

COMPUTER HOME  
PRIVATE LIMITED



# Catalyst HRMS

Catalyst Human Resources Management Software comprising of three modules – Personnel, Payroll, and ESS portal - offers solutions for all HR processes starting from recruitment of an employee till the time he or she leaves the organization.

Catalyst Personnel enables definition of a variety of organization structures that can be built around functions, positions and reporting structures. Applicant tracking handles recruitment and provides maintenance of unlimited resumes, selection based on user-defined objectives and evaluation criteria, and pre-employment tests activities. Post recruitment, applicant details are transferred from resume to employee personal details for job assignment. Leave or vacation management is *Workflow* enabled. This allows for quick and easy leave application and authorization and maintenance of leave balance. A comprehensive appraisal process helps monitor the progress of an employee and plan for career movement and succession.

Catalyst Payroll is a generic, business rule-based system, wherein country, state or even organization specific rules can be set up for compensation and statutory elements such as tax and insurance.

Catalyst Benefits allows simple and lucid management of complex benefit programs. Various benefits plans can be logically grouped to enable focused benefit plan administration. Employee and employer specific rules can be easily incorporated. Benefit administration comprises activities such as definition of heads and rules and premium processing taking into account the frequency of premiums and deductions.

A high level of employee interaction with HR function is enabled through Catalyst *Self-service Portal*. Using employee self-service employees can apply for leave, request training, view personal data, update the investment details for tax purpose and so on.

<b>Features</b>	<ul style="list-style-type: none"><li>• Configurable</li><li>• Web-based</li><li>• Multi-Company, Multi-Location, Multi-User</li><li>• Integrated</li></ul>	<ul style="list-style-type: none"><li>• Easy to Use</li><li>• Flexible, Scalable</li><li>• Workflows</li><li>• Interface with Banks for Direct Payments</li><li>• Secure</li></ul>
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<b>Personnel</b>		
	Organizational structure	Supports multi location organizational structure. Facilitate employees reporting across location.
	Recruitment system	Comprehensive applicant tracking system covering manpower request, release of advertisement, application tracking and resume collection & entry, written test call, declare result of written test, interview scheduling, applicant rating, short listing, appointment letter, induction training and joining

		<p>formalities.</p> <p>Eliminate the duplicate data entry and reduce human errors.</p>
	Personnel management	<p>Maintains detailed personal information and history.</p> <p>Enables employee transfer across locations with automatic movement of history information to maintain continuity of information.</p> <p>Provides information on likely replacements through succession planning.</p> <p>Provision for employee asset management for company owned assets.</p>
	Competency management	<p>Enables quantification of skills based on the competency model. The model provides the metrics for evaluation of an employee by taking into consideration the skills of the employee and the skills required</p>
	Performance management	<p>Definition of performance tracking parameters.</p> <p>Mapping of performance tracking parameters to designation / grade / employee.</p> <p>Collection of performance tracking data of each department /branch.</p> <p>Employee wise performance evaluation reports.</p> <p>Provision of Special increments</p>
	Time and leave management	<p>Supports attendance entry from various sources such as direct entry, rule-based and automatic recording systems.</p> <p>Features workflow enabled leaves or vacation management and provides quick and easy application and authorization, and maintenance of leave balance.</p>
	Loans, funds and assets	<p>Facilitates employee asset management for company owned assets. Provision for comprehensive rule-based loan management.</p> <p>Facility to compute employers and employees' dues as well as fund.</p>

<b>Training</b>		Recording of internal and external training by employees and subsequent approval by HR. Skill sets related information changes by employee and subsequent approval by HR. Scheduling internal trainings and subsequent communication to employee portal. Collection of training feedback from employees.
<b>Payroll</b>	Pay elements	Define unlimited number of pay elements. These are components of employee's pay that can be classified as follows :- Earnings Reimbursements Deductions Loan deductions Fund deductions Tax deductions Statutory deductions Benefit deductions Other deductions
	Rules based Definition and Attendance	Supports attendance entry from various sources such as Direct attendance entry or downloaded from an attendance recording system. Define attendance rules as per company policy for marking attendance and Leave management.
	Generic Tax Processing	Maintains information pertaining to investments made by the employee, to avail of tax rebate based on local statutory legislation. Record employees' perquisites and other information relevant in computing their tax liability as tax components. Define tax rules to determine employees tax liability and process tax any number of times to arrive at the actual tax liability of the employee. Facility to project tax over the process period falling within a tax calendar and provide tax planners to employees.
	Arrears and Increments	Provision for flexible retrospective pay processing spanning any number of past processed periods.
	Payroll Processing	Facility to run payroll processing any number of times before authorization to ensure accurate pay computation. Export to bank for crediting employing account with respective banks.
<b>Employee Self Service (Portal)</b>		This feature enables inter-communication between Management and the employees and between employee and employee. This will considerably speed up the processes like leave sanctioning, forwarding and processing other requests such as Leave Encashment, change in employee profile etc. This will also save the efforts and time required

		to input sizable amount of data manually required for payroll processing.
	Information and Routines	Displays important pieces of information to the employee View current leave balance News and events published by HR Management View individual pay-slips. Send//View messages to/of other employees Leave application. Holiday List
	Personal Information	My pay slip. Time in/out. Basic information Contact details Handicap information Reference information Education records Nominees Address Change request Change password
	My Application	My leave application My leave encashment My leave status (sanctioned/rejected) My investment My messages Change request My appraisal
	Messages	View and send message.
	HR / Immediate reporting authority	My approvals for sanctioning/rejecting the leave, change request, View muster Appraisal Investment approvals Review leaves Review leave encashment Employee investment locking Pending profile change request Past profile change request Content management
	News & Events	View news and events and circulars

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