



**CIS**  
HRMS



**Revolutionized HR Software with  
all the Features Your Business  
Requires for Success**

[www.cispl.com](http://www.cispl.com)



CIS-HRMS is human resource management system designed from SMEs and Large organizations. It is developed using advanced technology in order to ensure its easy integration with the existing tools that HR department uses on daily basis. It is also tailored for automating HR process for maximizing their flexibility and operational efficiency.

## **CIS-HRMS – a Robust Solution to deal with HR & Payroll Hectic Operations with Proficiency**

This solution offers a fully integrated and centralized HR system that promotes connectivity, communication and control within the organization. The system connects with the personal information of the employees, records their performance and manages payroll. The self-service portal for the employees and HR department in CIS-HRMS promotes the transparency within the organization as it opens up the lines of communication making information sharing easy.

CIS-HRMS controls and ensure the implementation of company's policies and procedures. This automated technology used in the system can also control benefit costs by ensuring compliance and providing a simple way of reconciling carrier bills.

It is a full-scale human resource management to the issues including benefits management, attendance compensation, employee correspondence management and employee self-service. CIS-HRMS delivers a comprehensive and paperless HR management experience to the companies that can effortlessly integrate with other existing key technologies.





CIS-HRMS offers two-way connectivity that makes it easy-to-use, accurate and secure payroll solution. With all the features that a company needs to manage its HR practices. It permits the management to set user access level for every employee individually in accordance with their designation and role in the organization. For instance, due to the restriction imposed on the system by the management, there are certain changes and data entry that can only be made by an HR through their portals. Whereas, other managers and employees cannot take certain decisions on their own instead they will be forced to follow the hierarchy.

## HRMS Life Cycle





## **CIS-HRMS Life Cycle:**

### **User Friendly Interface:**

The easy to understand and user interface of the system allows the users to open multi-screen for performing multiple tasks/functions.

### **Reports:**

It is perfect solution for the purpose of business analysis and future planning. This is because it helps in generating more than 170 reports along with the option of generating standard letters.

### **Precautions & In-House Power:**

A built-in group level security in the system records and maintain the security of the data even on user level. Plus, it gives a complete audit trail for monitoring the activities of the authorized users.

Users can be easily classified into user groups on the basis of their location, division, department, employment type and etc. Making the certain users accessible to the relevant data made authorized for their respective group.





## Flexibility:

As the part of the management, you will have the rights of setting user access level in CIS-HRMS. The specific role of the user in the system will automatically restrict the rights and access of the individual user. Having the flexibility of the system for adjusting as per the structure and hierarchy of the concern organization makes it one of the top HRMS solutions.

## Features of CIS-HRMS:

Managing your work force data can be laborious and challenging. Let the CIS-HRMS take this burden away from you so you can focus on your core business.

- Jobs and Position Information
  - Job Descriptions
  - Organogram
  - Selection Process
  - Test and Interviews
  - Recruitment\Hiring Process
  - Perks and Privileges
  - Medical and Family Information
  - Performance Appraisal Process
  - Transfer & Postings Information
  - Leave, Attendance, and Load Process
  - Training Need Analysis
- Career Management\Succession Planning Process
  - Termination\Firing\Retiring Process
  - Payroll Accounting
  - Final Settlements
  - Interface to ERP
  - Interface to Time Machine
  - Interface with DMS
  - Interface with HR Policy Documents
  - Interface with Workflow System

# 10 Reasons to choose CIS-HRMS

- For organization transparency
- For the imposing of organization's rules and policies
- For efficiency in HR operations
- For error free payroll management
- For effective benefit management
- For automatically control employee's attendance
- For quick tax submissions and returns
- For smooth integration of GL with CIS accounting
- Because of the 30 years of maturity of the CIS-HRMS making it one of the most competitive solution.



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