

TRANSACTION MANAGEMENT DATA SHEET

FEATURES

Employee Transfer management Manage all the employee transfer from one Branch / Department/ work location / reporting manager and deal with all the administrative and paper works.

Employee Promotion After appraisal if the employee has to promoted to the next level then promotion requests are created, set authorities notified, approvals captured and progress of promotion displayed on the dashboard.

Probation Management After probation period the employee has to undergo reviews and the authority set as per the workflow would decide if the employee is fit to be promoted as a permanent employee and whether he/she needs any specific training sessions to develop prime skills.

Employee Role Change Manages Employee role change within the organization.

Employee Onsite Management If the employee has been assigned any onsite projects, then the onsite requests are initiated by the employee, approved by the authorities and then forwarded to the travel module in Exenta for further travel arrangements and approvals.

Automated Clearance & Letter Generation All the processes - deputations, promotions, transfers and onsite projects require many confidential letters to be generated and clearances to be completed. All these are automated and pre-set in this module.

Summary & Reports All the transaction reports are maintained in the database for future reference.