SAMANI HCMS
Makes your life relaxed

HCMS — HUMAN CAPITAL MANAGEMENT SYSTEM

Policy Configuration

Parameterized Report

Email Notification

Dispute Transaction

Excel Download or Upload

PDF and Excel Reports

Letter Printing

Sophisticated Security

HR | Attendance | Leave | Payroll | Loan | Tax | PF | Training

QUALITY | RELIABILITY | ACCESSIBILITY | CONFIDENTIALITY

hcms
integrated workforce
management software

Human Capital Management System

HCMS is an advanced generic application which Integrates information, processes and technologies. This integrated solution is customizable according to business demand.

LOAN

➔ Loan against PF, Advance Salary, Car Scheme etc.
➔ EMI or Tenure wise Scheduling or Rescheduling
➔ Installment Postpone and Interest Calculation
➔ Advance Payment and Disbursement
➔ Recovery from Salary and Cash

ERP SOLUTIONS

≫ PHARMACEUTICALS
≫ POWER INDUSTRIES
≫ LEATHER INDUSTRIES
≫ PLASTIC INDUSTRIES
≫ FMCG INDUSTRIES
≫ PLASTIC MOULD

HUMAN RESOURCE

➔ Personal Information & Skill Inventory
➔ Job Extension, Separation and Migration
➔ Disciplinary Action and Final Settlement
➔ Appraisal, Training , Follow Up & Evaluation
➔ Employee Benefits & Equipment Allocation

ATTENDANCE

Tour, Out Office Duty ↙
Overtime and Payment ↙
Auto or Manual Rostering ↙
Compliance Incorporation ↙
Incomplete Attendance Tracing ↙

TAX

➔ Monthly and Yearly Statements
➔ Payment, Challan and Certificate
➔ Income Tax Ordinance Incorporation
➔ Final Review and Required Investment
➔ Calculation on Paid and Predicted Salary
➔ AIT, Adjustment and Refund Management

D-VAULT

≫ SYSTEM SECURITY
≫ DYNAMIC WORK-FLOW
≫ SCANNING & SEARCHING
≫ DISTRIBUTION & SHARING
≫ VERSION CONTROL & AUDIT TRAIL
≫ DOCUMENT & DATA CONFIGURATION

LEAVE

➔ Leave Adjustment with Suppressing Validation
➔ Multi-Level Recommendation and Approval
➔ Online or Centralized Leave Application
➔ Leave Carry Forward and Encashment
➔ Leave Policies with Several Weekend

PROVIDENT FUND

➔ Investment, Encashment and Profit Vouchers
➔ Auto COA Creation for Contribution and Loan
➔ Profit Distribution with Loan Amortization
➔ Settlement with Interim Interest
➔ PF Certificate and Statements

MOBILE APPLICATIONS

≫ SALES ORDER
≫ DAILY CALL REPORT
≫ FIELD STAFF MANAGEMENT
≫ e-LEARNING (Learn & Quiz)

PAYROLL

➔ Partial Salary and Arrear Calculation
➔ Salary Head, Structure and Category
➔ Policy wise Salary and Bonus Process
➔ Pay Slip, Cash Slip and Payment Statement
➔ Monthly, Consecutive and Special Allowance

RECRUITMENT

➔ Recruitment Requisition and Approval
➔ Resume Preparation and Application
➔ Exam Evaluation and Screening
➔ Rejection and Waiting Pool
➔ Selection & Appointment

BUSINESS SOLUTIONS

≫ EXPORT
≫ BILLING
≫ ACCOUNTING
≫ MARKET RESEARCH
≫ REGULATORY AFFAIRS
≫ SALES & DISTRIBUTION
≫ PRODUCT DEVELOPMENT

Flexible solutions for your business needs

WE EXIST TO HELP TRANSFORM GOOD COMPANIES INTO GREAT COMPANIES

About Us

The name **SQUARE** embodies trust. Functioning since 1958 , **SQUARE** group's diversifications lead to establish **SQUARE INFORMATIX** Ltd. in the year 2000 with a commitment to provide total ICT solutions. **SQUARE INFORMATIX** Ltd is a solution provider of software development, computer networking, internet service and end to end communication by Radio/Fiber/WiMAX (Fixed) and VSAT by own satellite HUB Station.

Service at a Glance

- Software Solution
- Mobile Application
- Cloud Service (SaaS, IaaS)
- Mailing Solution
- Network Solution
- Web Design and Development

- Data Communication Service (VSAT/WiMAX (Fixed)/Radio /Fiber)
- Internet Service (ISP)
- Data Center and Disaster Recovery Site (DRS) Service
- ICT Managed Service
- Hardware Trading (Server and Networking Product)

SQUARE INFORMATIX Limited

ISO 9001: 2015 CERTIFIED

Corporate Headquarters: Square Center, 48, Mohakhali C/A, Dhaka-1212, Bangladesh.
Tel : +8802-8833047 - 56, 9859007, Mob: +88 01708468117, 01729272535
E-mail: marketing.silsoft@squaregroup.com
Web: **www.squareit.com.bd**
www.samanierp.com