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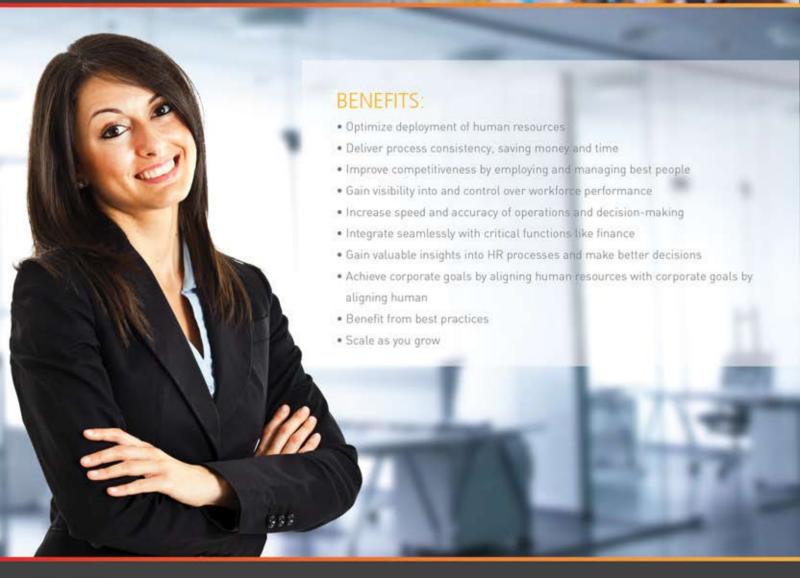
# **EMPOWER**

# HUMAN RESOURCE MANAGEMENT

# **SOLUTION**

RE





## MODULES:



Core HR



Recruitment



Leaves & Tickets



Time & Attendance



Payroll



Employee Self Service



Alerts & Reports









### FEATURES:



#### Core HR

- · Organization Management
- · Employee Master & Family Details
- Employee Account Details, Contract Details & GOSI Calculation
- Work Schedule Management & Time Entry Management
- · Expiry Based Alerts and Notifications
- · Personnel Administration
- · Employee Approval Process
- · Benefits Administration
- Status Change Management
- · Employee Hierarchy
- · Movement & Exit Management
- · Multi-Level Approvals



### Time & Attendance

- · Integration with Attendance Machine
- Approval on Attendance report from Junior to General Manager
- · Attendance configuration with Payroll



#### **Employee Self Service**

- Create unlimited Self Service categories
- · Create a Self Service Rules by Employee Category or Grade
- · Setup up the Workflow procedure
- Create all the HR Forms and Procedures
- Initiate Self Service Requests Such Manpower, Loan, Assets, Leave & Salary certificate
- Check and approve any request and which will notify the requester
- Create ESS username and password for every employee in your organization
- Employee can see their profile, update their profile and upload the documents by their own
- Employee can get the notification via e-mail, if there are any deduction, additions or appraisals etc

#### Other ESS Benefits:

As per Grade & Designation, an employee can use HRMS system. E.g. Leave, Expenses, Claims, Attendance, Salary, Advance & Loans etc.



#### Recruitment

- · Requisition Management
- · Sourcing or Candidate Management
- Selection & Offer Management (interview stages)
- · Contract as per the Grade and Designation



#### Leaves & Tickets

- Leave Management (Types of Leave: Sick, Casual, Paid, Unpaid, Compensatory, Vacation, Marriage & Maternity etc.)
- Travel & Expense Management



#### Payroll

- Payroll calculation (Increments, Allowances and Deductions) as per Attendance, Leaves & Salary Advances, Tickets, Expenses & Loan
- Regional Features like General Organization for Social Insurance (GOSI) and Wages Protection System (WPS)
- · End of Service facility
- Visa, Passport, IQAMA renew charges
- Overtime Salary Master
- · Payment Methods
- Financial Integration (with Open APIs)
- · Payslips



### Alerts & Reports

- · GOSI repor
- Employee report
- Bank / Cash report
- HR document report
- Payroll expenses report
- · Action taken report

## About us

Bista Solutions is a world class software solutions company providing ingenious business solutions to a wide range of enterprises.

With our offices in USA, UAE & Canada with global delivery centres in India, we cater to the businesses in emerged and emerging markets. Our expertise in developing enterprise - grade business applications and customer-focus service has helped numerous businesses by saving their time, reducing costs and ultimately increasing business efficiency.

# Some of our valued Customers:



























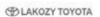


















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#### Our offices

#### **UAE Office**

Bista Solutions DMCC, P.O. Box 62604, #1206, Indigo Icon Tower, Cluster F, Jumeirah Lake Towers, Dubai, UAE.

+971 52950 0990

uae@bistasolutions.com

#### **USA Headquarters**

Bista Solutions Inc., 980 Hammond Drive, Suite 1275, Atlanta, Georgia 30328.

+1 (678) 756-2665

sales@bistasolutions.com

#### India Office (Global Delivery Centre)

Bista Solutions Pvt Ltd., 208-210, Eco Star, Vishweshwar Nagar, Off Aarey Road, Goregaon East, Mumbai 400063, India.

+91 (22) 66219933

salesrow@bistasolutions.com