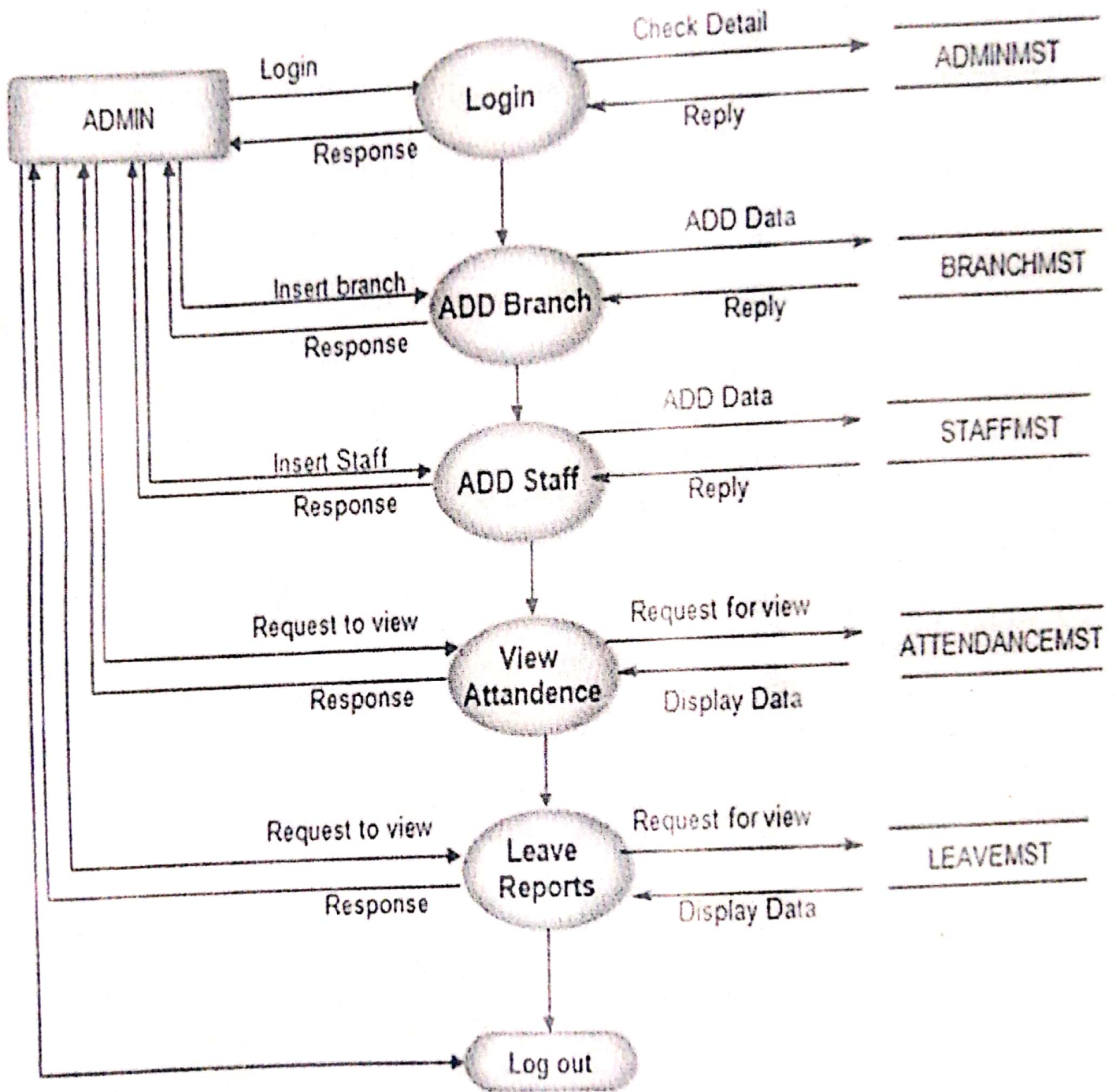


**SPINE PAYROLL
& HR SOFTWARE**

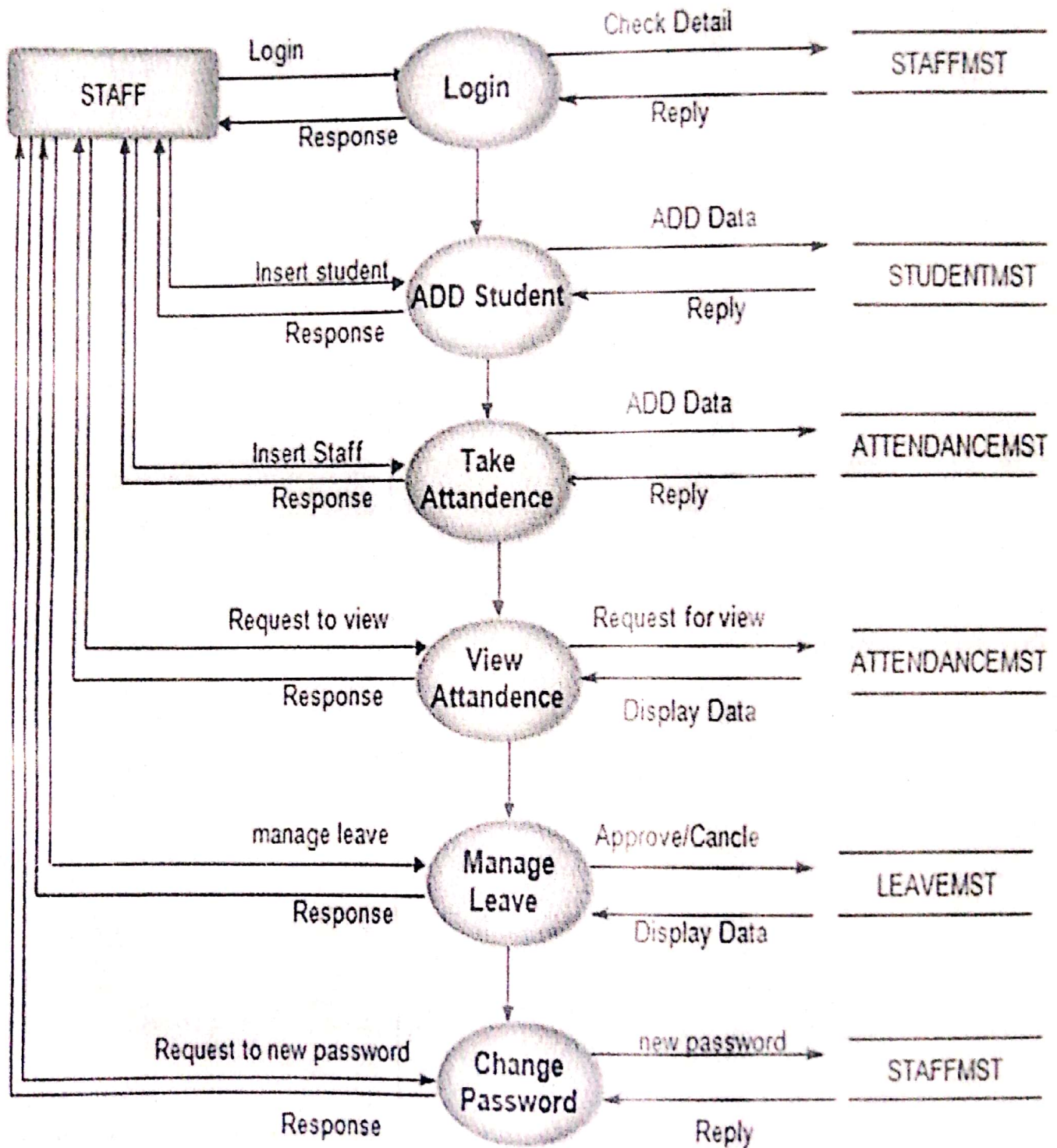
ADMIN - Data Flow Diagram



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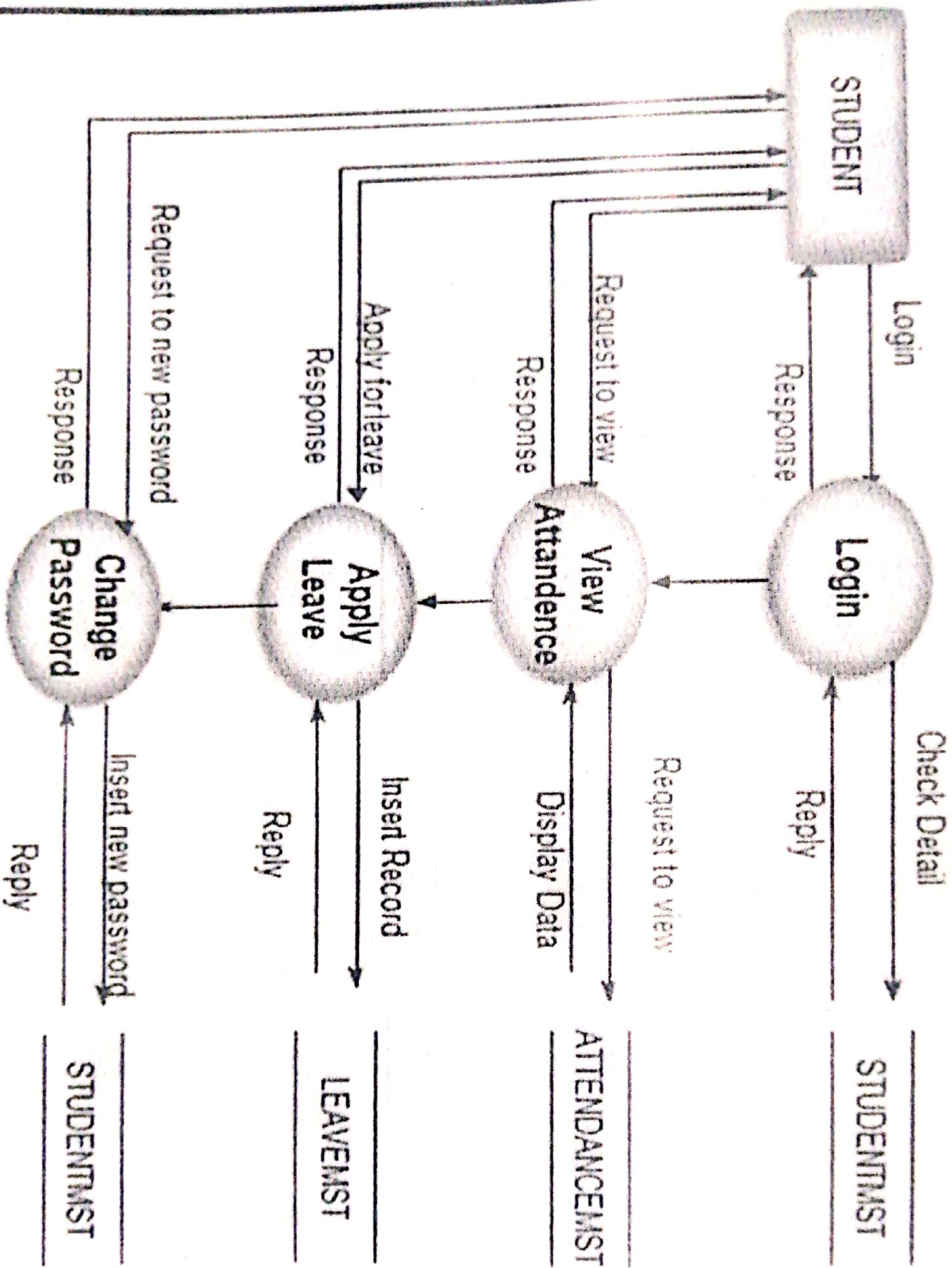
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 Research Centre, Digdoh Hills,
 Higha Road, Nagpur-440019

STAFF - Data Flow Diagram



Medy
 DEAN
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 Research Centre, Digdoh Hills,
 Hingna Road, Nagpur-440019

STUDENT - Data Flow Diagram



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Spine Screenshot



VSPM

Login

COOI

User

User Name

Password

GO

[Forgot password?](#)

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10:49 AM 9/28/2019

Uleed
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 Main Road Nanpur-440019

Welcome J MANOJANBARIE-7772
VSPM ACADEMY OF HIGHER EDUCATION

“ If you do not place your foot on the rope, you'll never cross the chasm. So, take initiation and true yourself. ”

