RIGHTSTAFF

RightStaff is a revolutionary solution to strengthen the process of three traditional pillars of Human Resource Management – Payroll, Attendance & Recruitment.

HUMAN RESOURCE MODULE

Human Resource module helps HR team to efficiently manage human resources. HR module not only maintains employee information but also track employee records like performance reviews, designations, job descriptions, skill matrix, time & attendance, employee training tracking.

One of the important submodules in the HR module is payroll System which helps to manage salaries, payment reports etc.

⬇ Download Brochure

01.

DEPARTMENTS FEATURE

Add new

You can create a new department here; every department should have a unique name. Once the department is being created, you can move to create designations.

List of departments

Here you can view the list of all the departments you have added. Click the edit button to edit the name/description of any department,

02.

DESIGNATION FEATURE

Add new

You can create designations here; every designation should have a unique name in the department it belongs to. Once the designation is being created, you can move to create an employee.

List of job

Here you can view the list of all the designations you have added. Click the edit button to edit the name/department of any designation.

03.

EMPLOYEES FEATURE

Add new

You can create designation here; every designation should have a unique name in a department. Once you create a designation, you can move to create an employee.

List of departments

Here you can view the list of all the designations you have added. Click the edit button to edit name/department of any designation.

JOBS FEATURE

Add new

After the designation is being assigned, now you can create a new job.

List of job

Here you can view the list of previous/present/present jobs.

JOBS FEATURE

Add new

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List of job

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EXPENSE FEATURE

Add new

Once you have created all the jobs, now you add expense details here.

List of job

Here you can view the list of previous/present expenses detail.

AWARD FEATURE

Add new

Add new type of Award. It maintains the record of date of award, month & year, type of award given and name of employee to whom award is given.

List of awards

View the list of previous/present Awards is given to the employee.

NOTICE BOARD FEATURE

Add new

New notice can be created by Admin or by manager. User can only able to see the notice.

List of Notice

View the list of the previous/present Notice. Here you can edit or delete the notice.

HOLIDAY FEATURE

Add new

Add all the holidays of your company.

List of job

View the list of holidays.

ATTENDANCE FEATUREE

Add new

Add all the holidays of your company.

List of holidays

View the daily attendance of an employee.

Monthly attendance

You can view the monthly attendance of a particular employee.

LEAVE FEATURE

Request

An employee can directly request for leave by submitting the form. The form contains leave type, duration of leave & leave detail. Once submitted the form, it can be approved or rejected based on the situation. An employee can get the leave status on the leave detail page.

List of requests

View the list of previous/present request for leaves by employees.

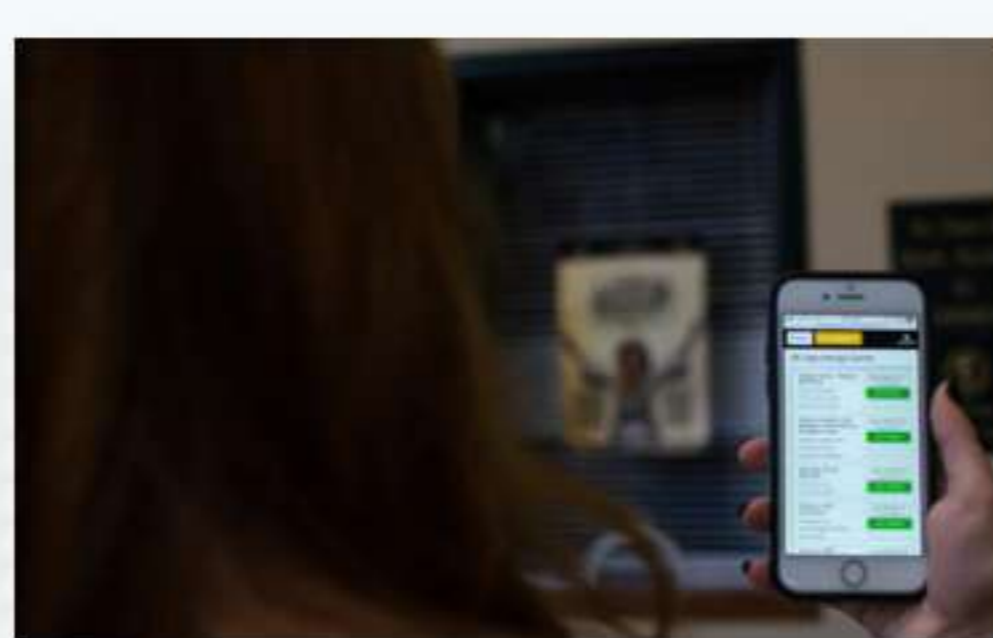## PAYROLL FEATURE

Manage Salary Details

Here manage the salary details according to departments.

Employee Salary list

View/edit the employee's salary detail.

Generate pay slips

Here generate pay slips of the employees.

TICKET FEATURE

Add new

AThis module manages and maintains lists of issues, as needed by an organization. An employee or a manager can generate a ticket & it will be review further by higher authority.

List of ticket

You can view the list of ticket.

TASK FEATURE

Add new

Tasks are the small works that can be assigned to a user & can be tracked for completion. Admin/Manager can create and assign a task to various users. A task can be assigned to multiple users. Its progress is tracked in percentage.

List task

View the list of tasks assign to users/employee.

Email template

Here admin can create new employee welcome email template