

PLEDGE Product Features

Module	Functions	Sub Functionality
Personnel Administration - Primary Details	Work Life Events	<ul style="list-style-type: none"> ~ Hiring ~ Organizational Transfer ~ Promotion ~ Salary Change ~ Termination ~ Retirement ~ Re-Hire
	Time Validity of Primary data	
	Organizational details	<ul style="list-style-type: none"> ~ Location ~ Department ~ Nature of Employment ~ Cost Center
	Pay Grades & Pay Scales	
	Pay scale Changes:	<ul style="list-style-type: none"> ~ Percentage Change ~ Fixed Amount Change ~ With Effective date
Personnel Administration - Employee Master Data	Personal Data	~ Personal Data
	Family & Dependants	~ Family & Dependants
	Education Details	~ Education Details
	Qualifications	~ Qualifications
	Previous Employment	~ Previous Employment
	Basic Salary	<ul style="list-style-type: none"> ~ Defaults based on Grades & Level ~ Multiple Basic Pay Elements ~ Salary Increments

Module	Functions	Sub Functionality
Personnel Administration - Employee Master Data	Payments and Deductions	~ Regular Payments/Deductions ~ One Time Payments/Deductions ~ Bonus Payments
	Banking	~ Main Bank ~ Other Bank ~ Cash/ Cheque/ Bank Transfer
	Loans Management	~ Loans Administration ~ Repayment Schedules ~ Payroll/ Finance Payment ~ Payroll Deduction ~ Reducing Balance Interest
	Absences Attendances	~ Capture Attendances & Absences
	Change Logs	~ Track Changes of Master data
Payroll - I	Payroll periods	~ Payroll Tracking per Employee
	Payroll Tracking per Employee	~ Include/ Exclude Employee for Payroll ~ Manage Employee specific payroll
	Payroll Areas	~ By Location ~ Department ~ Organization Wide
	Payroll Processing Controls	~ 4 Statures for Payroll team to manage payroll ~ Master data lock while Payroll & Posting process ~ Closure of previous periods & Opening of next period

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Payroll - I	Employee Payslips	<ul style="list-style-type: none"> ~ Completely Customizable ~ One Standard Payslip format available ~ Sorting and Selection of Payslips ~ Generate any period's payslip - Anytime
	Automatic Arrears processing	<ul style="list-style-type: none"> ~ Track Master data changes for previous period ~ Auto triggering of Retro Active calculation ~ Retro differences paid in the current period ~ Accounting of any previously unaccounted periods
Payroll - II	Calculation Basis	<ul style="list-style-type: none"> ~ Social Insurance Basis ~ Provident Fund Basis ~ Professional Tax Basis ~ Employee State Insurance Basis ~ Income Tax Basis
	Wage Types	<ul style="list-style-type: none"> ~ Configure Wage types as required ~ Below attributes can be set <ul style="list-style-type: none"> - Payment/ Deduction - One Time / Bonus/ Recurring - Is the WT based on Amount or a Number (e.g., Hours for Overtime) - Does it need to be Prorated during payroll processing - Which Calculation Basis does it add into
	Factoring & Pro-rating	<ul style="list-style-type: none"> ~ Mid month joiners/ Mid-month leavers pay processed accordingly ~ Loss of pay will be pro-rated appropriately
	Leave Module Integration	<ul style="list-style-type: none"> ~ All Payroll relevant leave types integrated ~ Leave balances captured in Payroll ~ Leave encashment payable through payroll

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Reporting and Other Tools	B1 HR Reporting	<ul style="list-style-type: none"> ~ Wage Type Reports ~ Employee Dependants Report ~ Loan Reports (Balance, Open and Closed Status) ~ Payroll Journal (With sort features)
	Statutory Forms & Reports * India Specific	<ul style="list-style-type: none"> ~ Joiners and Leavers ~ Provident Fund (Form 3A, 6A) ~ Pension (Form 7, 8) ~ Income Tax (Form 16, 16A, 24) ~ Directors Report & Form 217A
	Upload Routines	
	Authorization	<ul style="list-style-type: none"> ~ User roles, access rights ~ Module specific authorizations
Time Management	Holiday calendar	<ul style="list-style-type: none"> ~ Factory Calendar ~ Public Holidays ~ Holiday Calendars (Single/ Multiple)
	Work schedules	<ul style="list-style-type: none"> ~ Shift Management ~ Reports on Employee Availability ~ Work Pattern wizard
	Time Quotas	<ul style="list-style-type: none"> ~ Absence and Attendance Quotas ~ Generation of Quotas for all Employees ~ Deductions and Balances ~ Quota Deduction ~ Effect on Payroll (Loss of Pay) ~ Leave Encashment
	Time Recording	<ul style="list-style-type: none"> ~ Time Sheet formats ~ Integrate with Payroll

Module	Functions	Sub Functionality
	Part-time Employment	~ Compensation for Part Time ~ Payroll Integration
Company Structure and Self Service	Company Structures	~ Organizational Structures (Reporting based) ~ Hierarchy of departments ~ Positions and Job descriptions ~ Dashboards & Reports
	Employee and Manager Self-Service	~ Leave Access ~ Payslip Access ~ Request for Change of Address, Bank, Dependants, Status Changes
	Workflow	~ Based on Company Structure ~ Leave ~ Appraisal <ul style="list-style-type: none"> o With organization structure o Without organization structure
Performance Management	Appraisal Templates (Descriptive)	~ Training Appraisals (Feedback) ~ Self Appraisal ~ Appraiser Review ~ Feedback
	Objective Based templates	~ Management By Objectives ~ Key Resource Areas ~ Grading based on Weightages and Sorting
	Portal based	~ Access online Appraisal Forms ~ Complete Appraisal and Submit

Module	Functions	Sub Functionality
	Workflow	~ Appraisal o With organization structure o Without organization structure
Recruitment	Applicant data -> Basic Data	~ Key in Primary details on the Applicant ~ Unique File No. for tracking purposes
	Vacant Positions	~ Read Positions from Company Structures
	Events (Applicant activity)	~ Resume/CV/ Application entry in SAP ~ Ranking and Grading of Applications ~ Inform Applicants on Status on their application ~ Invite for Interviews ~ Offer Contract or Reject
Learning Solution	Training Management	
	Course Catalogue	~ Generate Training Catalog ~ Setup Scales for feedback of Participants ~ Allow Employees to Nominate themselves(Workflow) ~ Allow Training Department to Manage nominations & Confirmations
	Training Calendar	~ Publishing of Training Calendar (Annual)
	Workflow	~ Approvals from Managers on Nomination of Subordinates ~ Approvals if the Training involves cost