



Ai HR

White Paper & Data Sheet

of

Ai HR

(Enterprise-wide online Solution)

for

Human Resources Management System

with

Biometric Time Attendance Hardware & Software Application

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Ai microsystems ltd.

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End-to-End Online Human Resources Management System & Solution

In today's corporate world the most valuable resource any business Enterprise can have is its human capital. Dealing with or managing its human resources is the most critical task for its business growth, because every person has got something very unique, yet they need to be motivated and driven for the common Enterprise goals and interests. Managing the human resources efficiently requires specialized expertise as well as deployment of the business intelligence of a smart Human Resources Management System. **Ai HR** is designed and customizable to meet the Enterprise-wide and diverse industry specific HR requirements.

Ai HR is the most unique enterprise-wide human resources strategy solution presently available in Bangladesh for unlocking management capacity of the full value of your business workforce. It enables a business enterprise to evaluate and deploy the right people in the right responsibilities, develop and reward top performers, retain key talent for the long term achievements, increase efficiency by planning enhanced strategy plus positioning and operating performance throughout your enterprise.

Ai HR Advantages

Ai HR provides a tangible blueprint for dynamically transforming human resources management and operations:

- Streamline the Human Resources strategies, business processes and technologies to reduce operational costs.
- A rapid return on investment through reduced operational costs and increased efficiency by connecting people to delivered business processes, automating common administrative tasks and leveraging industry best practices.
- Deploy, manage and monitor employees, managers and decision making roles into a self-service environment to facilitate increased efficiencies, reduced costs and a paperless office to human resources management.
- Its self-service applications empower secured role-based information and transactions across the enterprise.
- Align the workforce with corporate goals and objectives. Leverage entire workforce to drive organizational performance through intelligent evaluation, analytics and organizational development applications that cultivate skill development for improved performance.

Specification Data Sheet

Ai HR includes the following Modules:

- 1.** HR Requisition, Recruitment, Placement Management (both Permanent & Contractual Employment)
- 2.** Personnel Registration, Profile & up-to-date integrated Record Management
- 3.** Manpower Positioning Management
- 4.** Attendance Management including Centralized Real-time Reporting
- 5.** Payroll / Salary Management (include Benefits, Deductions, Tax, Loans, and Cash Benefits + Allowances)
- 6.** Bonus Management
- 7.** Provident Fund (PF) Management
- 8.** Benevolent Fund / Welfare Fund Management
- 9.** Loan Installments Payment Management
- 10.** Death Risk Coverage Scheme Management
- 11.** Increment Management
- 12.** Promotion Management
- 13.** Transfer / Posting Management
- 14.** Leave & LFA Management
- 15.** Training / Career Development Management
- 16.** Car Financing Scheme Management

- 17.** Gratuity Management
- 18.** Employee Evaluation & Annual Performance Record (APR) Management
- 19.** Disciplinary Action, Suspension and Termination Management
- 20.** Resignation Management
- 21.** LPR and Retirement Management
- 22.** New Branch, New Division Planning & Deployment Management
- 23.** HR Budget, Salary Scale Modification, Planning and Deployment Management
- 24.** Paperless Office - Message Routing Management
- 25.** My Account
- 26.** Access Control Security & Organizational Chain-of-Command Management



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Module 1: HR Requisition, Recruitment, Placement Management

Sub-modules:

- i.** HR Requisition from any department by designated personnel with reports
- ii.** HR Requisition validation from the respective HOD with reports
- iii.** HR Requisition approval by HR management Chain-of-command, HR Manager, HR Director, Finance Director with reports
- iv.** Advertisement circular for recruitment
- v.** Short listed applications' record management
- vi.** Interview score record management with reports
- vii.** Selection Process and record management with reports
- viii.** Letter of Employment records with reports
- ix.** Required data record management of the New Employee at the joining
- x.** Letter of employment including all contract agreement and bonds
- xi.** All Reports

Module 2: Personnel Registration, Profile & up-to-date integrated Record Management

