

Human Resources Management Solution (HRMS)



People are the greatest assets of your enterprise and every year you spend considerable time and effort in managing your human resources. From recruitment and talent acquisition, to talent retention and development, you invest energies in carefully planning and executing various functions to create an efficient workforce. To simplify and automate these Human Resources (HR) related functions, we, at Tata Consultancy Services (TCS), bring you the iON Human Resources Management Solution (HRMS). Covering the employee engagement lifecycle, our solution helps you meet your routine functions and comply with regulations, amidst growth.

Overview

An able workforce is an asset. Managing human resources well and retaining them, is therefore crucial in order to meet your business goals and objectives. While an automated and technologically-sound solution greatly supports you in this endeavour, it brings with it challenges of maintenance costs and integration with other software and systems.

Our on-demand iON HRMS helps you overcome these issues, covering the entire human resource management cycle, to give you a cost-efficient and reliable system. Beginning with recruitment, our solution assists you through various phases of resource management in your enterprise. The solution also helps you keep track of the career development of employees through promotions, appraisals, transfers, etc. and tracks parameters such

as leave, loans, advances, claims and so on. Using our solution, you can better manage and utilise your workforce, while reducing the administrative tasks and paper work needed for it.

Simple and easy-to-use, our solution can be accessed anytime and gives you:

- Scalability to match your organisation's growth;
- Real-time, sophisticated workforce analytics for strategic decision making;
- Ready-to-use reporting capability;
- Innovative and customisable workflows to build a core foundation of your HR data and processes.



iON Human Resource Management Solution Overview

Benefits

Bringing industry best practices to your HR functions, iON HRMS lets you assess and utilise your human resource potential completely. The solution:

- Increases the operational efficiency and productivity of your HR department;
- Reduces HR administrative costs;
- Increases employee engagement and satisfaction;
- Ensures seamless flow of information between employees, supervisors, managers and administrators;
- Improves leadership development and succession;
- Enhances data integrity within the enterprise;
- Enables you to meet compliance and audit requirements.

iON HRMS Functionalities

Organization Set-up & Configuration Management	Promotion & Separation	Performance Appraisal & Training
<ul style="list-style-type: none"> ■ Language, Religion, Relation Master ■ Department / Workgroup Master ■ Skill, Qualification Master ■ Grade, Designation, Category Master ■ Country, State, City Master ■ Holiday Calendar ■ Eligibility Rules ■ Global Parameters ■ Workflow Configuration ■ Manage User Access 	<ul style="list-style-type: none"> ■ Promotion Notice & Criteria ■ Eligible List of Employees ■ Promotion Score Card ■ Direct Promotion ■ Separation Application & Order ■ Employee Clearance ■ Exit Interview 	<ul style="list-style-type: none"> ■ KRA & Competency Masters ■ Appraisal Specific Templates ■ Employee Allocation ■ Employee Appraisal ■ Training Course, Institute & Faculty Masters ■ Training Calendar ■ Training Application ■ Employee Feedback ■ Training Specific Questionnaire ■ Training History
Recruitment & Employee Maintenance <ul style="list-style-type: none"> ■ Vacancy Publication ■ Application Maintenance ■ Scrutinizing Applicants ■ Employee Record Creation ■ CTC Master & Posting to Payroll ■ Online Requisition ■ Employee No. Auto-Generation Master ■ Employee Personal Details ■ Disciplinary Action ■ Employee to Site Mapping 	Employee Benefits <ul style="list-style-type: none"> ■ Leave / Loan / Advance / Claim / Asset Master ■ Leave / Loan / Advance / Claim / Asset ■ Application ■ Leave Credit, Leave Balance ■ Leave – Attendance Synchronization 	Additional Features <ul style="list-style-type: none"> ■ Reporting & Site Hierarchy ■ Fast-Track Application Management ■ Over 40+ HRMS Reports ■ Self Service - Widgets & Quicklinks ■ Analytical Widgets
	Transfer, Deputation & Travel <ul style="list-style-type: none"> ■ Transfer / Deputation Application ■ Travel Application 	
	Time & Attendance <ul style="list-style-type: none"> ■ Shift Master ■ Employee Shift Roster & Shift Rotation ■ Attendance Status & Management ■ On-Duty Application 	

Why iON

iON provides comprehensive solutions that address varied IT requirements. From network to ERP, iON is offered as a single service, in a pay-per-use model, allowing you to leverage the solution's true potential. iON ensures integration of all processes along with ease of use.

iON promises:

- **High performance in normal broadband;**
- **Stringent security and data privacy;**
- **Guaranteed availability (99 per cent uptime);**
- **Disaster recovery;**
- **Reduced need for IT staff.**

iON, therefore, manages your processes while you use the software. You gain from:

Integrated solutions

We ensure that all your solutions are connected. For example, if you are using a CRM along with an ERP, and have a document management system to organise your files, we ensure that these solutions are connected and work as one. So for you, it is simply IT and not applications.

Increased agility

We bring in the agility to keep pace with changing processes or a new line of business. We help you configure the processes to work differently or simply choose new practices recommended by the software. Our activation system flags on best practices while the system is running. As you pick and choose, we give you more options to choose from.

A pay-as-you-use model

This model eliminates capital investment as we provide the IT infrastructure and software on rent. You pay as you use and only for the number of users who actually use the software. The rent is charged monthly. Typically, the cumulative rental for three years is equal to the capital cost of acquiring similar or lesser software with one-time payment. Usually, the ROI exceeds rental within three months, when best practices are well followed. The rental includes maintenance and training, with no hidden costs.

Personalised solutions

Although this is a cloud service, the software is configurable to each business. You will always get the flavour of your own business by picking and choosing what processes you would need.

Automatic upgrades

We continuously invest in our solutions to ensure best practices. We enrich the software based on user feedback and business and statutory changes. We ensure the upgrade without disrupting the user.



TATA CONSULTANCY SERVICES

Hardware + Network + Software + Services

About iON

iON is Tata Consultancy Services' strategic unit for Small and Medium Business. iON provides end-to-end business solutions to the SMB segment, the growth engine of the economy. iON caters to the needs of multiple industry segments with best practices gained through TCS' global experience, domestic market reach, skills, know-how and delivery capabilities.

For more information, visit us at www.tcsion.com

Contact

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About Tata Consultancy Services Ltd (TCS)

Tata Consultancy Services is an IT services, consulting and business solutions organization that delivers real results to global business, ensuring a level of certainty no other firm can match. TCS offers a consulting-led, integrated portfolio of IT and IT-enabled infrastructure, engineering and assurance services. This is delivered through its unique Global Network Delivery Model™, recognized as the benchmark of excellence in software development. A part of the Tata Group, India's largest industrial conglomerate, TCS has a global footprint and is listed on the National Stock Exchange and Bombay Stock Exchange in India.

For more information, visit us at www.tcs.com

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