data Self Management	Self Management of Employee Personal Data with facility to Manage more than 200 Employee personal record including Address, Telephone data, Mobile data, Education, Experience, Professional Qualifications, Contacts, Family details etc. JSM ESS software allows an employee to view all data pertaining to self, Add or Modify the same and send for approval. JSM ESS Software allows HR department to empower the employee to update their own personal profile thereby reducing the workload of HR department as well as reducing the time taken for such activities.
31	My Approvals	A Dashboard for Managers listing all Pending Approvals.
32	Upload Documents	JSM ESS Software provides Facility to any kind of document - Photo, Certificates, Bills, Travel expenses, Applications etc
	Part 2 -	Payroll and Finance related Modules / Workflows (some workflows may require HR department approvals)
1	My Loans	JSM Employee Self service software allows an employee to apply for Loan, check approval status and check loan statement. An employee check Loan history.
2	Compensation and Benefits	JSM Employee Self service software allows an employee to check his CTC, Annual salary slip and Monthly salary slip.

		Facility to either Print or save as PDF.
3	Reimbursement Workflow	Facility to check Eligibilities, Upload Bills, view Reimbursement Slips, Check approval status and reimbursement report. Facility to restructure reimbursement. If your company has Flexi-benefit concept JSM ESS can help you there too.
4	Online Tax Investment Workflow	JSM ESS has an complete Online Tax Investment Module that lets an Employee make Tax Declarations, see his Tax liability based on the declaration and finally Submit Investment Proofs. All this is workflows driven

Approval features of JSM eHRIS / JSM ESS Software

1	Parameter Driven	JSM ESS software has a very powerful Approver definition module. All settings for approver can be done as per parameters defined by Admin.
2	Approvers	JSM ESS Software lets you set Approvers for each workflow. You can have n number of approvers for each workflow which Admin user can set as per company requirements.
3	Approver levels	JSM ESS Software allows you to set Approver levels for each workflow. You can set approver levels employee wise or based on 9 options including company wise or branch wise or department, Grade, designation. You can configure as per your company policies levels of approvals. You can configure rules for same levels of approvals. You can have either or both will approve rules for same levels of approvals. You can have alternate approvers. All of the above features can be done by your admin person in a very user friendly manner.
4	Reporting relationships	JSM ESS software allows you to set reporting relationships for each employee. There can be dotted line relationships. Different types of reporting relationships can be created.

Emailing features of JSM eHRIS / JSM ESS

1	Auto Emailing	JSM ESS Software lets u set email ids for auto emailing
2	Email Field Settings	JSM ESS Software lets u select fields you wish to show in the body of an email. JSM ESS Software allows you to set for each workflow what fields should appear in the body of the email which is sent to employees. This can be done for each workflow and each event for each workflow. So when an Employee applies for leave JSM ESS Software allows you to select which fields you wish to show when the reporting manager gets the mail. Similarly when manager approves or rejects a leave you can select which fields should be

		shown in the mail which employee shall get.
3	Reminder Email Field Settings	<p>JSM ESS Software lets u select fields you wish to show in the body of an reminder email.</p> <p>JSM ESS Software has facility to generate a reminder email on certain events.</p> <p>JSM ESS Software allows you to set for each workflow what fields should appear in the body of the email which is sent to employees. This can be done for each workflow and each event for each workflow.</p>
4	Workflow Email Configuration	<p>JSM ESS Software lets u select employees or Groups of employees to whom mail should be sent by JSM ESS software on certain events.</p> <p>For each Workflow you can select for each event (Apply, approve, reject) to whom mail should go.</p> <p>Example - JSM ESS Software allows you to configure for Workflow - Leave - for event - Apply for leave - to whom email should be sent. You can choose - Self, Supervisor, Approver, HOD, CEO, HR, Finance, Admin, or Any other employee. In each of the above options you can also choose employee name. Lets say you want only 1 person in HR to receive a mail for leave or Branch office as well as HO HR person to receive - all this is configurable at user level.</p>
5	Reminder Email Settings	<p>JSM ESS Software lets u select employees or Groups of employees to whom reminder mail should be sent by JSM ESS software on certain events.</p> <p>You can also configure rules for reminder mails which could include days before or after an event.</p>

Technologies Used

JSM Technologies specializes in providing HR and Payroll Software Solutions for Microsoft Windows®.

