# 9cezcon HRM

**CEZCON HR MANAGEMENT SOFTWARE** THE DEFINITE HR MANAGEMENT SOFTWARE IN GCC LIKE NEVER BEFORE

#### **CEZCON HR MANAGEMENT SOFTWARE** IS DEVELOPED FOR SMALL/MEDIUM/LARGE GCC BUSINESS

Get started quickly, ready to use, delivered online, highly configurable HR solution to fit your company's specific needs





BUILD TO COMPLY WITH USE, GCC EMPLOYMENT REGULATIONS

Meeting All HRM Needs of Businesses Regardless of Their Scopes

# **FEATURES**



## EMPLOYEE MANAGEMENT

- Employee document management
- Employee's request management (Leave, advance salary, expense, loan etc)
- Employee remark

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- Reimbursement module
- Employee training details



- Termination letter generation
- End of service calculation
- Ex-employees list
- Employee complete report

# LEAVE MANAGEMENT

- Option for complete leave application and approval process through the portal
- Leave reporting person selection
- Suggestion of leave eligibility (Annual/emergency/other)
- Employee's complete leave history
- HR/management can define the leave types
- Paid/unpaid leave options





# ASSET MANAGEMENT

- Asset document expiry mail notifications
- Asset usage history
- Asset remarks
- Asset fines (Ex: Vehicle)

# **OVERTIME**

- Daily/monthly overtime updating option
- Define custom overtime pay
- Supervisor can update daily overtime from project site
- Overtime pay auto reflecting in payroll



### PAYROLL

- One click payroll generation
- Download all payslip
- Payroll history

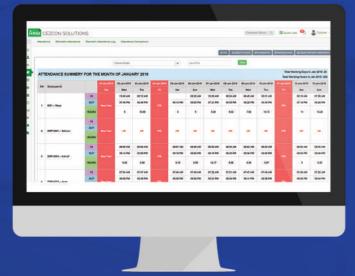
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- Notify advance salary, loan deduction, fine etc while generating payroll
- Special incentive or deduction option

### **WAGE PROTECTION SYSTEM**

- SIF generation
- Pay sheet generation
- Exporting to Excel





# ATTENDANCE

- Bio-metric integration
- Bio-metric attendance log
- Attendance comparison
- Attendance report

#### **ESS**

- Employee's personal details and documents
- Profile details change request
- Leave request
- Expense claim
- Advance salary request
- Attendance view
- Monthly payslip



# ADVANTAGES OF USING CEZCON HRM



Access Anywhere, Anytime And Always



The Center Of All Data You Have



Reduce Human Errors



Data Security, Optimized



Efficient Communication, More Effectively



#### **Deep Analysis**



Reduce Paperwork And Be Environment-Friendly



Keep Your Human Resource Satisfied

Save Time, Save Money



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