

---

## LADDERS HR

**Ladders HR is a complete Human Resource Management and optimization tool for any organization wanting to excel. It covers all aspects of the Human Resources, starting from Selection, Induction to Training, improving, optimizing, evaluating, appraising and retaining the resources. This solution is available in both Internet and Intranet modes, and allows you to manage multiple companies/ locations/ branches together in an integrated manner, and can be integrated with any ERP system to make the resource management complete.**

Today organizations can not work well without managing resources. Many organizations (particularly small and medium size) use various solutions for finance, inventory etc, without realizing that the most vital resource the HUMAN CAPITAL is not being optimally managed. You buy a stock and it is yours ... Human Resource is not the same. You can not own a human resource, but need to retain one. The skills and the technique required to manage this resource is far more complex, and the system needed to manage this has to be intelligent and mature.

### Key Features of Ladders HR, from Mechsoft

- 1. End to End HR solution:** Ladders HR is an end to end solution managing Recruitment to nurturing to exit/ retirement of the Human resources in your organization. This solution consists of many tools, like resume tracker, Training Manager, Performance evaluation, KRA/KPI matrix, Progress tracker etc.
- 2. Complete Control of HR activities across applications:** Ladders HR has modules to control all parameters related to Human resources, resulting in respective Payroll/ Accounts applications, like Leave management, Loan/ Advance related settings, Setting criteria for perks and bonuses, facilities etc.
- 3. Flexible and Adaptable:** The Ladders HR is a part of Ladders ERP solution suite, which is built with Mechsoft's Formula and Rules engine, allowing you to manage various requirements by setting simple parameters and rules. A single company can have multiple sets of rules for different branches and different grades/ positions of the resources.
- 4. Optimal output from Human resources:** However good are your resources, they need to be monitored and managed for maximum effectiveness. You need to reward the performers, and the non performers need to be known with deficiencies, so that you can plan for the best results. As you have ability to set requirement matrix and checking it with the reality matrix, you clearly get a map of the gaps and the way to fill them up.
- 5. Security:** Ladders modules come with **User access control** which allows detailed level of access controls for each user. The solution architecture is designed to be a secure internet application. Important transactions can have double authentication system, making it a tighter system.
- 6. User Friendly:** The system is very user friendly and easy to learn, allowing users to handle functionality with minimum clicks.

---

## **Functionality Check List!**

### **Selection & Induction**

- Resume Management
- HR Panel/ Interview Panel
- Interview Rounds scheduling based on the Grade template
- Interview assessment
- Background check
- Documents check based on the position and type of contract.
- Integration with Induction program/ presentations.
- Document Management, Digital storage and indexing of documents

### **Training**

- Training Schedule/ Calendar
- Training Providers/ Panel
- Competencies Planning

### **Administration**

- Organization Hierarchy
- Loan Management
- Candidates information
- HR Expenses
- Perks, compensation breakups.

### **Appraisal**

- Multi dimensional view of performance
- KRA/ KPI for detailed competency wise assessment
- Different views of skills and assessments

## **Ladders HR: Functionality details**

### **Candidates Information**

- Provision to contain general information of candidates.
- Provision to contain candidate's qualifications.
- Provision to contain candidate's projects.
- Provision to contain candidate's previous experience if he/she has.
- Schedule Candidate's Interview rounds with select interviewers, timing of interview and able to view results which are set by interviewer.
- According to interviewer's feed back provision to change the status of candidates.

### **Employee's Information**

- Provision to add and view all information of an employee like address, salary, contact number, joining date, medical expences, mode of payment, pan number of number, leave details.
- Provision to contain other information of an employee like father's name, mother's name there occupation, marital status, serious illness or allergies.
- Employee's qualification's information.
- Employee's achievements and awards.
- Documents which are submitted by employee.
- Contains information for assets which are issued to employee.

- 
- Employee's training program.
  - Employee's Leave request and management.
  - Employee's Loan management
  - Employee's Transfer and resignations.
  - Employee's Final settlement.
  - Employee's History(his/her all designations and salary with dates for that designation)

### **Performance Evaluation of Employee**

- Create evaluation types
- Create evaluation heads
- Generate KRA
- Send for assessment
- Self assessments
- Others assessments
- Assessments reports

### **Training Program**

- Create Trainings for employees
- Assign Trainer for trainings(it may be internal or external)
- Assign Trainees for training as per there performance report.
- Schedule training
- Get cost of training for a particular employee which will be helpful to his/her appraisal.

### **Personal Info**

- Employee's personal details which sent by him/her to the time of joining.
- His/her qualifications
- His/her Achievements
- His/her trainings of both case if he/she was trainer or may be trainee.
- His/her all leaves details which are taken by him self.
- Application for apply leaves for him self or either his sub ordinates.
- Grievance and claims
- Interview assessments if he/she taken interview for any candidates.
- His/her confirmation reviews.
- Application for resignations.

### **Message Trigger**

- Provision to send birth day message automatically to that employee and another have got message.
- Provision for opinion poll.
- Provision for questioner.
- Provision for suggestion or notification message.

### **Leave & Attendance Management**

- Leave Rules can be defined
- Increment of Leave on Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave

- 
- Leave Utilizes & Balances can be checked
  - CL, PL, SL, Compensatory & Customizable Leaves
  - Automatic Leave payout on termination of Employees (in Full & Final Settlement)
  - Swipe card / Attendance machine if any can be linked to our software
  - Attendance Arrears
  - Monthly Attendance Register & Yearly Attendance Summary

### **Loan & Advance Management**

- User Definable Loans/Advances (Multiple)
- Loan Disbursement option with EMI option
- Automatic recovery of EMI & stops automatically once the Loan amount is totally recovered
- Auto calculation of Interest on Loans based on Flat Interest, Reducing Balance
- Lumsum recovery of Loan
- Interest free Loan Perquisites as per Income Tax
- Loan Recovered, Loan Balances & Loans History – Employee wise

### **Reimbursement Management**

- Multiple Reimbursement Components like Medical , LTA & Customizable Reimbursement Components
- Upper limits can be specified – Employee wise or Grade wise
- Annual Limits or Monthly Accruals
- Opening Balance, Entitlement, Amount Reimbursed and Balance amount can be checked
- Reimbursement Payslips, Bank transfer statement for Reimbursement Component

### **Full & Final Settlement**

- Employees Full & Final settlement can be prepared based on resignation of employees either in the current month or in the previous month
- Automatically calculates outstanding Loan balances, Notice pay and Leave Encashment , Gratuity and recovers all Loan balances and Income Tax.
- Generates Full & Final Settlement Calculation sheet for all the calculations done

### **Reporting**

- Grievance report
- Candidates report
- New joined report
- Site staff allocation
- Employee background
- Birthday sheet
- Training reports
- Job hierarchy



Sai Niketan, 96 S.V. Road, Khar (w)  
Mumbai – 400 052, India.  
Tel: 91-22-6000994 Fax: 91-22-6000995  
E-Mail: info@mechsoftgroup.com  
www.mechsoftgroup.com

- 
- Training Batches

### **User Rights**

- Users can be created
- User Level Rights can be created and managed

Please click here to know more:

[http://www.mechsoftgroup.com/human\\_resource.html](http://www.mechsoftgroup.com/human_resource.html)