JSM HR Software uses the following Technologies / Languages / Platforms / Databases:

- n Tier Architecture
- ASP.Net, C#, , Microsoft Visual Basic®
- Active X Controls / DLL's
- COM / DCOM
- ADO / DAO
- MS Windows® 95, 98, NT, 2000 and XP.
- Microsoft MS SqlServer®, Oracle®

Microsoft, Visual Basic, SqlServer, Access are trademarks or registered trademarks of Microsoft corp. Oracle is trademark or registered trademark of Oracle corp.

Client List

JSM is proud to state that its HR Software drives Human Resources in leading International and Indian corporate's. Given below is an partial list of organizations where JSM HR Software powers the Human Capital.



Partial Client List (In Alphabetical Order)	
Client Name	Profile
<p>Alpha Mead Facilities & Management Services Ltd, Nigeria</p>  	<p>AlphaMead Facilities and Management Services Limited (AM Facilities) was incorporated in January 2006 with the vision to be the biggest and the best facility management company in Nigeria with strong presence in all major cities across the continent of Africa</p>
<p>BGR Energy Sytem (India)</p> 	<p>A multi product, multi location engineering group undertaking high value turnkey engineering contracts in power and process sector industries.</p>
<p>Blueocean Market Intelligence</p> 	<p>blueocean market intelligence is a next-generation services organization with a deep focus on analytics, market intelligence and social media, all uniquely delivered under one roof by 650 plus professionals. We serve many of the world's largest and most respected companies representing an array of industries and business sectors.</p> <p>Active in over 60 countries, including leading markets in North America, Latin America, Europe and Asia</p>
<p>Charoen Pokphand Seeds (India) Pvt.Ltd</p>	<p>Thailand's largest agriculture based</p>

 <p>C.P. SEEDS INDIA</p>	<p>conglomerate</p>
<p>Christian Institute of Health Sciences and Research</p>  <p>CIHSR Christian Institute of Health Sciences and Research</p> <p>SERVE, NURTURE & TRANSFORM</p>	<p>The Christian Institute of Health Sciences & Research (CIHSR) at Dimapur is an answer to prayers of the inhabitants of Nagaland tucked in the North-eastern corner of India.</p>
<p>CNSI</p>  <p>Aligning Technology with Business Success</p>	<p>CNSI delivers a broad portfolio of information technology (IT) and business process outsourcing (BPO) solutions to a diverse base of federal, state and local government agencies, and commercial enterprises. CNSI helps clients improve business performance and align IT with their mission and business objectives.</p> <p>Formed in 1994, CNSI is headquartered in Gaithersburg, Maryland, with locations throughout the U.S. With an R&D Center of Excellence also based at its headquarters location, CNSI also has a research and development center in Chennai, India.</p>
<p>Emerson Process Management Chennai Ltd.</p> 	<p>Emerson (NYSE: EMR) is a diversified global manufacturing and technology company. Emerson was founded in 1890 in St. Louis, Missouri, as a manufacturer of electric motors and fans. Over the past 100-plus years, Emerson has grown from a regional Manufacturer into a global technology solutions powerhouse.</p>
<p>India Motor Parts & Accessories Limited (IMPAL)</p>	<p>India Motor Parts & Accessories Limited (IMPAL) a TVS Group Company was incorporated on 12th July 1954. The Company is engaged in the distribution of automobile spare parts and accessories through its 50+ branch network representing over 50 manufacturers</p>

