



WEBSIZEN
Everything HR. One Smart Platform

Advanced Enterprise Human Resource Management Solution



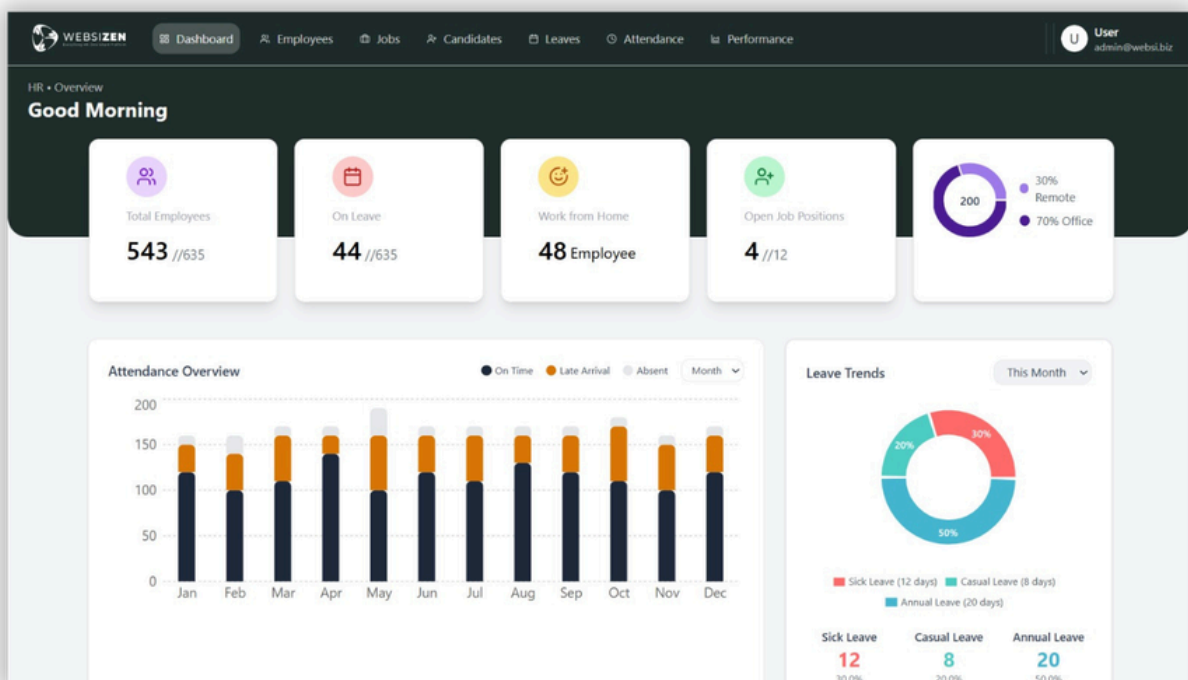
WebsiZen HRMS is designed to bridge the gap between complex HR operations and seamless business growth. By centralizing core functions—from talent acquisition to payroll and performance—our platform eliminates manual errors, enhances transparency, and provides management with the data-driven insights needed to lead a modern workforce effectively.



01. Dashboard

The Dashboard serves as the central nervous system of the HRMS. It provides an immediate high-level overview of the organization's most critical metrics. Instead of digging through files, administrators and executives can see real-time data on active employee counts, daily attendance trends, and upcoming HR events at a single glance.

