

I N F O S O F T

Human Capital Management Solution

InfoSoft HCM

Payroll · Time Attendance · Employee Self Service

Product Overview & Documentation

By Infonet / InfoSoft Solutions | Online · Real Time · Integrated

Product Overview

InfoSoft HCM is a complete Human Capital Management solution covering the full employee lifecycle — from employee records and time attendance, to payroll, business travel, and expense management. It is delivered as an integrated, real-time, and fully online platform, so HR teams, employees, and managers all work from the same up-to-date information.

Built around a comprehensive Employee Self Service (ESS) portal, InfoSoft HCM reduces routine HR administration by letting employees manage their own attendance, leave, documents, and requests, while giving managers and payroll teams powerful tools for shift management, overtime, loans, off-cycle payments, and reporting.

Solution Modules

Employee Central

- Employee Master — centralized employee records and organization structure
- Leave Management — configurable leave types, balances, and requests
- Shift Management — flexible shift definitions linked to work calendars
- Time Management — attendance generation from punch and biometric data
- Overtime Management — automated OT calculation with adjustable rules
- Document Management — secure storage and expiry tracking for employee documents

Payroll

- Monthly Payroll — end-to-end salary preparation and processing
- Loans & Advances — employee loan tracking with automatic deductions
- Off-Cycle Payments — vacation, indemnity, and additional payment preparation

Employee Self Service (ESS)

- Employee Attendance, Leaves & Overtime — self-service visibility for every employee
- Employee Requests — Salary Certificate, Permissions, and Letters on demand

Business Trip

- Trip Request, Approvals, Ticket Update & Notification — a complete travel workflow

Expense Management

- Claims, Approvals, Notifications & Control — transparent expense tracking end to end

• **Key Features — Core Module**

- Employee Master & Organization Structure
- Leave Management
- Loans & Advances
- Work Calendar
- Shift Management
- Attendance & Overtime
- Payroll Preparation & Pay Slip
- Salary Statement
- Integration with Access Control & Punch Devices
- Document Management
- Off-Cycle Payment
- Security & Audit Log

Key Features — Employee Self Service

- Attendance Sheet
- Leave Request
- Employee Documents
- Business Trip
- Hourly Leaves
- Salary Certificate
- Gate Pass
- Workflow & Notification across every request type

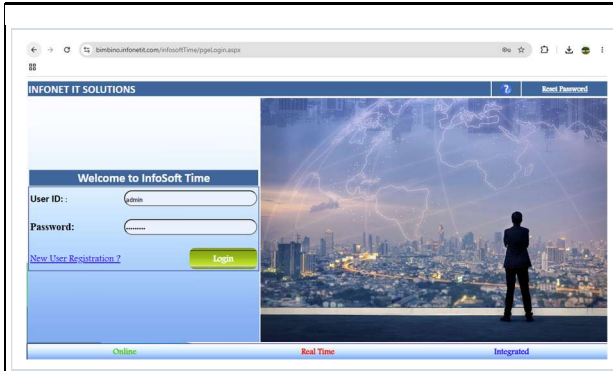
Attendance Solution Overview

InfoSoft's time and attendance engine is built to fit real-world workforce operations, however complex the shift patterns or device landscape:

<p>Multi-Device Interface Interfaces with a wide range of biometric, proximity, and card-based devices.</p>	<p>Customizable Attendance Logic Attendance generation rules can be tailored to company policy.</p>
<p>Linked Scheduling Data Fully linked with shift, work calendar, and leave data for accuracy.</p>	<p>Overtime Calculation Automatic OT calculation driven by attendance and shift rules.</p>
<p>Flexible Deduction & OT Rules Configurable deduction and overtime rule setup per company or role.</p>	<p>Networked Devices Punch devices connect over the network to a central server for all users.</p>

Application Screens

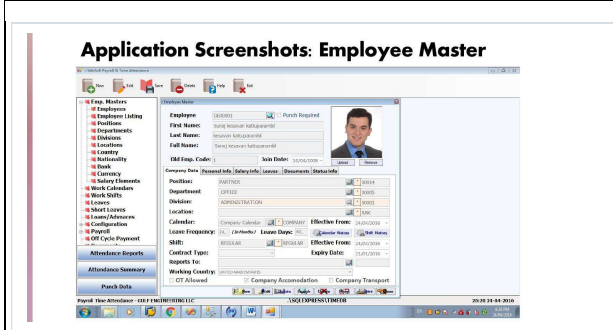
A look at InfoSoft HCM in everyday use — from secure login and the main HR workspace, to employee records, leave, overtime, payroll, and the Employee Self Service portal.