<p>Indira Gandhi Institute of Development Research (IGIDR)</p> 	<p>The Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established and fully funded by the RBI.</p>
<p>Jain University</p> 	<p>Jain University is deemed-to-be-university in Bangalore, India, it is now ranked consistently among top universities in India. Jain University is certified ISO 9001:2008 for quality management by TÜV Rheinland and it is a member of Association of Universities of Asia and the Pacific (AUAP).</p>
<p>Fraser Suites</p> 	<p>The world's leading serviced apartments and hotel residences In gateway cities the world over, Frasers Hospitality Pte Ltd provides Gold-Standard residences and award-winning service at 81 unique properties.</p>
<p>Firepro Systems Pvt. Ltd.</p> 	<p>Firepro Systems, a part of Panasonic Corporation, Japan, is a pioneer and leader in the Infrastructure Protection and Safety sector. Firepro operates out of 14 locations in India and 5 locations globally.</p>
<p>Insilco Limited</p> 	<p>Evonik: Core specialty chemicals business Evonik is one of the world's leading specialty chemicals companies.</p>
<p>Integration BioSciences</p> 	<p>Conceived in the pursuit of science and fueled by economic drivers, Integral represents a confluence of the best of the entrepreneurial spirit in America's Silicon Valley and India's commercial centers. Capitalized by individual investors, financial institutions, and biotech companies, our vision is to support the early stages of the discovery of new therapies for important medical needs.</p>
<p>Khadims India</p> 	<p>Khadim's is among the top three national players in terms of organised footwear retailing</p>
<p>Lagos State Judicial Service Commission</p>	<p>A Major Government Agency in Nigeria, part of</p>

	<p>Lagos State Government for the established for the administration of Justice in Lagos State, Nigeria</p>
<p>Mapal</p> 	<p>MAPAL is today the major specialist worldwide for individual machining solutions with the highest precision and cost-effectiveness. HQ = Germany</p>
<p>NASB</p>	<p>The Nigerian Accounting Standards Board. The Major Accounting Standards Body in Nigeria</p>
<p>Perfect Relations</p> 	<p>Perfect Relations is South Asia's image management specialist.</p>
<p>Prerana Motors</p> 	<p>One of the Biggest Dealers of Tata Motors in India, operating out of 39 Locations with more than 1500 employees</p>
<p>Punjab Technical University, Jalandhar</p> 	<p>Punjab Technical University (PTU) was established in the Year 1997 under the Punjab Technical University Act, 1996. The University has affiliated 100+ engineering Colleges, 139 Management and Computer Application courses, 37 institutions imparting Pharmacy education, 11 colleges imparting Hotel Management education, 06 Colleges providing Architecture Education and 21 Regional Centre for M.Tech and Ph.D in different branches of Engineering and Management and 01 Regional Centre for M.Pharmacy. More than 2013 Learning Centres of PTU are providing professional education through Distance Learning all over the Country and abroad</p>

<p>Sequoia Capital </p>	<p>A leading VC firm</p>
<p>Solverminds Solutions & Technologies Pvt.Ltd </p>	<p>Solverminds is a software and analytics solution company specializing in providing enterprise application and analytical solutions for maritime transport and health/pharmaceutical industry. Since its inception in September 2003, the company has been in the forefront of delivering innovative solutions to its customers globally. The various accolades the company received over the past years are testimony of its achievements.</p>
<p>Synchronoss Technologies, Inc </p>	<p>Synchronoss is the mobile innovation leader that provides personal cloud solutions and software-based activation for connected devices across the globe.</p>
<p>Takata India </p>	<p>Leading Japanese Automotive Safety Components Company</p>
<p>Tata Strategic Management Group </p>	<p>A division of Tata Industries Limited. Tata Strategic Management Group is the largest Indian-owned management consulting firm. With over twenty years of management consulting experience , it operates in SAARC and West Asian countries</p>
<p>Tesa Tapes </p>	<p>tesa SE is one of the world's leading manufacturers of self-adhesive product and system solutions for industry, trade, and consumers</p>
<p>VIT University </p>	<p>VIT University is on the Top 10 Engineering Colleges in India</p>

<p>Wallace Pharmaceuticals Ltd</p> 	<p>Leading Pharmaceutical company.</p>
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Thank You

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