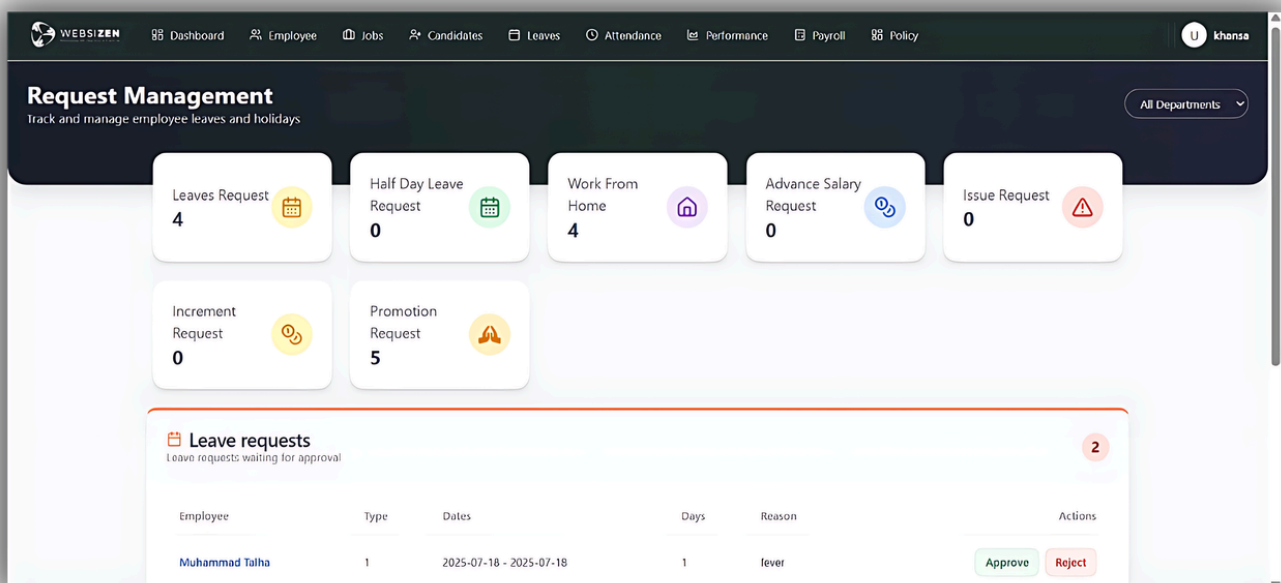
- Real-time visual analytics and KPI tracking.
- Upcoming birthdays, work anniversaries, and holiday alerts.
- Quick links to frequently used HR tools.



02. Request Management

Efficient communication is key to employee satisfaction. The Request Management module digitizes all internal requests, allowing employees to apply for certificates, NOCs, or stationary without physically visiting the HR office. This ensures every request is logged, tracked, and fulfilled within a set SLA (Service Level Agreement).

- Centralized ticketing for employee grievances.
- Automated document generation for standard requests.
- Approval tracking with history logs.



Request Management
Track and manage employee leaves and holidays

All Departments

Leaves Request 4	Half Day Leave Request 0	Work From Home 4	Advance Salary Request 0	Issue Request 0
Increment Request 0	Promotion Request 5			

