



Solutions that amplify your business,  
And Add Value.

Control every aspect of your business, effortlessly.



**EMPOWER**

**HUMAN RESOURCE MANAGEMENT**

**SOLUTION**

**HR**



# EMPOWER HRMS Solution

EMPOWER HRMS Solution can help your multicultural workforce to communicate more effectively, work together more productively and positively manage the fast-paced change that your company is experiencing.

EMPOWER HRMS Solution is the result of 5 years of our experience in the international human capital management space. With competency-driven HR processes, business rule driven administrative and payroll processes, workflow and user-definable security, EMPOWER HRMS handles the employee life cycle entirely which will help us in size of operations, complexity of HR processes, diversity in organization structures or meeting unique and exceptional requirements like banks, trading, manufacturing, services & group companies.



## BENEFITS:

- Optimize deployment of human resources
- Deliver process consistency, saving money and time
- Improve competitiveness by employing and managing best people
- Gain visibility into and control over workforce performance
- Increase speed and accuracy of operations and decision-making
- Integrate seamlessly with critical functions like finance
- Gain valuable insights into HR processes and make better decisions
- Achieve corporate goals by aligning human resources with corporate goals by aligning human
- Benefit from best practices
- Scale as you grow

## 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



### 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



### Time & Attendance

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



### 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



### 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



### Alerts & Reports

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

#### Other ESS Benefits:

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

# 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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