



EIT CLIMBR

Human Resource Management System



Prepared by : Eastern India Technosoft Pvt. Ltd.

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INTRODUCTION

EITCLIMBR Human Resource Management System(HRMS) software is a digital solution designed to manage, automate, and streamline an organization's human resource processes. It helps HR teams handle employee-related activities efficiently while reducing manual work and errors.

It typically covers the entire employee lifecycle—from recruitment and onboarding to payroll, performance management, and employee exit. By centralizing employee data in one secure system, EITCLIMBR improves accuracy, transparency, and decision-making.

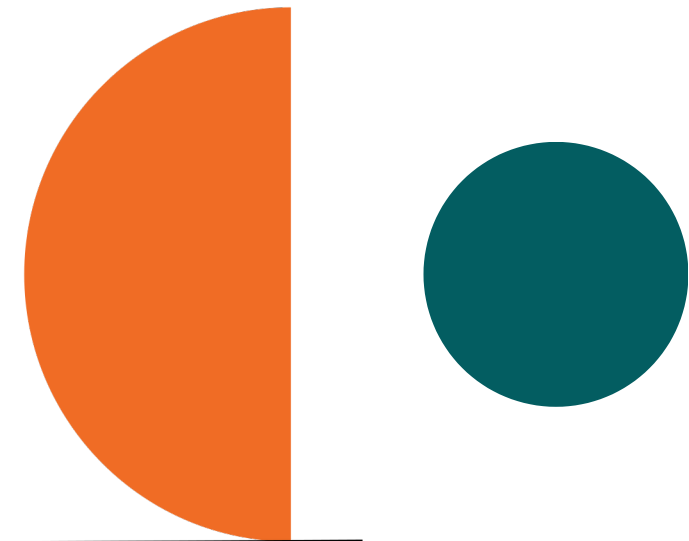
HRMS SAAS MODULES

EITCLIMBR is a SaaS-based HRMS (Software as a Service – Human Resource Management System), which is a cloud-hosted solution that provides HR functionalities through the internet. It is subscription-based, scalable, and accessible from anywhere without on-premise infrastructure. It has Three parts:

- 01.** Admin
- 02.** SuperAdmin
- 03.** Employee

OBJECTIVE

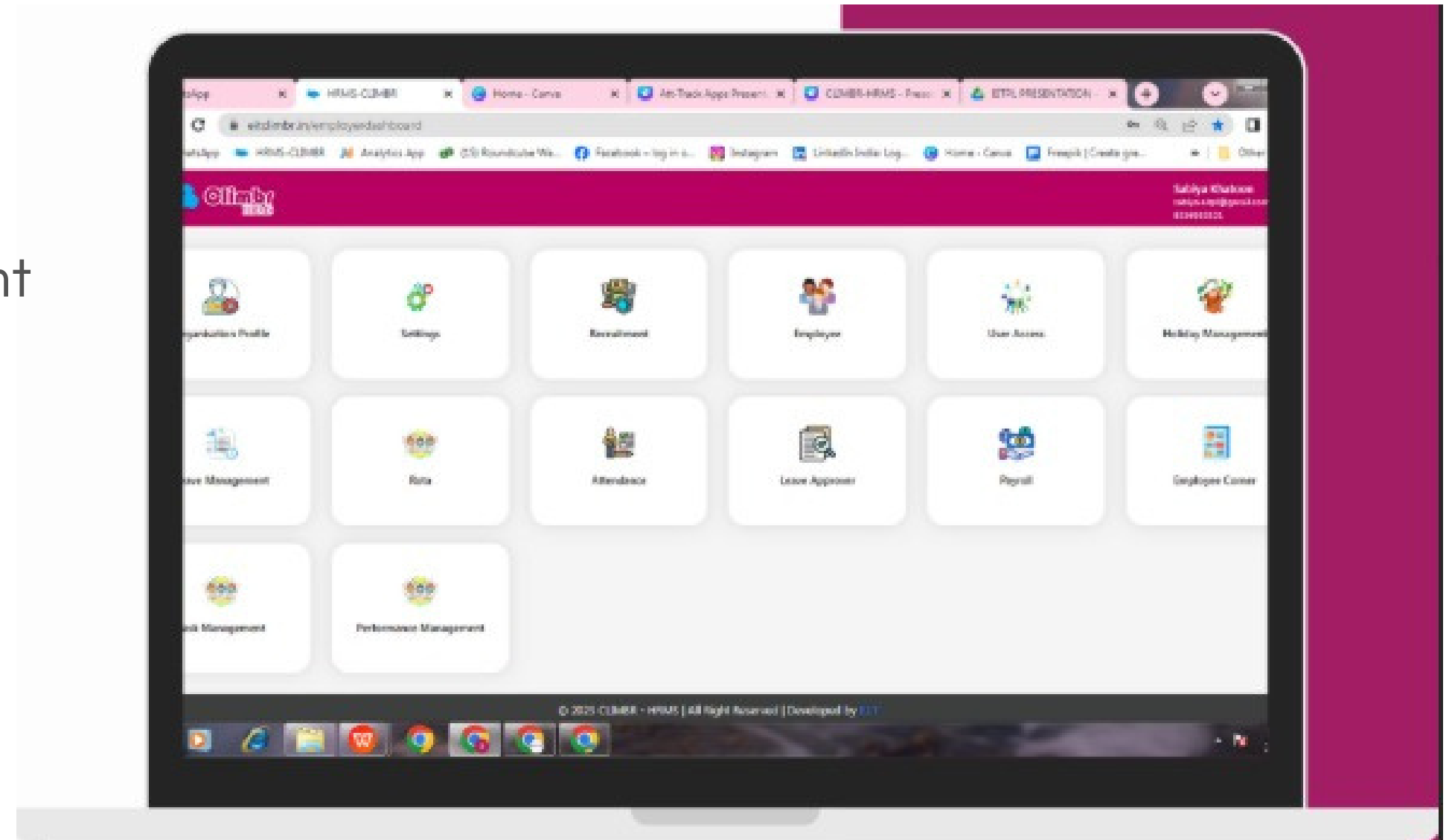
- 01** Automate routine HR tasks
- 02** Improve employee data management
- 03** Enhance productivity and efficiency
- 04** Support compliance.
- 05** Enable data-driven HR decisions



