



HRMS & PAYROLL SOFTWARE

Your people, from joining letter to full and final.

Employees, attendance, leave, timesheets, payroll, advances, assets and policy sign-off — one record per person, forty-six screens, and approvals that find the approver.

Employees

Attendance

Leave

Timesheets

Payroll

Sysfo

HRMS

Workspace

Dashboard

Payroll Management

Masters

Employee

Employee Summary

Employee Advance/...

Loan/Advance Manu...

Add Employee

Manage Employee

Company Holidays

Leave Management

Attendance

Pending Approvals

Reports

Knowledge Center

Notifications

Sysfo HRMS — Employee Summary

HRMS / Employee / Employee Summary

Search forms & pages... Ctrl+K

SA Anita Rao (Sysfo Software S SuperAdmin)

Employee Summary

Browse, search and manage records.

All Status All Departments All Fields Enter Criteria...

Search

PDF EXCEL

15 / page

#	EMPLOYEE	CODE	DEPARTMENT	DESIGNATION	JOINED	TENURE	ENQUIRIES	PROPOSALS	ORDERS	SALES VALUE (₹)	PROJECTS
1	Amit Desai	EMP007	Accounts	Team Lead	01-Aug-2026	2mo	—	—	—	—	—
2	Meera Iyer	EMP005	Commercial	Software Trainee	24-Aug-2026	1mo	—	—	—	—	—
3	Priya Sharma	S1002	IT	Director	13-Jun-2026	4mo	7	1	—	—	3
4	Rahul Mehta	EMP006	Accounts	Software Trainee	01-Aug-2026	2mo	—	—	—	—	—
5	Anita Rao	S1001	Marketing	Director	11-Dec-2025	10mo	7	2	—	—	5
6	Vikram Rao	EMP004	IT	Marketing Head	01-Jun-2026	4mo	1	—	—	—	1
7	Sneha Kulkarni	S1003	Marketing	Sales Head	01-Jun-2026	4mo	—	—	—	—	—
Total										₹ 0.00	

15 / page 1-7 of 7 records

Version 1.0.0

WHY SYSFO HRMS

HR stops being a filing cabinet with a help desk attached.

Most of what HR spends its day on is lookup — what is my leave balance, where is my payslip, who approved this claim. Sysfo HRMS answers those from the employee's own login, and keeps the records that payroll depends on in the same place.

46

screens in the module

15

HR reports

2

approval levels on leave & timesheets

3

alert channels: Email, SMS & WhatsApp



One employee record

Personal details, documents, department, designation, shift, salary structure, assets issued and leave balance — on one screen, in tabs.



Approvals that move

Leave and timesheets clear two levels; expense claims clear one. Each step notifies the next person by Email, SMS and WhatsApp.



Works from a phone

Built mobile-first, so a site engineer applies for leave and a manager approves it without either reaching a desk.

A MONTH IN HR

The same system, from the first mark to the payslip.

1st

Leave allocated for the year; holidays published.

Daily

Attendance marked, or uploaded in bulk.

Weekly

Timesheets filed and approved at two levels.

25th

Claims and adjustments cleared before cut-off.

30th

Payroll processed from attendance and leave.

1st

Payslips out; advances recovered automatically.

Where HR time actually goes

Not to hiring or policy. To answering the same six questions — what is my balance, where is my payslip, did my leave get approved, who has my laptop, when is the holiday, what did I claim. Each is a lookup against data HR already holds.

What self-service changes

Those six answers move to the employee's own login, on a phone. HR stops being the index and goes back to being the function — and payroll gets its inputs without chasing anybody.

THE EMPLOYEE RECORD

Everything about one person, on one screen.

Manage Employee lists everyone with their code, designation, department and status. Open one and Employee Summary gathers what every other module knows about them — attendance, leave, payroll, assets, advances and documents — so a question about a person is answered in one place instead of five.

Manage Employee
View, search, edit and manage all employee records.

Summary: TOTAL EMPLOYEES: 7, ACTIVE: 6, PENDING: 0, BLOCKED: 0, RESIGNED: 1

Filters: 13/Oct/2006 - 13/Oct/2026, All Status, All Fields, Enter Criteria... Search

Table:

#	EMP CODE	NAME	LOGIN TYPE	DESIGNATION	DEPARTMENT	PHONE	EMAIL	GENDER	JOINING DATE	STATUS
1	EMP007	Amit Desai	Reception	Team Lead	Accounts	999999999	accounts@acme-industries.example	Male	01 Aug 2026	Active
2	EMP006	Rahul Mehta	Admin	Software Trainee	Accounts	+91 98765 43210	accounts@acme-industries.example	Male	01 Aug 2026	Active
3	EMP005	Meera Iyer	SuperAdmin	Software Trainee	Commercial	+91 98765 43210	accounts@acme-industries.example	Male	24 Aug 2026	Active
4	EMP004	Vikram Rao	User(IT)	Marketing Head	IT	0	accounts@acme-industries.example	Male	01 Jun 2026	Resigned
5	S1003	Sneha Kulkarni	User(IT)	Sales Head	Marketing	+91 98765 43210	accounts@acme-industries.example	Male	01 Jun 2026	Active
6	S1002	Priya Sharma	Admin	Director	IT	+91 98765	accounts@acme-	Male	12 Jun 2026	Active

Manage Employee — search, filter, pick your columns and export. Every list in the product works this way.