Details not available for Pending List.

September 2019

Put your cursor on a date to view the details

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Birthday/Anniversary Reminder

Show List

Corporate Guidelines

OTHER DOCUMENTS

RECEIVED
VSPM'S Dental College & Research Centre, Dugdoh Hills, Minna Road, Nagpur-440019

First of all we would like to thank you & entire VSPM Institute Team for sparing your valuable time for the detailed discussion & demonstration of SPINE HR SUITE.

With reference to our demonstration of SPINE HR SUITE, we are herewith pleased to forward you our understanding on your requirement towards integrated software covering following modules.

- ❖ Spine EIS & Payroll
- ❖ Time Attendance Management (TAM)
- ❖ Leave Management

SPINE is proposing the following solution to VSPM Institute, which will work in summary as under:

1. VSPM Institute having HO at Nagpur with ONE Legal Entity & 2500 Employees including projected growth.
2. Spine EIS & Payroll System will be installed at VSPM Institute: Nagpur to process, control & manage the payroll.
3. Multiple provision will be available to manage the attendance viz. Daily Swipe Card Data Import, Online Login by Employee on eSSM or HOD can mark muster based summarized attendance with OT on daily basis (RAW DATA FROM SWIPE CARD SYSTEM WILL BE REQUIRED FOR DEVELOPMENT OF INTERFACE).
4. Employee can also place the request for their Attendance Regularization along with OD, which in turn will be finally approved by respective HOD & HR.
5. Work Flow Module will be configured to define Organization Hierarchy & Approving Process.
6. Leave Management module will be configured to Apply, Approve & process of leave by employee. Auto email will be initiated on Apply, Approve, Rejection or Lapse of the leave to employee & HOD respectively. Approved Leaved will be directly updated in SPINE PAYROLL on Monthly Payroll Cycle.