CORE MODULE



- Organization Profile
- Settings
- Recruitment
- Employee information Management
- User Access
- Holiday Management
- Leave Management
- Duty Rota
- Attendance
- Leave Approver
- Payroll
- Employee Corner
- Task Management
- Employee Performance Management





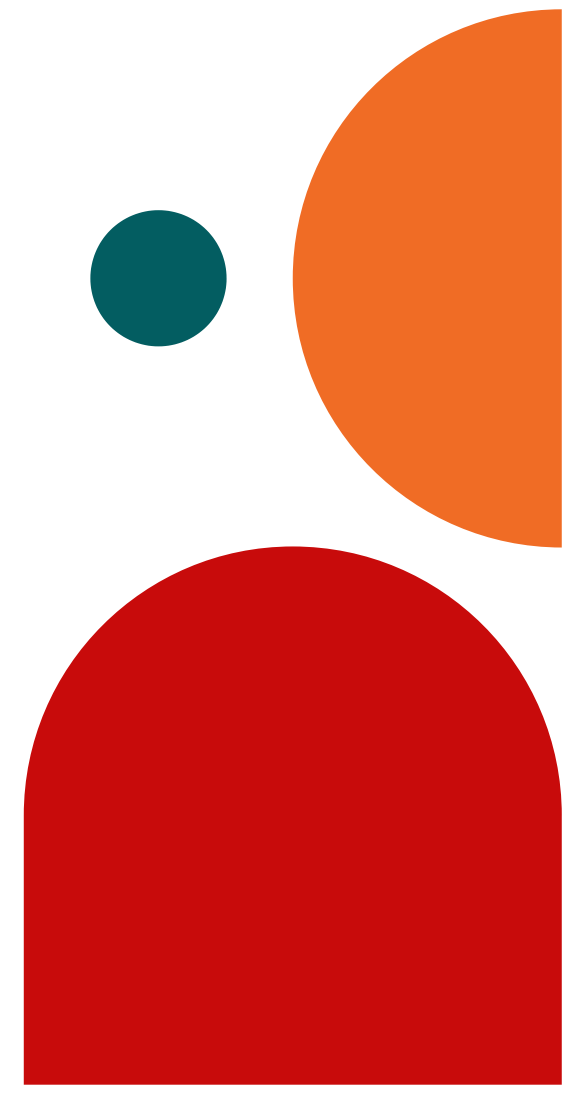
ORGANIZATION PROFILE



Organization Profile is the section that stores and manages core information about the company itself. It acts like the organization's identity and master record inside the HR system.

It includes:

- Company name&legalname
- Logo and branding
- Business address(es)
- Contact details (email, phone)
- Industry type
- Company registration details (registration numbers)
- Date of incorporation
- working hours
- Organizational Structure (Department, Designation) etc.