Joining

- **Add employee** with personal details, address and emergency contact.
- **Employee documents** against a KYC master — PAN, Aadhaar, degrees, contracts.
- **Department, designation and employee type** masters.
- **Shift master and activity master** for attendance and timesheets.

While they are here

- **Employee advance / loan** with manual repayment entries.
- **Salary appraisal** recorded against the employee.
- **Assets issued** tracked on both the person and the asset.
- **Knowledge centre assignments** — policies they must read and sign off.

WHY ONE RECORD MATTERS

The exit interview is the test.

Leave

Balance settled against what was allocated.

Assets

What they hold is a list, not a memory.

Advances

Outstanding balance recovered in the last run.

Claims

Anything pending cleared or closed.

Letters

Relieving, experience and no-dues issued.

ATTENDANCE

Four ways to mark attendance, because one never fits.

A small office marks a team in one screen. A factory uploads a machine export. A manager fixes yesterday by hand. All of them land in the same record that payroll reads.

Quick Attendance

Mark a whole team for today in one pass — present, absent, half day, leave — and save once.

Manual Attendance

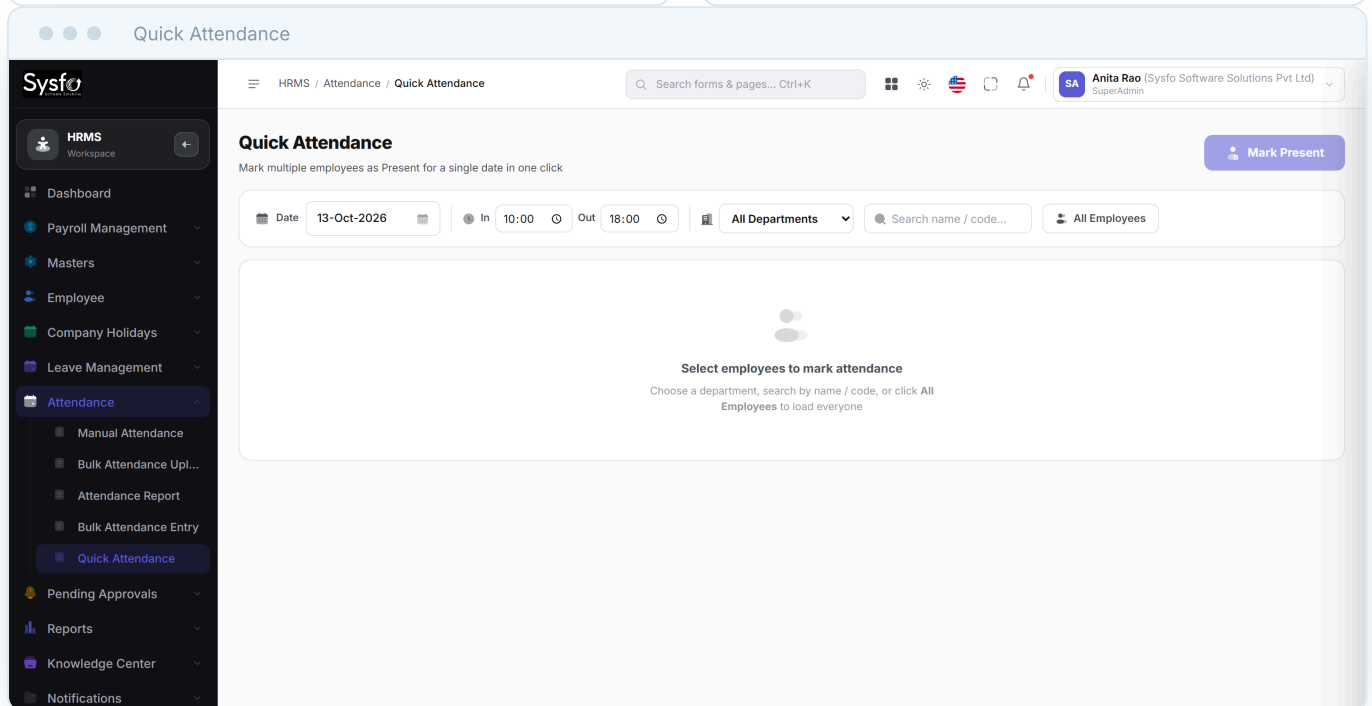
Correct one person on one date, with the change stamped against whoever made it.