Above was the scope designed in line with discussions & demonstration we had shown & will be delivered as standard application software.

(Signature)

(Signature)
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Research Centre, Diggoh Hills,
Hingna Road, Nagpur-440019

IMPACT SERVICES

2nd Floor Bhiwapurkar Chambers, Opp. Yashwant Stadium, Dhantoli, Nagpur-440012
Phone: +91 7888074447 Cell: 9372044447 | Email: sanjay@impactplugin.com
website : www.impactplugin.com

Key Feature Highlights of Spine HR Suite:

1) Spine EIS & Payroll System covering Employee Joining till FNF:

a. EIS Management:

- a. Comprehensive Employee Information System (EIS) from Basic Employee Information, qualification, previous job experience, past emoluments, document management, Language to skill set with group Medclaim management.
- b. Creation of fields as per user choice & user definable Mandatory field selection.
- c. Robust & Flexible Salary structure to address location specific critical pay policies.
- d. Import Module to migrate huge amount of existing data including masters along with monthly payroll data of past months.

b. Payroll Management:

- a. Flexible Leave, Loan & Reimbursement Management.
- b. Monthly payroll process, Payslip mass email to employees, Bank Transfer soft files & Letters with Salary & Wage Registers.
- c. Advanced Supplementary & Arrears Calculation Module.
- d. Retrospective Impact of Increment with arrears calculation & statutory posting in challans & returns.
- e. Monthly Headcount Analysis with Payout, Monthly Reconciliation & Graphical Representation of data.

c. Statutory Compliance:

- a. Up to date statutory compliance covering P.F. / P.T. / E.S.I.C. / L.W.F. / Income Tax / Bonus / Gratuity & Encashment Provisions.
- b. Generation of password protected Form 16 with mass email to employees.
- c. Integration with Tally ERP / Accounting Software for Monthly Salary & Provisional JV through standard interface.

d. MIS & Advanced Features:

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Hingna Road, Nagpur-44001

- a. Employee Progression Report with Historic CTC, Promotion, Transfer & Increment.
- b. Full & Final Settlement with recovery of assets & revoking the charges of employee.
- c. Report Writer Module to address any complex report requirement.
- d. Advanced & Secured data security policies to create user profile, assign rights, tracking their activity, user log report with freeze of process data at month end.
- e. Flexibility to configure the setup as per requirement.
- f. Employee Assets allocation features with Recovery during FnF.
- g. Letter writing feature to manage employee correspondence in detail.
- h. Mass email communication with employees to convey events & announcement.

2) Time Attendance Management (TAM):

- a. Facility to capture attendance related data from multiple source e.g. Swipe Card Interface, Online Login – Logout & Daily or Monthly Muster Based Data capturing by HOD's.
- b. Comprehensive attendance policy designing module to configure location or group specific rules & regulations.
- c. Attendance Regularization by HOD.
- d. Monthly Attendance Report to employee, HOD & HR.
- e. Irregular attendance will be regularized by respective HOD with their notes.
- f. Graphical HR Dash board with attendance analysis for leave utilization for current month with filtration.
- g. Working Hours ratio against OT Hours in current month & for the whole year.
- h. Employee can apply for Shift change request with approval of HR.
- i. Shift transfer option to HOD / HR to manage their team movement.
- j. Publish Holiday Calendar and seek option of selecting optional holiday by individual employee of their choice.
- k. OT Claim & Approval Module with option to apply Over Time Hours by Employees / HOD & approval from HR for payment of OT during payroll cycle.

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(Signature)
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3) Leave Management:

- a. Flexibility to Create Leave / Compensatory/Out door duty Application Policy as per requirement.
- b. Setting Parameters for Leave / Compensatory/Out door duty application.
- c. Graphical HR Dash board with Leave analysis for leave utilization for current month with filtration.
- d. Leave utilization graph for the current year as well as for last couple of years.
- e. Auto mail initiations by system on apply, approve & reject of leaves to User & HOD respectively.
- f. Comprehensive view on various information of employee to HOD before approving leave.
- g. Auto posting of approved leave in SPINE PAYROLL at month end payroll process.
- h. Leave Cancellation Request by Employee with option to auto approval of same for future date.
- i. Leave encashment request by employee with HR approval.
- j. Leave Enhancement / Adjustment option to HR.
- k. Leave Planner to view the Team members Leaves Plans.
- l. Various Leave MIS for HOD & HR.

---END OF SCOPE---



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9 of 9

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