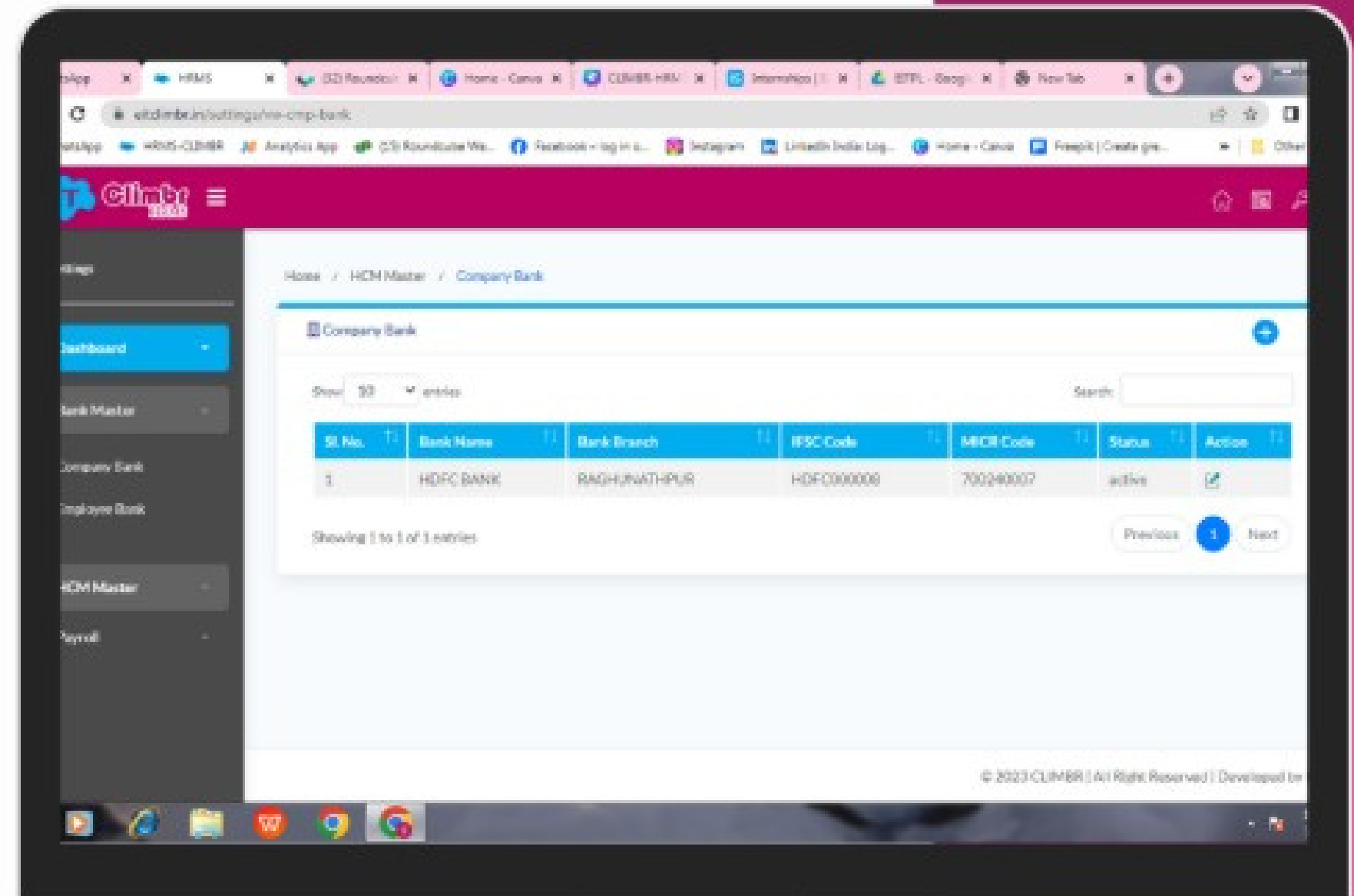


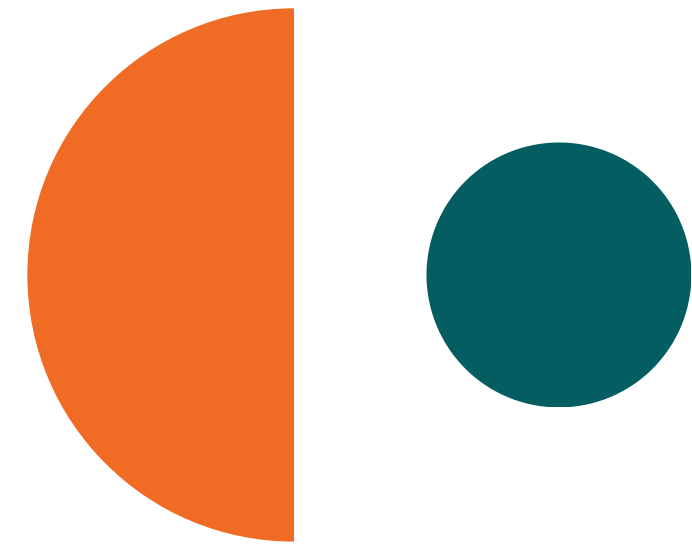


SETTINGS

Settings is the configuration option that control how the system works for an organization.