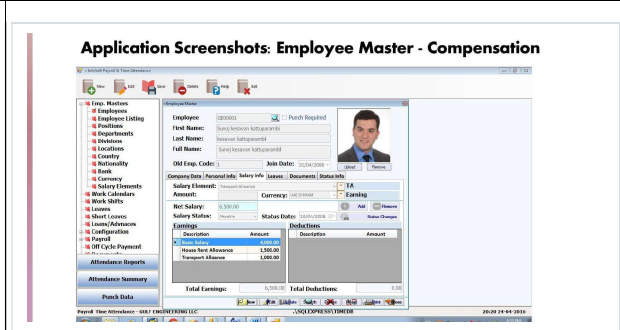
Secure HR Login



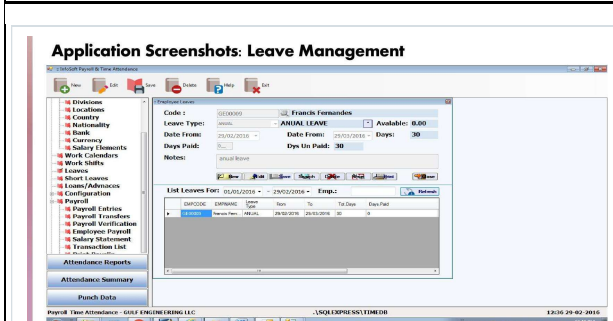
Main HR Workspace & Navigation



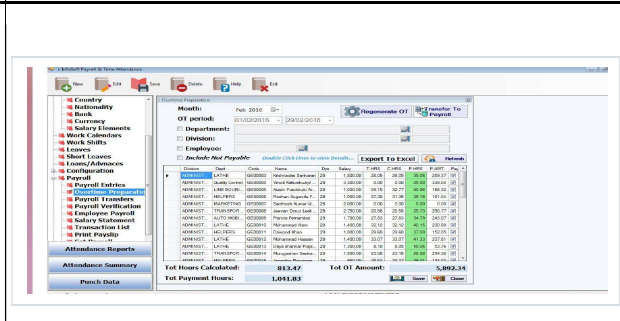
Employee Master



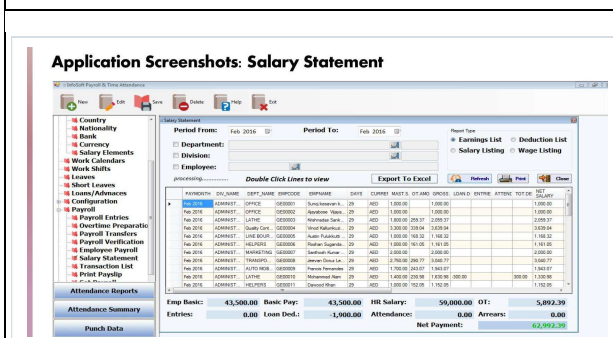
Employee Master — Compensation



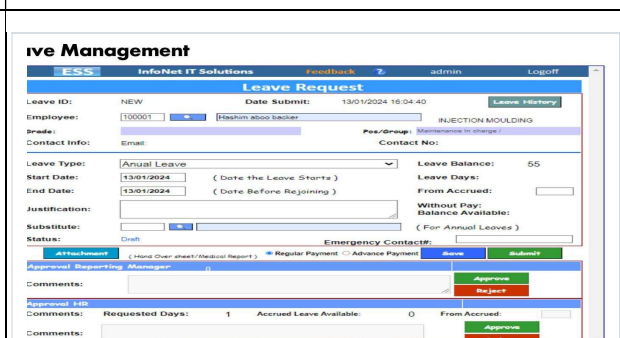
Leave Management



Overtime Preparation



Salary Statement



ESS Leave Request Workflow

Why Choose InfoSoft HCM

Online, Real-Time, Integrated

Every module works from the same live data, so HR, payroll, and employees are always looking at the current picture.

Complete Employee Lifecycle Coverage

From onboarding and attendance to payroll, loans, business travel, and expenses — one platform covers it all.

Employee Self Service, Built In

Employees manage their own attendance, leave, documents, and requests, freeing HR to focus on higher-value work.

Secure & Auditable

Role-based access, workflow approvals, and a full security and audit log keep operations transparent and accountable.

InfoSoft Solutions — Human Capital Management for the Modern Workforce