Bulk Attendance Entry

Enter a full period for many employees at once, when a month has to be caught up.

Bulk Attendance Upload

Import from a biometric or spreadsheet export instead of re-keying it.



Quick Attendance — the shift, company holidays and approved leave are applied before you start marking.

WHAT IT FEEDS

Attendance is not a report — it is an input.

Marked

By team, in bulk, or uploaded.



Checked

Attendance Exceptions lists what looks wrong.



Summarised

Attendance Summary per employee and period.



Paid

Payroll reads it directly — no re-entry.

LEAVE & TIMESHEETS

Two levels of approval, and a balance nobody has to compute.

Leave types carry their own rules, allocation is made per employee per year, and the working days between two dates are counted around weekends and company holidays — not by hand.

Leave Requests		awaiting action
	Sneha Kulkarni · Casual 22–24 Oct 2026 · 3 working days · balance after: 3.5	L1
	Amit Desai · Sick 15 Oct 2026 · 1 day · cleared at L1 by Vikram R.	Final
	Priya Sharma · Earned 02–08 Nov 2026 · 5 working days (1 holiday excluded)	L1
Leave Allocation 2026-27 Casual 12 · Sick 8 · Earned 15 · set per employee		Open

Leave

- **Leave types** with their own rules, defined by you.
- **Allocation** per employee, per leave type, per year.
- **Working days** counted around weekends and company holidays.
- **Two-level approval** — L1, then final.
- **My leave status** so staff stop asking where it is.

Timesheets

- Time entered against **activities**, by the person who did the work.
- **Two-level approval**, the same shape as leave.
- **Timesheet report** by employee and period.
- Feeds project and client-wise reporting.

NOBODY CHASES ANYBODY

The approver is told; the applicant is told back.

Every submission, approval and rejection fires Email, SMS and WhatsApp from templates you control — so a leave request does not sit unseen because someone missed an email.

Your **casual leave** for **22–24 Oct 2026** has been approved by **Vikram Rao**. Balance remaining: **3.5 days**. — Sysfo Software Solutions

10:18 AM ✓✓

Holidays are shared

Company holidays are published once and respected by leave counting, attendance and payroll — so nobody argues about whether a day was working.

Balance is computed

Allocation minus approved leave, shown before the request is submitted — so an employee cannot apply for days they do not have.

Time becomes cost

Approved timesheets carry activities, which is what lets project and client reporting show what a job actually consumed.

PAYROLL

Payroll reads the month it already has.

Because attendance, leave, adjustments, claims and advances are all in the system, running payroll is a calculation rather than a collection exercise.

The screenshot shows the Sysfo Payroll Management interface. The top navigation bar includes 'HRMS / Payroll Management / Process Payroll'. The main dashboard displays several key metrics: 6 Total Employees (Finalized: 0), 6 Not Processed (Draft: 0), 0 On Hold, Total Earnings of ₹0.00 (Deductions: ₹41,810.00), and Net Pay of ₹-41,810.00. Below these metrics is a search bar and a 'Process 6 Employee(s)' button. The main table lists employee payroll details for October 2026, including employee names, designations, departments, unapproved expenses, earnings, deductions, total earnings, total deductions, net pay, and status.

#	Employee	Designation	Department	Unapproved Expenses	Earnings	Deductions	Total Earnings	Total Deductions	Net Pay	Status
1	Sneha Kulkarni ST003 27 days att. not punched	Sales Head	Marketing	—	₹0.00	₹0.00 +₹18,900.00 LOP	₹0.00	₹18,900.00	₹1,100.00	Not Processed / Hold
2	Anita Rao ST001 27 days att. not punched	Director	Marketing	—	₹0.00	₹0.00 +₹17,550.00 LOP	₹0.00	₹17,550.00	₹1,850.00	Not Processed / Hold
3	Rahul Mehta EMP006 27 days att. not punched	Software Trainee	Accounts	—	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	Not Processed / Hold

Payroll — paid days come from attendance and approved leave; advances recover against the balance.

Run it

- Process payroll for a month
- Payslips for any period
- Payroll report
- Designation and department structure

Adjust it

- Salary adjustments — additions and deductions
- Salary adjustment report
- Salary appraisal against the employee
- Pending expense claims settled in the cycle

Lend and recover

- Employee advance / loan
- Loan / advance manual payment
- Advance / loan report
- Outstanding carried on the employee

BEFORE THE RUN

Five approval queues, one place.

Leave Approvals (L1), Final Leave Approvals, Timesheet Approvals (L1), Final Timesheet Approvals and Pending Expense Claims all sit under Pending Approvals — so the cut-off is a screen somebody clears, not a reminder somebody sends.