- 01** Department and Designation
- 02** Employee Type
- 03** Payroll Setting
- 04** Bank Setting (IFSC, Branch, location etc.)
- 05** Payment mode
- 06** HCM Master

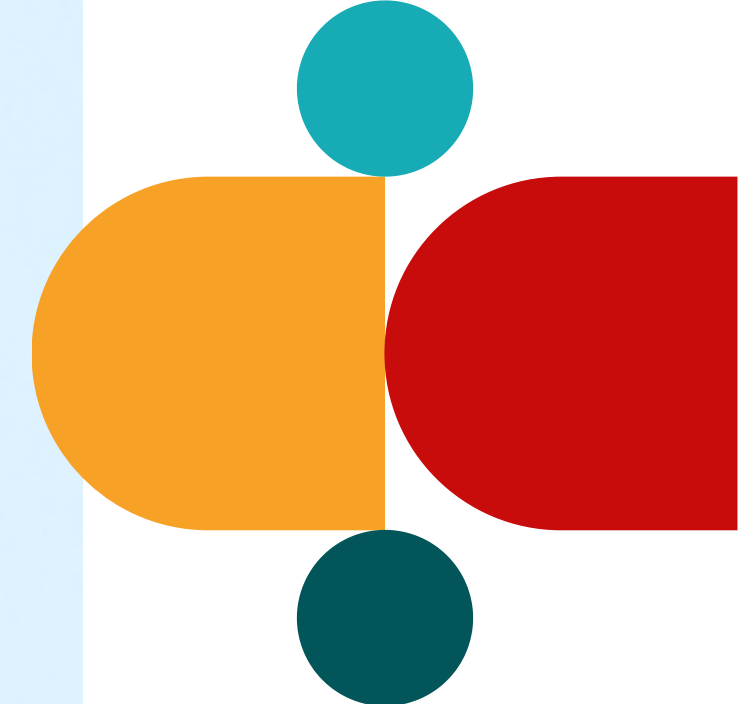




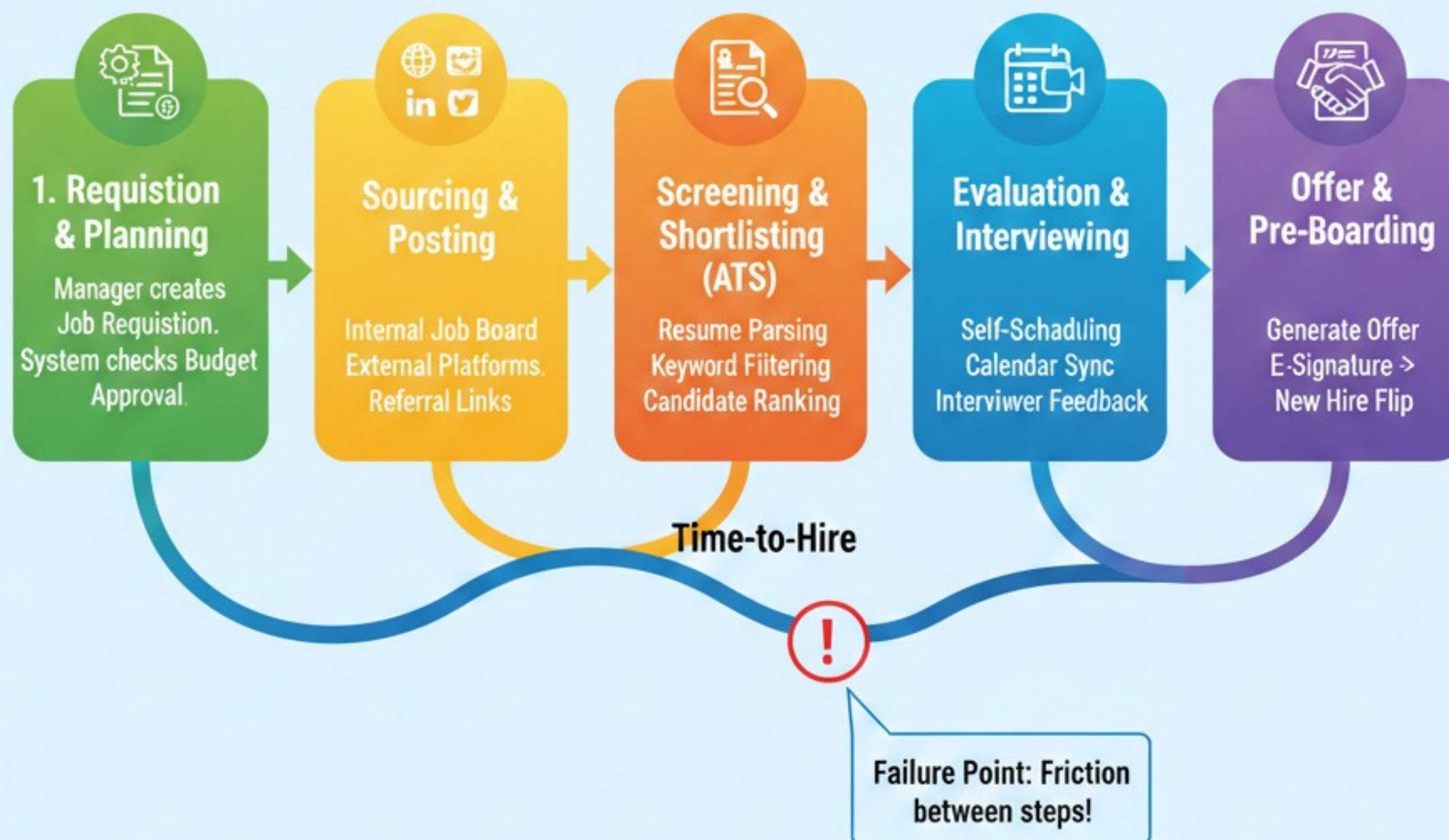
RECRUITMENT

The Recruitment Module in EITCLIMBRHRMS (also called ATS – Applicant Tracking System) manages the entire hiring process, from manpower planning to onboarding.