Sub-modules:

- i.** Personnel Profile Registration which includes the following with Reports -
 - Personal Information
 - Contact Information
 - Family Information
 - Nominee Information
 - Professional Experience Information
 - Educational Qualification Information
 - Passport / Visa / Work Permit record management in cases of the expatriates
 - Employment type (Permanent, Contractual, Consultancy, Temporary, Part time) formulation
 - Attendance Policy formulation
 - Leave Policy formulation
 - Payroll / Salary formulation
 - Salary Scales, Benefits, Deductions, Taxes, & Increment Policy formulation
 - Bonus Policy formulation
 - Overtime Policy formulation
 - Posting Policy (Transfer, Promotion, Resignation, Contract End or Termination) formulation
 - Provident Fund Formulation
 - LPR & Retirement Formulation
- ii.** Returning Employee re-registration with previous records management
- iii.** Profile Integration with all active modules
- iv.** Profile Search Engine

Module 3: Manpower Positioning Management

Sub-modules:

- i. Branch-wise Employee analysis
- ii. Branch-wise Managers with performance analysis
- iii. Branch-wise Manpower Position with analysis
- iv. Grade-wise Employee with performance analysis
- v. Grade-wise Manpower Position with performance
- vi. Female Employee Positioning
- vii. Graphical Analysis
- viii. Reports

Module 4: Attendance Management including Centralized Real-time Reporting

Sub-modules:

- i. Employee and '**Biometric Time Attendance Device**' configuration
- ii. 'In-time and any Out-time Tracking' from the entrance at all the locations and branches from the '**Biometric Time Attendance Devices**'
- iii. Out of the Office at duty hours reporting with/without supervisor's authorization
- iv. Daily Present, Late, Absent and on Leave reports (with respect to Weekly, Monthly, Quarterly, Yearly reports as per individual employee, Divisions, and Branches/ Locations)
- v. Performance scoring based on attendance status
- vi. Overtime (if allowed) reporting and bills calculation with reporting

Module 5: Payroll/Salary Management (Benefits, Deductions, Tax, Loans & Cash Benefits + Allowances)

Sub-modules:

- i.** Salary Policy, Grade-wise Salary Scales, Benefits, Deductions, and Income Tax deployment
- ii.** Centralized Monthly Payroll Preparation by HR, validation and approval by the Chain-of-Command
- iii.** Benefits, Deductions, Tax, Loans, and Increment Policy Deployment and Integration with Payroll
- iv.** Overtime calculation on payroll, validation and approval by the Chain-of-Command
- v.** Outstanding due salary / arrear, increment amount, other payments adjustment and record management with validation and approval by the Chain-of-Command
- vi.** Integration with the core banking application for online salary transaction to all employees (in case of Banks)
- vii.** Unpaid Leave Deduction
- viii.** Deduction for Suspension
- ix.** Pro rata salary integration
- x.** Documentation of Finance Journal Vouchers etc.
- xi.** Pay stab for individual employees
- xii.** Cash Benefit payment integration
- xiii.** Cash Allowances integration
- xiv.** All Reports

Module 6: Bonus Management

Sub-modules:

- i.** Bonus Policy Deployment
- ii.** Bonus Preparation by HR, validation and approval by the Chain-of-Command with reports
- iii.** Record management of Bonuses which are not included within the general employment package with validation and approval by the Chain-of-Command
- iv.** Integration with the core banking application for online bonus payment transaction (in case of Banks)
- v.** All Reports

Module 7: Provident Fund (PF) Management

Sub-modules:

- i.** Provident Fund Policy deployment
- ii.** Monthly Provident Fund collection from Payroll including Employer's contribution
- iii.** Provident Fund Investment and approval by the Chain-of-Command with reports
- iv.** Periodical Provident Fund closing
- v.** Periodical Provident Fund calculation and reporting for each member
- vi.** Provident Fund payment for leaving member
- vii.** Documentation for Finance
- viii.** All Reports

