

**BESTIND**

# Green HRM





## About BESTIND

We, **BESTIND TECH PRIVATE LIMITED** from 2008 are a leading firm affianced in offering ERP and Management Software. Our provided range consists of Customer Relationship Management Service, HR Payroll Software Solutions, and ERP Software for all businesses. The software provided by us is user-friendly and helps in generating simple interfaces for the better understanding of the needs of various industries. In addition to this, offered software is applauded in the market owing to their client-focused approach, easy installation, low complexity, excellent module division, and perfect execution and with extraordinary Service and Support. We are on a mission to exceed your expectations and form a long term, mutually beneficial relationship with you.

# What is Green HRM?

Go Green Human Resource Management is a recent research field that includes all aspects and practices of HRM that pursue the goal of environmental sustainability. The aim is to reconcile the goals of companies and society without compromising company goals. Green HRM has become an important applied field of research when it comes to developing businesses in an ecologically sustainable way. Human resource management (HRM) is the practice of recruiting, hiring, deploying and managing an organization's employees. HRM is often referred to simply as human resources (HR). A company or organization's HR department is usually responsible for creating, putting into effect and overseeing policies governing workers and the relationship of the organization with its employees. The term human resources were first used in the early 1900s, and then more widely in the 1960s, to describe the people who work for the organization, in aggregate.



# FEATURES

## 1. Admin Portal

- Fully Featured Dashboard with widgets.
- Employee Lifecycle Management
- Employee ID Cards Printing
- Employee Directory
- Multi Company
- Multi Location
- Company wise Financial Year



## 2. Dynamic Shift Management

- Create Multi Shifts
- Broken Shifts, etc.
- Rotational Shift
- Shift Register
- Unlimited Biometric Machine Integration with IP



## 3. Holiday Management

- Regular Holidays
- Special holidays (For Covid and like)
- Compensatory Off



## 4. Attendance Management

- Track & Manage workforce Clock In and Clock Out.
- Penalty Settings: Late Coming and Early Leaving, Leave without Approval
- Overtime Calculation Management
- Compensatory Off
- Dynamic Attendance (Manual or Via Excel Sheet)
- Multiple Biometric Machine Integration (Supported Machine ESSL and others)
- A lot of automatic settings of leaves management
- Police Verification Report



## 5. Smart Leave Management

- Dynamic Leaves (CL, EL PL, ML Etc) and can be created dynamically unlimited
- Leaves can be carried forwarded
- Leaves multilevel approval system
- Leave Balance

## 6. Payroll Management

- Automates your human resource management process. Maker and checker system.
- Generate Payroll for Daily, Weekly, Fortnightly or Monthly Payment.



## 7. Misc Restrictions Management

- Allowed Overtime (Yes/not)
- Allowed ESIC (Yes/not)
- Allowed TDS (Yes/not)
- Allowed PF (Yes/not)
- Allowed Penalty Exemption (Yes/not)
- Needs Police Verification (Yes/not)
- Allowed Workhours Penalty Exemption (Yes/not)
- Allowed Some Day workhours Penalty Exemption (Yes/not)
- Police Verification Completed (Yes/not)
- Change Grade
- Employee Status (In-Active/Active)



## 8. Compliance Management

- PF
- ESIC
- TDS
- Automatic Calculations and Reports.



## 9. Employee Self Service Portal (ESSP)

- Loans & Advances: Can view and apply for Loan & Advance
- Attendance: Can view his/her own attendance
- Leave: Can View and apply for leave
- Pay slips: Can View his/her own pay slip
- Announcement
- Performance: Can view his/her performance
- Promotion: can view promotion (if given)
- Complaints: can view complaint against him
- Hourly (Short Leaves): Can view and apply for short leave
- Compensatory Offs: Can view and apply for Compensatory Off



## OTHER FEATURES

- Be** Performance Management: Evaluate & Appraise Employee Performance to Faster Growth.
- Be** SMS & Email Integration: Send automated E-Mail and SMS for Salary Payslips, Late Comings.
- Be** Document Management
- Be** Loans & Advances Management
- Be** User Rights Management
- Be** Multi-Level (Unlimited) approval management system
- Be** Company Policy Management (can be viewed to all employee to his ESSP Recruitment Management: Acquire Right candidate For the Right Position.
- Be** Interviews: Post Jobs and Candidates can view and apply for jobs.
- Be** Employee Training Management
- Be** Broken shift management
- Be** Auto shift detection
- Be** Unlimited attendance machine configuration






# Special Features


- Be Interviews: Post Jobs and Candidates can view and apply for jobs.**
- Be Interview process documents templates (Editable and Downloadable)**
- Be Mail sending related to interview process.**
- Be Bulk salary structure and increment management**
- Be Broken shift management**
- Be Auto shift detection**
- Be Unlimited attendance machine configuration**
- Be Performance Management**
- Be SMS & Email Integration**
- Be Document Management**
- Be Loans & Advances Management**
- Be User Rights Management**
- Be Multi-Level (Unlimited) approval management system**



# Contact Us

 LG-36, Orbit Mall, Indore, Madhya Pradesh

 +91 9893568522, +91 8770349047

 <https://best.ind.in>