- Job posting and applicant tracking
- Resume screening and interview scheduling
- Digital onboarding process
- Faster hiring and better candidate experience



THE RECRUITMENT MODULE WORKFLOW

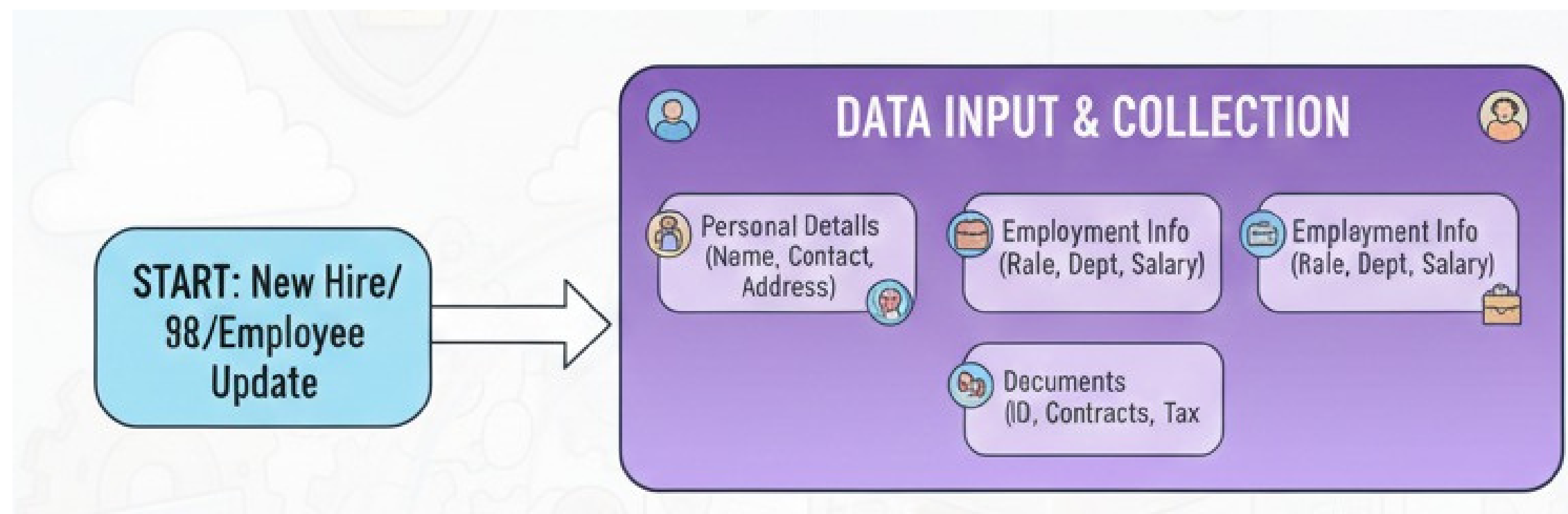




EMPLOYEE

Employee Information Management is a core module of EITCLIMBR HRMS that stores, manages, and updates all employee-related data in one centralized system throughout the employee lifecycle.