Module 8: Benevolent Fund / Employee Contributed Welfare Fund Management

Sub-modules:

- i.** Benevolent Fund / Welfare Fund Policy deployment
- ii.** Monthly Benevolent Fund collection from Payroll
- iii.** Benevolent Fund Investment and approval by the Chain-of-Command with reports
- iv.** Payment from Benevolent Fund to any member with approval by the Chain-of-Command with reports
- v.** Benevolent Fund payment for leaving member
- vi.** Documentation for Finance
- vii.** All Reports

Module 9: Loan Installments Payment Management

Sub-modules:

- i.** Salary Deductable Loans Policy Deployment
- ii.** Loan Installments Scheduling with effective month
- iii.** Loan Installment Payment integration with Payroll from Effective month
- iv.** Loan Installments Rescheduling
- v.** Deducted Loan Installment Payment credit to the Loan Account through core banking application (in case of Banks)
- vi.** Documentation for Finance
- vii.** All Reports

Module 10: Death Risk Coverage Scheme Management

Sub-modules:

- i.** Application Process for Death Risk Coverage Scheme
- ii.** Monthly Death Risk Coverage installments collection from Payroll
- iii.** Death Risk Recovery Fund Investment with approval by the Chain-of-Command with reports
- iv.** Payment from Death Risk Recovery Fund to any member with approval by the Chain-of-Command with reports
- v.** Documentation for Finance
- vi.** All Reports

Module 11: Increment Management

Sub-modules:

- i.** Increment List & Proposal preparation
- ii.** Increment confirmation with approval by the Chain-of-Command with reports
- iii.** Payroll integration with the Increment effective month
- iv.** Payroll integration for the due increment payment
- v.** All Reports

Module 12: Promotion Management

Sub-modules:

- i.** Promotion List & Proposal preparation
- ii.** Integration with Annual Performance Appraisals, Service Record and Promotion History
- iii.** Promotion confirmation with approval by the Chain-of-Command with reports
- iv.** Promotion integration with the Personnel Profile from the Promotion effective date
- v.** Payroll integration with the Fixation effective month
- vi.** Payroll integration for the due Fixation payment
- vii.** All Reports

Module 13: Transfer / Posting Management

Sub-modules:

- i.** Transfer List & Proposal preparation
- ii.** Transfer confirmation with approval by the Chain-of-Command with reports
- iii.** Transfer Order confirmation with advice from current posting Branch/Location
- iv.** Joining Order/Office Order confirmation to the Transferred posting Branch/Location
- v.** Transfer integration with the Personnel Profile from the Joining Date
- vi.** Payroll integration of transferred personnel with new Branch/Location
- vii.** Transfer History
- viii.** All Reports

Module 14: Leave & LFA Management

Sub-modules:

- i.** Leave Policy Deployment
- ii.** Online Leave application by employee for validation and approval by the Chain-of-Command
- iii.** Leave History for remaining different type of leaves of any specific employee
- iv.** On Leave attendance tracker notification with reports
- v.** Joining report to HOD after leave with reports
- vi.** Leave overstay adjustment with validation and approval by the Chain-of-Command with reports
- vii.** Maternity leave management with validation and approval by the Chain-of-Command with reports
- viii.** Leave without pay management process integration
- ix.** Extra-ordinary leave management process integration
- x.** LFA membership application by employee
- xi.** LFA membership approval by the Chain-of-command
- xii.** LFA History
- xiii.** Unutilized Leave payment integration with Retirement process

Module 15: Training / Career Development Management

Sub-modules:

- i.** Training/ Career Development Policy Deployment

- ii. Training/ Career Development application by employee with validation and approval by the Chain-of-Command
- iii. Training tracker alert notification with reports
- iv. Training completion with reports
- v. Integration with the Performance Credentials and Service Record
- vi. All Reports

Module 16: Car Financing Scheme Management

Sub-modules:

- i. Car Financing Scheme Policy Deployment
- ii. Application for Car Financing Scheme by employee with validation and approval by the Chain-of-Command
- iii. Car Financing tracker with automated Alert Notification
- iv. Integration with Cash benefit and Allowances monthly payment
- v. Documentation for Finance
- vi. All Reports

Module 17: Gratuity Management

Sub-modules:

- i. Gratuity Policy Deployment

- ii. Gratuity List preparation with validation and approval by the Chain-of-Command
- iii. Gratuity tracker with automated Alert Notification
- iv. Periodical Gratuity days count update (automated)
- v. Gratuity Integration for leaving / retirement employees
- vi. Documentation for Finance
- vii. All Reports

Module 18: Employee Evaluation & Annual Performance Appraisal (APA) Record Management

Sub-modules:

- i. Employee Evaluation & Annual Performance Appraisal (APA) Policy Deployment
- ii. Integrated Scoring System for any Performance related entity throughout the Enterprise HR Infrastructure
- iii. Integrated with Promotions, Increments, Transfer, Disciplinary Actions, suspensions, Terminations as well as other Performance related entities into Enterprise HR Infrastructure
- iv. Periodical Performance Record validation by the Chain-of-Command
- v. Confidential Service Record (CSR)
- vi. Performance enhancement policy planning and deployment
- vii. All Reports

Module 19: Disciplinary Action, Suspension and Termination Management

Sub-modules:

- i.** Raising an Issue/ Complaint for Disciplinary Action
- ii.** Internal Affairs validation/ observation reporting
- iii.** Validation/ Instruction by the Chain-of Command
- iv.** Investigation Team deployment
- v.** Investigation reporting by Investigation Team
- vi.** Notification for Show Cause/Self Defense
- vii.** Case evaluation by Chain-of-Command
- viii.** Decision for Disciplinary Action
- ix.** Suspension Management
- x.** Integration with Payroll for Suspension
- xi.** Termination Management
- xii.** Profile closing and Payment processing for Termination
- xiii.** Documentation for Finance
- xiv.** All Reports

Module 20: Resignation Management

Sub-modules:

- i.** Resignation policy deployment
- ii.** Application process for Resignation

- iii. Resignation Approval process by the Chain-of-Command
- iv. Release Order with effective date
- v. Profile closing and Payment processing
- vi. Documentation for Finance
- vii. All Reports

Module 21: LPR and Retirement Management

Sub-modules:

- i. LPR and Retirement policy deployment
- ii. Periodical Retirement List processing
- iii. Application process for Retirement
- iv. Retirement Approval process by the Chain-of-Command
- v. Release Order with effective date
- vi. Profile closing and Payment processing
- vii. Documentation for Finance
- viii. All Reports

Module 22: New Branch or New Division Planning & Deployment Management

Sub-modules:

- i.** Planning Tool for New Branch or New division opening
- ii.** Integration with Manpower positioning and Manpower Recruitment
- iii.** HR Budget planning
- iv.** New Branch or new division deployment with effective date
- v.** All Reports

Module 23: HR Budget, Salary Scale Modification, Planning and Deployment Management

Sub-modules:

- i.** Planning Tool for Trial and Budget of new Salary Scale System or for any Grade or group of Grades
- ii.** Integration with the existing Payroll system with Effective Date
- iii.** Integration with Profiles
- iv.** Documentation for Finance
- v.** All Reports