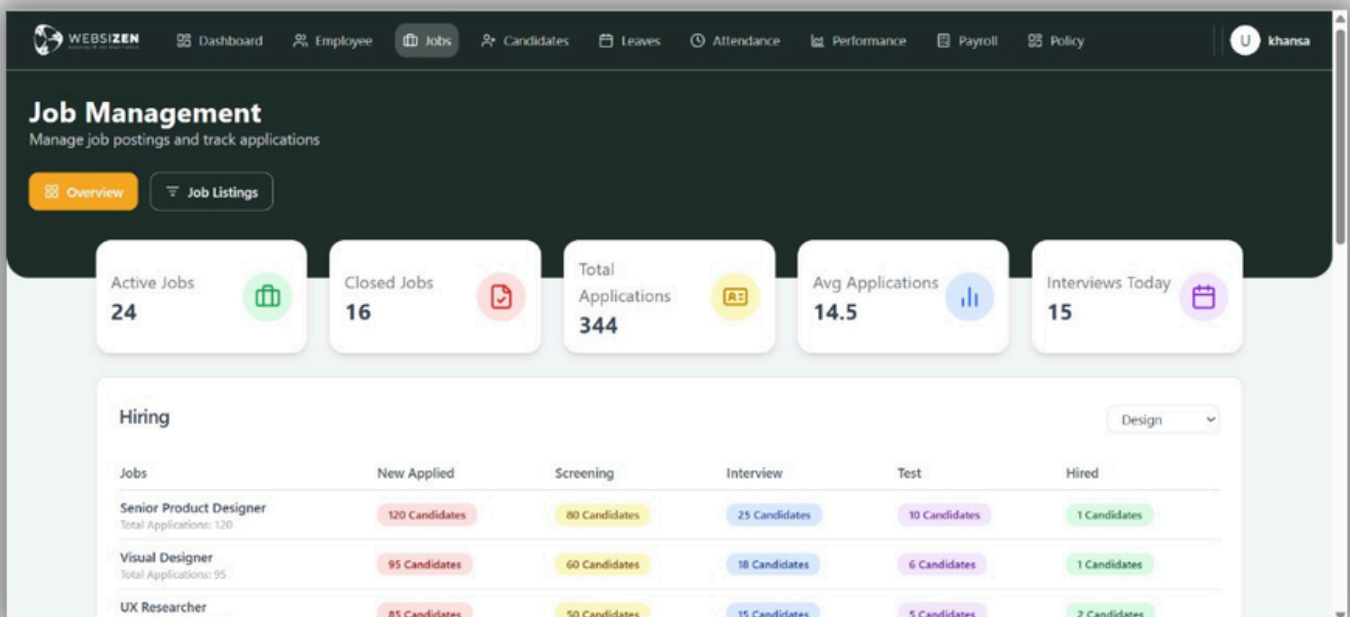
Leave requests
Leave requests waiting for approval 2

Employee	Type	Dates	Days	Reason	Actions
Muhammad Talha	1	2025-07-18 - 2025-07-18	1	fever	<button>Approve</button> <button>Reject</button>

03. Job Management

This module allows management to define the structural blueprint of the company. It handles job grading, role definitions, and the creation of manpower requisitions. By maintaining a library of Job Descriptions (JDs), HR can ensure consistency across departments during recruitment and performance reviews.

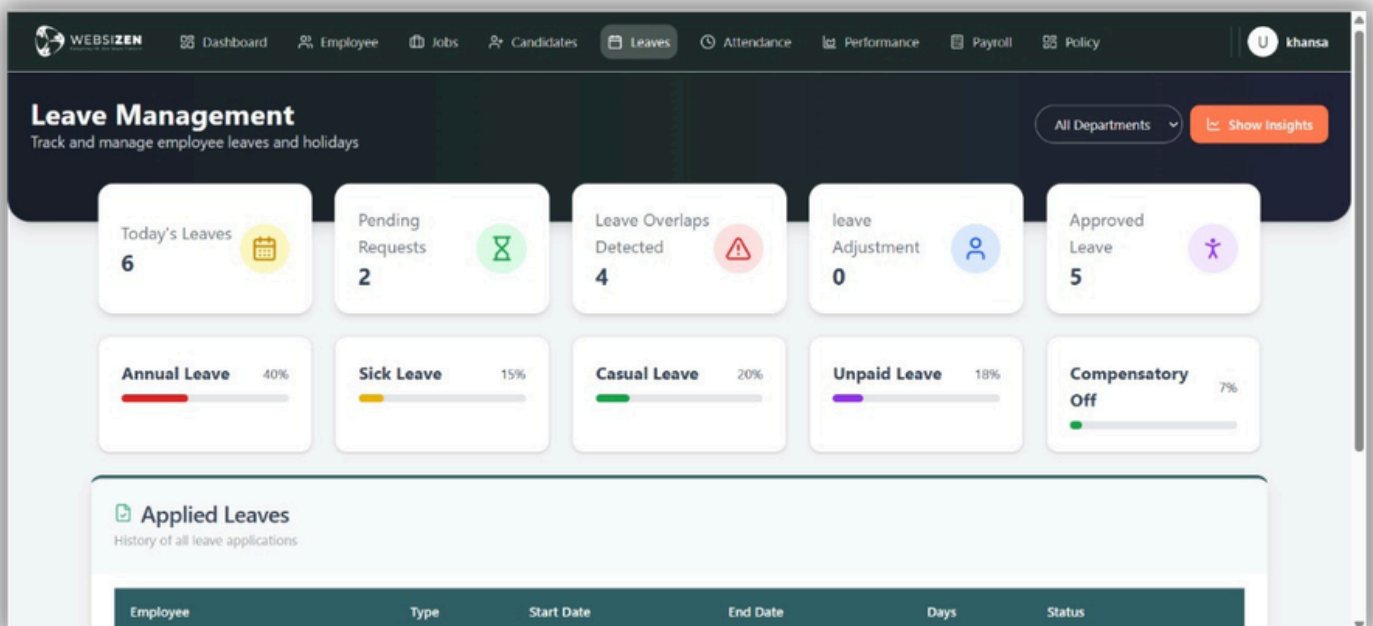
- Dynamic department and designation creation.
- Manpower budget planning per department.
- Internal recruitment requisition workflows.



