



Teamit

Human Resource Management System

Teamit is comprehensive but extremely easy-to-use software that manages your human resources and payroll management tasks with the help of latest technology. Teamit provides your organization with the information to manage, administer, and optimize every HR business function from recruitment to separation. It tightly integrates your organization's human resource and payroll functions to help you manage your workforce effectively.

Teamit provides activities that facilitate core human resources management including employee information system, management information system, payroll, income tax calculations, recruitment, promotion, confirmation & absorption, separations, transfer, training, leave, safety, suggestions & organizational development, and disciplinary action.

Who should use Teamit?

Teamit is an ideal Human Resource and Payroll Management System for organization of any size. Teamit helps in efficient functioning of the HR arm of your organisation. Teamit's capabilities surpass other similar solutions in the market and price competitive. Teamit is highly user-friendly.

Features of Teamit

Teamit includes many powerful features that meet your organization's unique requirements. Teamit delivers a full range of features to support personnel activities during the entire business life of an employee, from hiring through retirement.

Fully Automated Human Resource Functions

- Automate the HR activities such as recruitment, training, transfer, promotion, and separation.
- Cross control system is available in all the modules.
- Generate various activities such as preparation of offer letter, transfer order promotion letter.
- Generate manpower reports that are helpful for the management to take decision.
- Maintain history of transfer, training and promotion details
- Resume posting through web.
- Information stored in a single place and shared by all the modules. Data redundancy is eliminated.
- Ensure centralized storage for the ease of maintenance, availability of online data to all the users and the consistency of data.

Identical Screen Layouts & Report Interface

- Provide a unique identification number to each screen & report for easy support and maintenance.
- Generate reports with a standard format (bearing the company name, user id, run date on the top and page number & the report Id at the bottom).
- Common criteria inputs for report generation.
- Report outputs available in a preview window from which user will be able to print the same, if required.



For further details on our solutions please contact us at...

info@icinfotech.com

Mount Towers, I & II Floors, 2/4, Mount Poonamallee Road, Manapakkam,
Chennai - 600 089

T : 91 44 4505 2222 F : 91 44 4505 2211

www.c2il.com



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Security

- Encrypts and stores the name and password in the database.
- Ensures that normal users cannot access the database from backend.
- Allot different rights based on Teamit's user position and user level for each menu item.
- Permit the user to Log on in a specific terminal.

User Friendly Menu System

- Display the name of the screens/reports in a hierarchical menu tree for each specific user.
- Categorize the respective items in the tree for easy navigation.
- Display the form ID and report ID at the bottom when the user moves the cursor on the menu items for the purpose of maintenance.

Modules of Teamit

Employee Information System - Handles all the employee details.

Management Information System - Captures activities that provide information for management decision-making.

Recruitment - Handles A to Z of recruitment such as posting of job requirements, application process, selection, issue of appointments and post joining formalities.

Separation - Facilitates the exit procedure for an employee.

Transfer - Facilitates the transfer formalities.

Leave - Post leave request, approvals, update of leave records etc.,

Payroll - Preparation of payroll, generating payslips etc.,

Disciplinary Action - Takes care of the activities related to discipline management.

Appraisal - Takes care of the activities related to the confirmation, promotion, and appraisal process.

Suggestions & Organizational Development - Takes care of all the activities related to the employee and the organization such as problem identification, action taken for the problem, suggestions.

Training - Maintains and creates details that include training requisition, recommendation, approval, training schedule, authorization, employee feedback, employee review, and so on.

Safety - Takes care of the activities related to the safety requirements such as safety training, injury report, accident register, safety performance, accident costing, safety inspection and recommendation, safety audit, safety committee, and occupational health service.



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