



## Overview

Managing the human resources of an organization requires a certain overhead that can certainly be avoided or reduced particularly for Small and Medium sized organizations. The skills required to manage human capital is getting more complex, and organizations require systems that should be intelligent and robust.

Rays provides “rResource” an HRMS Solution for organizations to manage their resources by providing a fully configurable and workflow driven system.

rResource Employee module captures employee details such as personal information, emergency contacts, address details, training and certifications details, Qualification details, Experience details, and Skills. HR personnel and managers can track skills, generate resumes, and maintain up-to-date information about the employee at all times.

rResource Timecard module provides the ability for an employee to Punch-In or Punch-Out time on day-to-day basis either manually using the application or integrate with any standard biometric device. Timecard also provides the ability to capture actuals based on Project assignments. The timecard module is fully configurable to define timecard duration weekly, bi-monthly, monthly, define Holidays and Weekends, and also displays Leave Days based on Leave Requests. Employees and Managers are provided with both graphical and drill-down tabular reports to view timecard details.

rResource Leave module provides Leave Tracking and Leave Accrual functionality that is fully configurable based upon an organization’s leave policy. Employees can submit Leave Requests, view Leave balances, track leave taken and accrued, and track the status of Pending Leave Requests. Managers can view Pending Leave Requests, and Approve or Reject Leave Requests. Employee and Managers are provided with both graphical and drill-down tabular reports to view leave details.

### Time Tracking

Automated or manual attendance,  
Shift management and  
project wise time accounting

### Leave Management

Configurable Leave Policy and Leave Types  
Leave Application and Approval  
Leave Tracking,  
Automated Leave Generation based on Leave Policy

### Employee Information Management

Maintain Employee Information such as Personal, Academic,  
Past Experience, Certificate, Training, and Skills  
Generate Resumes

### Dashboards and Reports

Attendance Dashboard  
Leave Dashboard  
Drill-down Tabular Reports for Time card  
(Timecard Summary to Daily Punch-In/Punch-Out)  
Drill-down Tabular Leave Detail reports per employee

### Licensing Availability

Web Deployment  
Hosted Web Deployment  
Desktop Deployment

# Key Features