Human Resource Planning

Solution Blue Print

PM AM
Corporation

1. Introduction

2. H R M Workflow

3. Elaboration

4. Questions

Employee Management

- Recruiting
- Salary & Payroll
- Staff Planning & Budgeting
- Attendance & Leave
- Resignations & Rehires

Progress Diagram

Hiring

- Resource Planning Budgeting and Approvals
- Position Management
- Hiring Decisions
- Induction and Joining Formalities

Managing

- Salary and Organization Structure Changes
- Performance Appraisals
- Training and Assessment
- Attendance and Leave Management
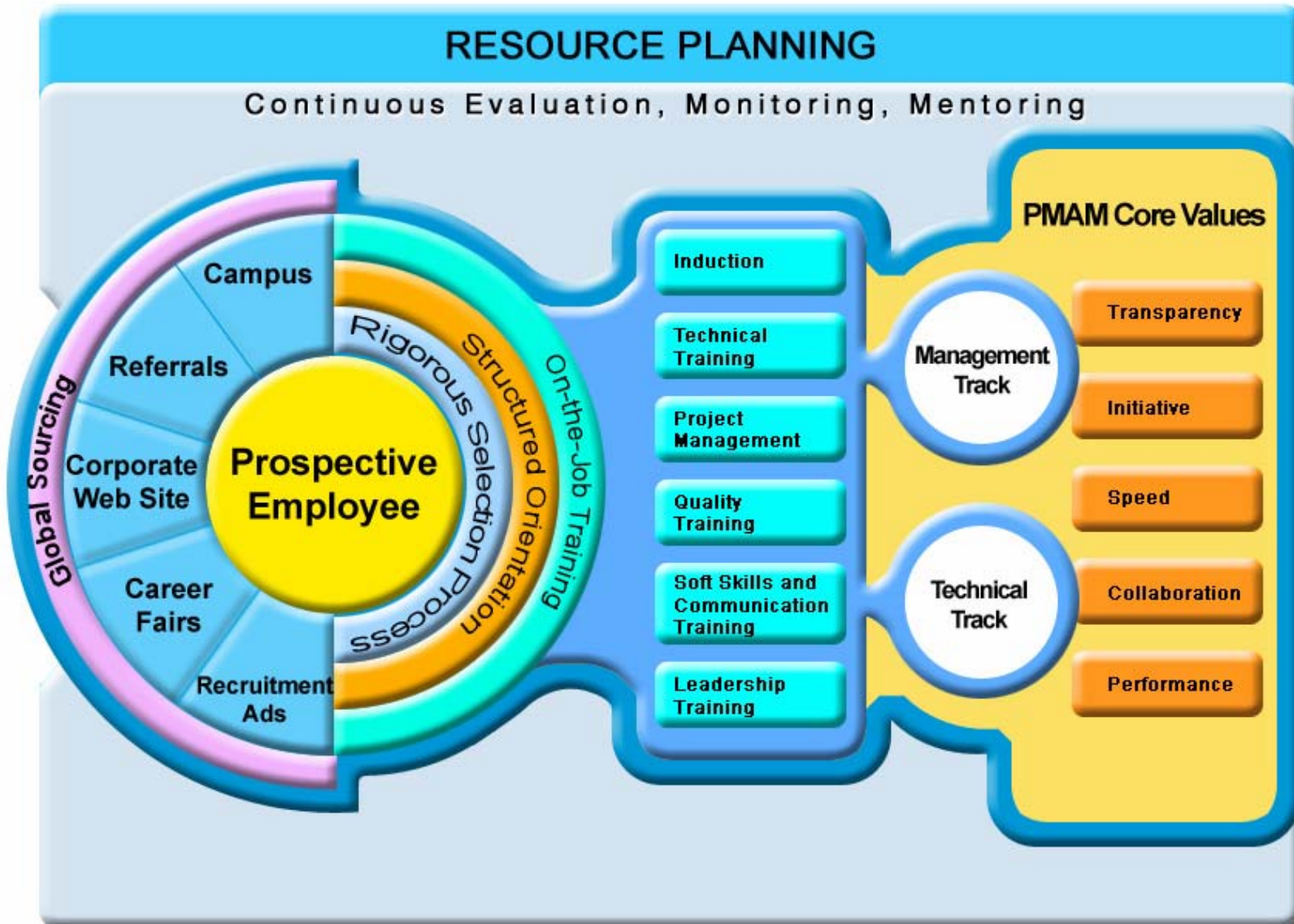- Timesheet
- Travel Expense Management

Closure

- Terminations, Resignations and Rehires
- Retirement Planning

- Plan for Future staffing Needs
- Approve HR Budgets for Positions
- Approval Process for Positions and Budgets

- Define a Job Description and submit the Position to the Hiring Managers
- Screen candidates and schedule Interviews
- Centralized view on the progress of open position
- Forecast Estimated time for closure based on past closures for similar positions
- Analyze team performance through reports dashboards and Score cards

- Evaluate candidates through a scientific process
- Manage and shortlist candidates
- Collaborate between members involved in the hiring decision

- Manage Employee Information and ensure all documents are submitted and forms filled through a check list.

- Assign Employee Department and Responsibilities

- Structure the Employee Induction program

- Assess the Employees Understanding

- Joining Processes and Documents

- Centralized Policy Documents

- Collaboration between Human Resource, Payroll and Accounts

- Define Employee Salary Structure
- Approve Salary Raise
- Reports to Analyze Salary Information Department wise, Account Head wise etc.
- Change Employee Hierarchy
- Employee Transfer

- 180 and 360 degree performance appraisals
- Define Employee KPA's and Measurements
- Provision for Subjective and Objective Questions
- Calibrate responses and analyze Information
- Standardize Process

- Define Organization Training Strategy based on Organization training needs
- Define Organization Training Calendar
- Conduct Online Training
- Collect and Analyze feedback on the training effectiveness
- Assess Employee understanding of the subject of the training

- Automated Time and Attendance Tracking
- Track Time spent on Activities
- Effectively Manage and Control Overtime allocation
- Monitor leave and attendance trends through intuitive views and reports

- Simplify Timesheet data collection process by unique desktop Interface on work terminals

- Eliminate paper timesheet and opportunities of error

- Monitor and evaluate time spent on project activities

- Analyze work performance reports

- Analyze planned to actual

- Automate Travel Expense form submission and approval
- Customizable Workflow
- Categorize and Analyze Travel Expenditure Department wise, Account Head wise.
- Billing Expense to Departments/Clients

- Employee Retention Scheme Plans and Approvals
- Retirement Corpus Fund Management

- Exit Formalities
- Final Settlement Clearance
- Attrition Analyzes, Team Attrition Analyzes and Forecasting of Resource Need
- Rehire Employees
- Terminations Proposals and Approvals

Questions and Answers

Thank You.