



The OFSY Personnel provides you with an online solution to manage your Recruitment, Employee Development, Employee Maintenance. It enables you to manage each staff category as per the specific HR policies and guidelines pertaining to them. The Personnel module has the following employee information.

- ✓ **Resume Manager:** This section will be helpful for the organization to manage the applications they receive every day in an efficient manner and search for suitable candidates from their resume repository.
- ✓ **Recruitment:** This section will be helpful in managing the recruitment process of any organization.
- ✓ **Employee Management:** Employee Management has been designed for the purpose of storing and maintaining records of all the employees of the organization. The features of the employee management are listed below.
 - ✓ **Department**
 - ✓ **Designation**
 - ✓ **Employee Type**
 - ✓ **Compliance Document**
 - ✓ **Claim**
 - ✓ **Policy**
 - ✓ **Appraisal Parameter**
 - ✓ **Induction**
 - ✓ **Employment Term**
 - ✓ **Grievances**
 - ✓ **Disciplinary Details**
- ✓ **Leave Management:** This features all the details of leave records as set by an organisation. Various Leave options that are applicable to different cadre of employees can be created and managed. It also provides the Management with sufficient data that helps an organization to keep a track on its employee leaves. Following links are provided in Leave Management:
 - Holiday Listing**
 - ✓ **Leave**
 - ✓ **Shift**
 - ✓ **Organisation**
 - ✓ **Leave request**
 - ✓ **Leave encashment request**
 - ✓ **Attendance**
 - ✓ **Leave carry forward**

Travel Management:

Provides applications for business travel management that support and optimize travel processes. This includes travel manager's marketplace, which supports procurement of travel services. With seamless integration to expense reporting, travel management allows for the optimal management of the entire business travel cycle.

- ✓ **Travel rule**
- ✓ **Boarding rule**
- ✓ **Expenditure**
- ✓ **Travel request**
- ✓ **Travel Statement**
- ✓ **Advance payment request**
- ✓ **Travel arrangement**

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