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# ▶ DATA GRID

## M a k e s L i f e E a s y

Data Grid Limited (DGL) is one of the leading software development companies in Bangladesh. DGL has established itself as a consistent and reliable software company through its commitment and dedication towards quality, innovation and customer satisfaction. A significant share of DGL's budget is always allocated for Research and Development (R & D) continuously and this has been followed through over the years.

Our goal is to improve performance, maximize returns of IT investments and ultimately, to create a competitive business advantage for our customers. All our efforts are always geared towards exceeding the satisfaction level of our valued customers.



# ▶ HR Grid

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## HUMAN RESOURCE MANAGEMENT ERP SOLUTION

HR-Grid is a web based comprehensive, flexible and localized Human Resources and Payroll Software Solution. It's specifically designed to eliminate tedious and time consuming admin and clerical work which is common to many HR and Payroll departments. The HR-Grid Payroll Software Application connects managers, administrators and employees across the company to facilitate record-keeping and enhancing communication electronically. The net result in implementing the systems are streamlining and automating of business processes which lead to a paperless Human Resources and Payroll business environment.

## HR-Grid Features

- Salary, Overtime, Leave & Bonus setup
- TAX, Provident Fund, Loan & Gratuity Setup
- Department & Grade setup
- Employee designation & type setup
- Staff budget & requisition
- Job Circular & Resume Bank
- Interview Evaluation
- Appointment Letter & Relieving Letter Generation
- Employee Information with relevant details
- Documents upload option
- Salary Head & Salary Formula
- Leave & Holiday Types
- Working Plan
- Roster & Time Slab Head Setup
- Employee Leave & Roster Setup
- Employee Increment, Allowance & Deduction Setup
- Employee Manual & Automatic Attendance
- Employee Overtime Calculation
- Loan Sanction & Loan Search
- Appraisal & Appraisal Evaluation
- Employee Training Process
- Employee Transfer
- Employee of the month/ year
- Monthly Salary Process
- Disciplinary Action Process
- Service charge distribution
- Gratuity Approval
- Employee Promotion
- Relieving Letter

## Major Reports of HR & Payroll

- Employee Information
- Employee Roster
- Employee Attendance
- Employee Salary Sheet
- Reconciliation Summary
- Employee Pay Slip
- Employee Transfer
- Employee Profile
- Employee training
- Best Employee
- Disciplinary Action
- Employee Leave Report
- Provident Fund Report
- Appraisal Evaluation Details
- PF Statement
- PF Monthly Balance
- PF Reports
- Gratuity Approved Employee List
- Gratuity Monthly Balance
- Gratuity Statement

## Benefits of HR Grid

- Ensures proper human capital management streamline open employment
- Maintainability from Employee Recruitment to Resignation or termination
- Accessible and controllable from anywhere by higher management
- Integration with every department of the organization
- Excellent way to maintain all employees history
- Establish control on employee attendance and overtime
- Security and Disaster Recovery
- Risk Mitigation & Reduced Cost
- Data Analysis and Informed Decisions
- Expedition of recurring tasks through automation
- Reduction of paper and related materials and storage
- Improved time and attendance tracking abilities and accuracy
- Improved ability to reach large candidate pools regarding new position openings
- Ability to apply higher selection standards quickly to a number of applications
- Ease in distributing up-to-date materials regarding company policies and procedures
- Potential for greater employee engagement through self-service options
- Empowerment of employees to change benefits information directly as changes occur
- Scheduling optimization with emphasis on compliance and immediate distribution to employees
- Reduction of errors in payroll and employee information database



Our Other Products:



For Details Information Please Visit: [www.datagridbd.com](http://www.datagridbd.com)

Contact us

### DATA GRID LIMITED

House - 04 (4th Floor), Road- 19, Sector- 11, Uttara, Dhaka-1230  
 Phone: +88 02 58950950, Cell: +880 1811 555666  
 Sales: +880 1849 709588-91, Support: +880 1781 449911/22  
 E-mail: [info@datagridbd.com](mailto:info@datagridbd.com)  
[www.datagridbd.com](http://www.datagridbd.com) | [www.innboard.com](http://www.innboard.com)

### Africa Office

Plot # 83, Block: 3-K South, IPTEC Avenue  
 Juba Na Bari, Juba, South Sudan  
 Contact: +211 959 003 444,  
 +211 929 007 004-12  
[info@iptecltd.com](mailto:info@iptecltd.com), [www.iptecltd.com](http://www.iptecltd.com)