- Centralized employee database
- Personal, professional, and employment details
- Easy access and updates
- Improved data security and confidentiality

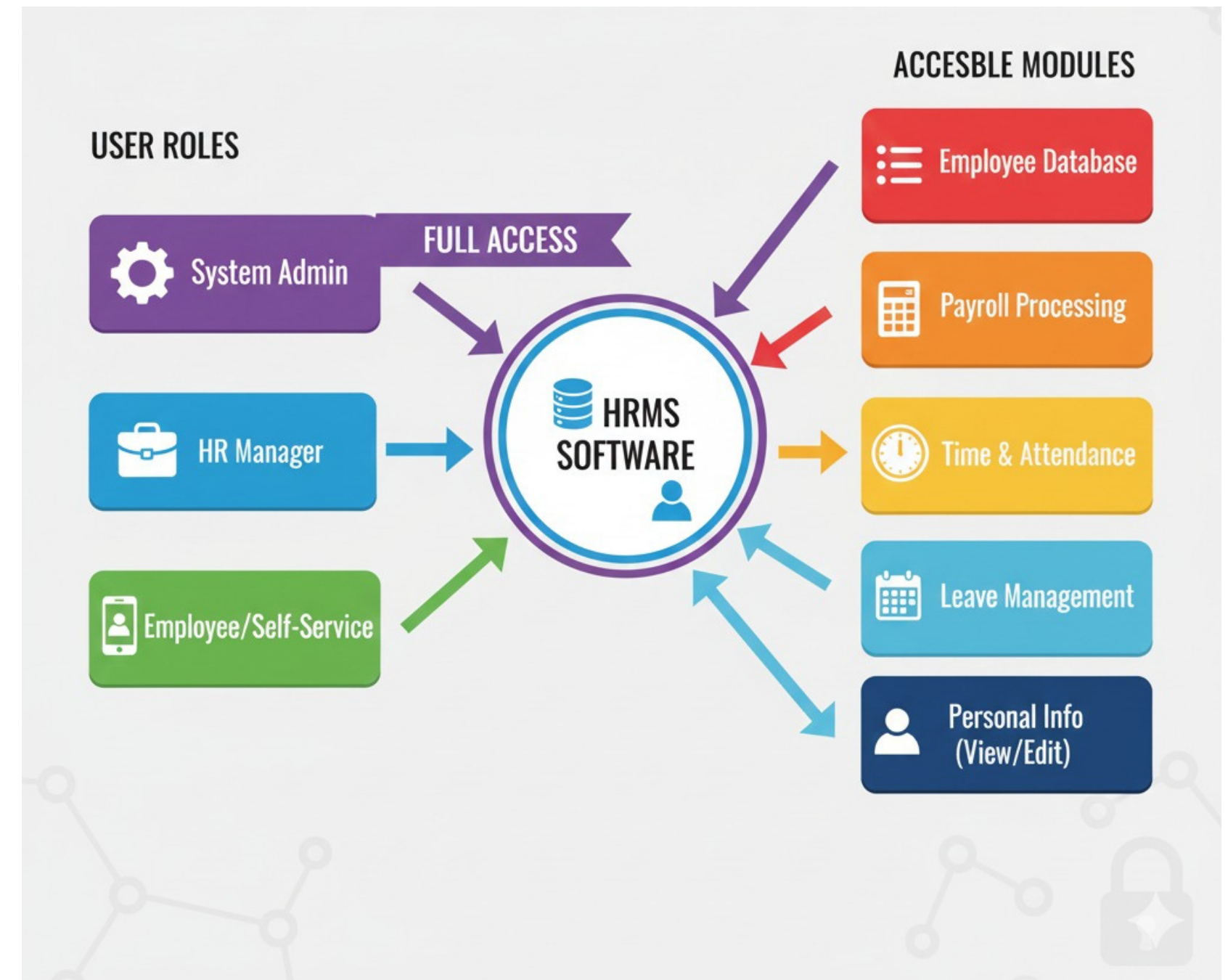




USER ACCESS

User access in EITCLIMBR HRMS offers who can see, edit, approve, or manage information in the system. It ensures data security, confidentiality, and smooth workflow by assigning roles and permissions to different users.