Module 24: Paperless Office - Message Routing Management

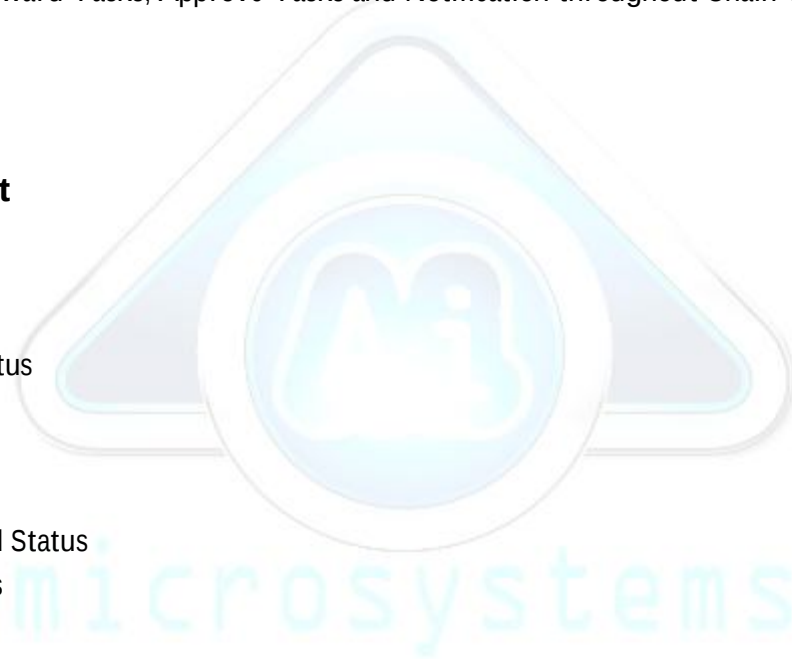
Sub-modules:

- i.** Internal Message Routing for HR operations from end-to-end
- ii.** Pending Tasks, Forward Tasks, Approve Tasks and Notification throughout Chain-of-Command
- iii.** Alert Messages

Module 25: My Account

Sub-modules:

- i.** My Profile
- ii.** My Attendance Status
- iii.** My Salary Pay Stab
- iv.** My Leave Status
- v.** Apply for Leave
- vi.** My Provident Fund Status
- vii.** My Training Status
- viii.** Apply for Training
- ix.** My Loan Installments
- x.** My APA Report
- xi.** My Pending Notifications
- xii.** Messages



Module 26: Access Control Security & Organizational Chain-of-Command Management

Sub-modules:

Process Model:

A. User & Security Management

User Category (descending order)	
1.	Enterprise Top Management
2.	HR Top Management
3.	HR Manager
4.	HR executive
5.	All Managers (Divisional Heads & Branch Heads)
6.	All employees

B. Security & Access Control

User Category		Accessible Area
1.	Enterprise Top Management	Accessible to all areas of HRMS for management and monitoring

2.	HR Top Management	Accessible to all areas of HRMS for management and monitoring
3.	HR Manager	Accessible to all areas of HRMS for management and monitoring with approval, or forwarding for approval with comments or instructions
4.	HR executive	As per job responsibility accessible to specific HR operation for validation, forwarding for approval with status analysis and comments
5.	All Managers (Divisional & Branch Heads)	Portal for management and monitoring of the status of all HR operations of the department or branch with the authentication power for validation, forwarding for approval from branch to HR in the head office
6.	All employees	Personal portal for viewing the status of own attendance, salary, tax, increment, bonus, leave, performance score (limited to certain minimum level)

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Technical Specification Data Sheet

- A. Language & Development Tools:** PHP 5 (Object Oriented Model)
JavaScript
Ajax
Jquery
Jason
PL/SQL
- B. Database:** Oracle 10g Enterprise Edition
- C. Operating System:** RedHat Enterprise Linux / CentOS Enterprise Linux
- D. Operations:** Through Nationwide & Enterprise-wide secured Intranet Network Infrastructure
- E. Client:** Any web browser: Google Chrome / Mozilla Firefox / Opera / Internet Explorer
- F. Data Center:** For a scalable operation as well as ongoing expansion, the appropriate Data Center for this application system will be advised after detail assessment of requirement of the Client.
- G. Backup & Maintenance:** Detail Backup and Maintenance plan as well as Annual Maintenance Contract (AMC) will be offered on the Software Sell Contract Agreement at the finalization phase. Terms and Conditions will be mutually agreed by both the parties at that phase.
- H. Upgrade:** The first Upgrade of **Ai HR** is going to be in Java, JSP, EJB, J2EE. Our valued Clients will be updated when the Upgrade Version is fully tested and ready for Deployment.