04. Leave Management

Managing time-off shouldn't be a headache. Our Leave Management system automates the entire process, from accrual calculations to multi-tier approvals. Employees can view their balances and apply online, while managers can see team availability on a shared calendar to prevent operational gaps.

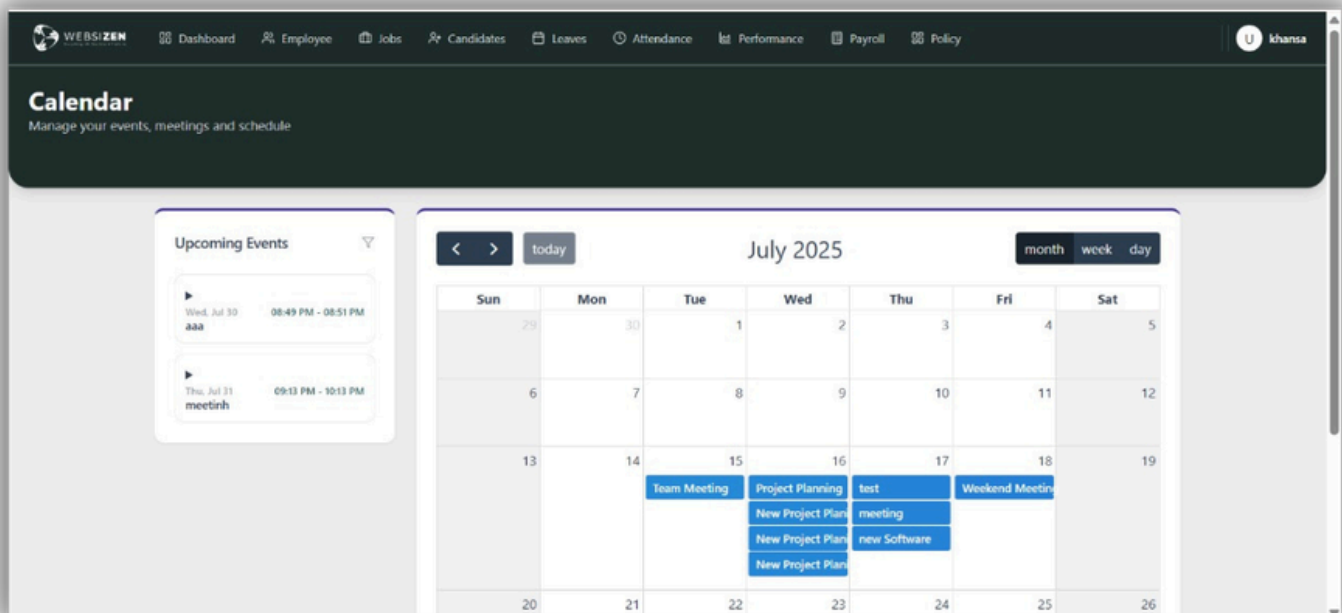
- Customizable leave types (Sick, Annual, Casual, etc.).
- Automatic leave balance updates after approvals.
- Integrated team leave calendar for resource planning.