- User Access
- Role Management



HOLIDAY, LEAVE, ROTA AND ATTENDANCE MANAGEMENT

Holiday, Attendance, Rota, and Leave Management in EITCLIMBR HRMS refers to the coordinated management of employee work schedules (rota), organizational holidays, daily attendance, and leave applications through a centralized system to ensure accurate workforce planning, compliance, and payroll efficiency.

**Holiday
Management**

**Leave
Management**

**Duty
Rota**

Attendance



HOLIDAY MANAGEMENT

Holiday Management in EITCLIMBR HRMS refers to the systematic planning and management of company, national, and regional holidays so that employee attendance, leave calculations, and payroll are handled accurately and automatically.

Holiday Calendar Creation (Type)

- National holidays
- State / regional holidays
- Company-declared holidays

Holiday List

- Dateallocation of the holidays

LEAVE MANAGEMENT

Leave Management in HRMS refers to the systematic handling of employee leave requests, balances, approvals, and policies to ensure accurate attendance records, compliance, and smooth workforce operations.

◆ Key Components of Leave Management

Leave Types Configuration

- Casual Leave (CL)
- Sick Leave (SL)
- Earned / Privilege Leave (EL/PL)
- Maternity / Paternity Leave
- Compensatory Off (Comp-off)
- Work From Home (WFH)

Leave Policy Setup (Leave Rule)

- Eligibility rules
- Accrual & carry-forward
- Maximum / minimum limits

Leave Allocation

Leave allocation as per the assigned duty hours of the employee

LEAVE MANAGEMENT

Leave Application

- Employee applies via self-service portal
- Full-day / half-day / hourly leave
-

Leave Balance Tracking

- Real-time leave balance display
- Auto deduction after approval

Approval Workflow

- Reporting manager approval
- HR approval (if required)

Leave Report

- Department Wise
- Employee Wise

DUTY ROTA

Duty Rota in HRMS refers to the systematic scheduling of employee duties and shifts over a defined period to ensure optimal workforce utilization and accurate attendance tracking.

Key Elements

- Shift Planning
- Day Off
- Late Policy
- Employee Assignment
- Integration with attendance
- Integration with leave and holiday



ATTENDANCE

Attendance Management system in EITCLIMBRHRMStracking and managing the attendance of employees within an organization.

Key Elements

- Attendance List
- Generate Attendance
- Process Attendance
- Report Module - Daily attendance, Monthly Attendance, Absenteeism Report



PAYROLL MANAGEMENT SYSTEM

Payroll Management System(PMS)inEITCLIMBRHRMS is a systemusedbyorganizations to calculate, process, andmanage employeesalariesaccuratelyand on time.

Whatit does?