Appraisals land in the run

A salary appraisal is recorded against the employee with its effective date, so the increase appears in the right month without anyone editing a structure by hand and hoping they caught every case.

Advances recover themselves

An advance or loan carries a balance that payroll deducts against each month, with manual payments recorded where somebody repays directly — and an outstanding report that does not depend on a side spreadsheet.

DOCUMENTS & POLICY

Letters on your letterhead, policies people actually signed.

Six kinds of HR letter, two templates each, all merging the employee's own details onto one shared letterhead — and a knowledge centre that records who read what.

HR Documents		on your letterhead
JL	Joining letter Classic · Modern	2 templates
OL	Offer letter Professional · Formal	2 templates
AL	Appointment letter Standard · Detailed	2 templates
RL	Relieving letter Standard · Formal	2 templates
EL	Experience letter Standard · Detailed	2 templates
ND	No dues certificate Standard · Formal	2 templates

One letterhead, set once

- Logo, address, footer and signature configured in **HR Document Settings**.
- Every letter and the salary slip print on it.
- Templates are editable HTML — your wording, not ours.

Knowledge centre

- **Document categories** and a published library.
- **Manage assignments** — give a policy to a person or a group.
- **Acknowledgement report** and **view log** — who opened it, who signed off.
- **Assignment results** when the reading carries questions.

STAFF SELF-SERVICE

Thirteen more screens your team never has to ask HR for.

The My Account module gives every employee their own profile, attendance, leave application and status, timesheet entry, expense claims, company holidays and assigned reading — included with HRMS, and the reason HR's inbox gets quieter.

Your words

Templates are editable HTML. The letters that go out are the ones your HR and legal people wrote, not a vendor's wording with your logo on it.

Merged, not retyped

Name, designation, dates, salary and address are merged from the employee record — so a letter cannot disagree with the system that produced it.

Evidence of sign-off

The acknowledgement report shows who opened a policy and when, which is the part that matters when a policy is ever questioned.

REPORTING

Fifteen HR reports, and all forty-six screens.

Every report filters by date and the things that matter to it, searches across the columns on screen, lets you pick your columns and exports.

People & time

- Attendance Summary
- Attendance Exceptions
- Attendance Report
- Employee Leave Report
- Leave Summary Report
- Timesheet Report

Money

- Payroll Report
- Salary Adjustment Report
- Advance / Loan Report
- Employee Expense Report
- Employee Expense Summary

Assets & policy

- Employee Asset Report
- Asset Status Report
- Acknowledgement Report
- Assignment Results
- View Log

EVERY SCREEN IN THE MODULE

All forty-six, by name.

Add Employee	Manage Employee	Employee Summary	Employee Type	Department	Designation
Quick Attendance	Manual Attendance	Bulk Attendance Entry	Bulk Attendance Upload	Attendance Report	
Attendance Summary	Attendance Exceptions	Shift Master	Activity Master	Leave Types	
Leave Allocation	Leave Requests	Leave Approvals (L1)	Final Leave Approvals	Employee Leave Report	
Leave Summary Report	Manage Holiday	Timesheet Approvals (L1)	Final Timesheet Approvals		
Timesheet Report	Process Payroll	Payroll Report	Salary Adjustments	Salary Adjustment Report	
Salary Appraisal	Employee Advance/Loan	Loan/Advance Manual Payment	Advance/Loan Report		
Pending Expense Claims	Employee Expense Report	Employee Expense Summary	Employee Asset Report		
Asset Status Report	Knowledge Center	Document Categories	Manage Assignments	Assignment Results	
Acknowledgement Report	View Log	Manage Notifications			

Every report works the same way

Filter by date, employee, department or designation, search across every column on screen, choose which columns you want, and export. Learn one report and you have learnt all fifteen.

Granted screen by screen

Permissions are set per screen and per action, so a line manager can approve leave without seeing salaries, and a payroll clerk can run the month without editing employee records.

GET STARTED

See Sysfo HRMS on your own payroll.

We set up your departments, designations, shifts, leave types and salary structures, bring your employee records across, and train HR and the approvers.

1

Live demo

A walkthrough of attendance, leave, payroll and the approval chain.

2

Setup & data

Masters, leave allocation, salary structures and your existing employee records.

3

Training & go-live

HR, approvers and staff self-service, with support after the first payroll run.

COMPANY

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- ✓ One record per employee, joining to exit
- ✓ Payroll from real attendance, not a spreadsheet
- ✓ Advances and loans that recover themselves
- ✓ Staff self-service on any phone
- ✓ Two-level approval on leave and timesheets
- ✓ Six HR letter types on your letterhead
- ✓ Policy sign-off you can evidence
- ✓ 46 ready screens and 15 reports