01

Salary Calculation

03

Tax and statutory compliance

02

Deductions and allowances

04

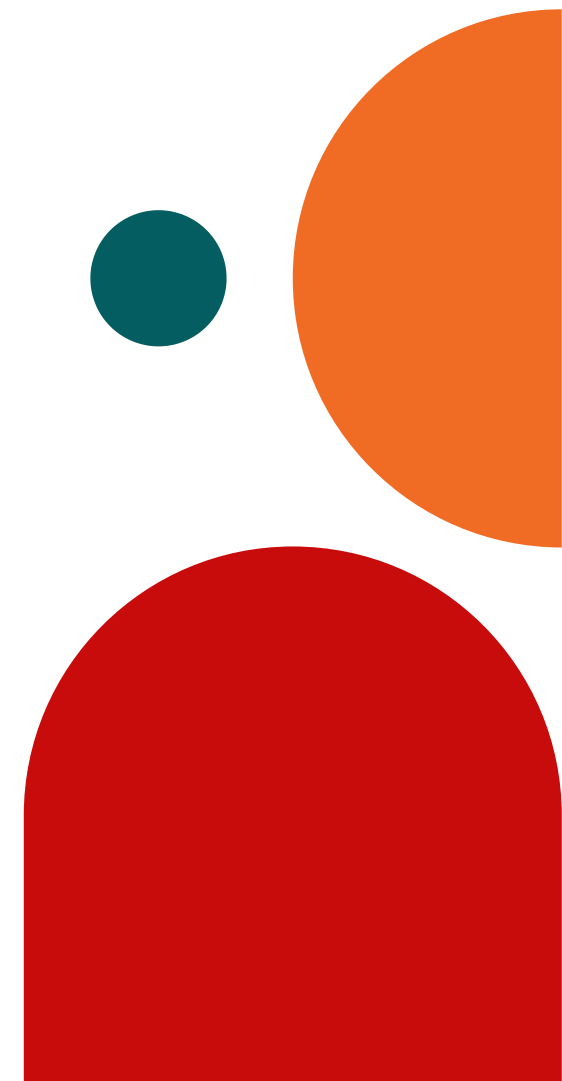
Payslip Generation





KEY COMPONENTS

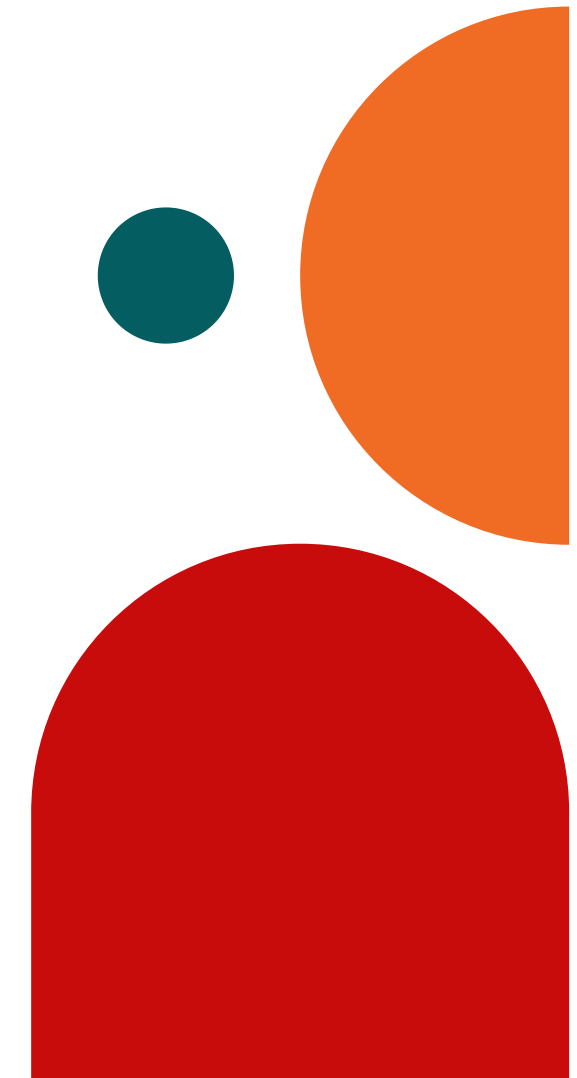
- **Employee details:** Salary structure, designation, bank info
- **Attendance & leave data:** Working days, overtime, absences
- **Earnings:** Basic pay, HRA, allowances, bonuses
- **Deductions:** Taxes, provident fund, insurance, loans
- Net pay calculation
- Payslips & reports





HOW IT WORKS

- Collect attendance and leave data
- Calculate gross salary
- Apply deductions and taxes
- Generate net salary
- Create pay slips and reports



TASK MANAGEMENT

Task management in EITCLIMBR HRMS helps organizations organize and monitor tasks assigned to employees, managers, and HR staff, ensuring work is completed on time and aligned with organizational goals.

Key Features

1. Task Assignment

- Assign tasks to employees or teams
- Define deadlines and priorities
- Specify roles and responsibilities

2. Task Tracking

- Monitor task progress in real time
- Status updates (Pending, In Progress, Completed)
- Automated alerts and reminders

TASK MANAGEMENT

3. Collaboration and Communication

- Enables collaboration between HR, managers, and employees
- Centralized task-related communication

4. Reporting and Analytics

- Task completion reports
- Productivity analysis
- Identifies bottlenecks and delays



PERFORMANCE MANAGEMENT

Drive Performance. Develop People. Deliver Results.



1. GOAL ALIGNMENT

Align individual goals with organizational objectives to ensure everyone is working towards the right outcomes.



2. CONTINUOUS FEEDBACK

Enable ongoing conversations and feedback to recognize strengths and address areas for improvement in real time.



3. PERFORMANCE REVIEWS

Streamline review cycles with structured evaluations to ensure fairness, consistency and accountability.



4. DEVELOPMENT PLANNING

Identify skill gaps and create personalized development plans to nurture growth and career progression.



5. DATA-DRIVEN INSIGHTS

Leverage analytics and reports to make informed decisions, improve performance and drive business success.



EITCLIMBR WITH HR ANALYTICS

- Performance Monitoring
- Applicant Tracking
- Predictive Analysis
- Employee Engagement Analysis
- Performance Reviews
- Talent Management
- Data Visualization
- Employee Retention Strategies
- Chatbot Assistance





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