05. Meeting Arrangements

Maximize the utility of your office infrastructure. This module handles the scheduling and coordination of corporate meetings and internal events. It prevents double-bookings of conference rooms and ensures that all stakeholders are notified of the agenda and logistical requirements in advance.

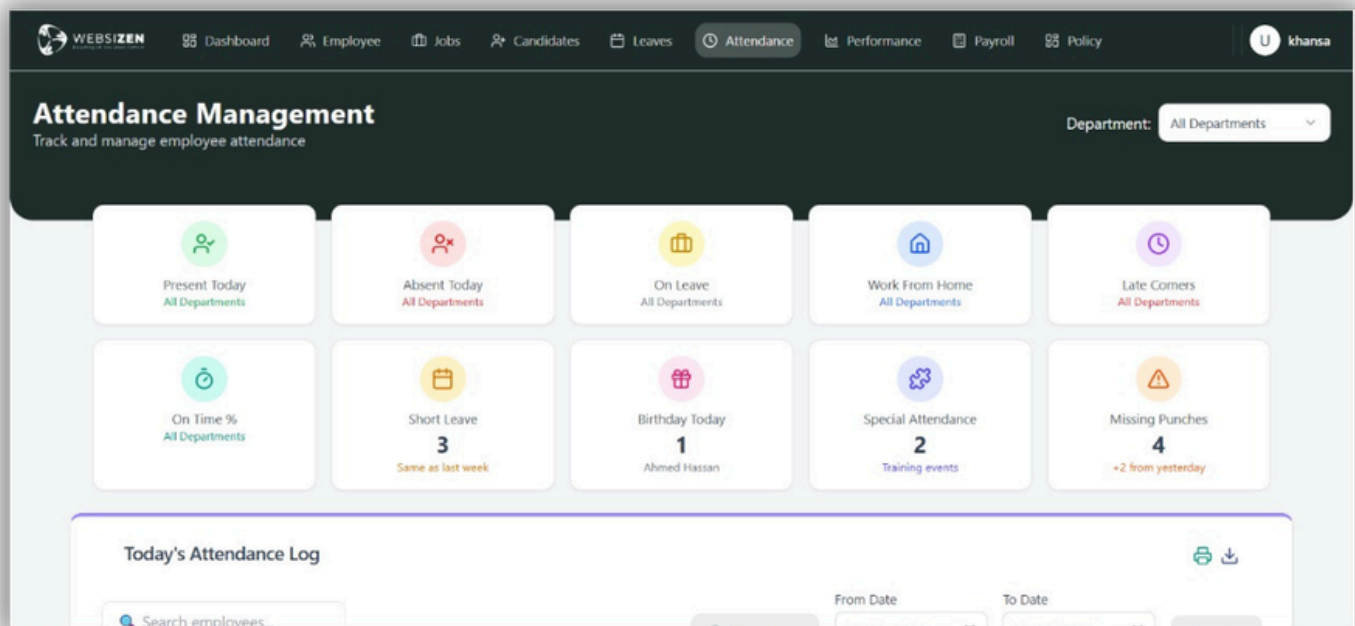
- Room booking system with availability status.
- Internal calendar synchronization and email invites.
- Logistics management (Projectors, Catering, etc.).



06. Attendance Management

Our attendance module replaces outdated registers with digital precision. Whether using biometric devices or mobile geo-fencing, it captures real-time logs. The system automatically flags late arrivals and early departures, feeding this data directly into the payroll engine for accurate salary disbursement.

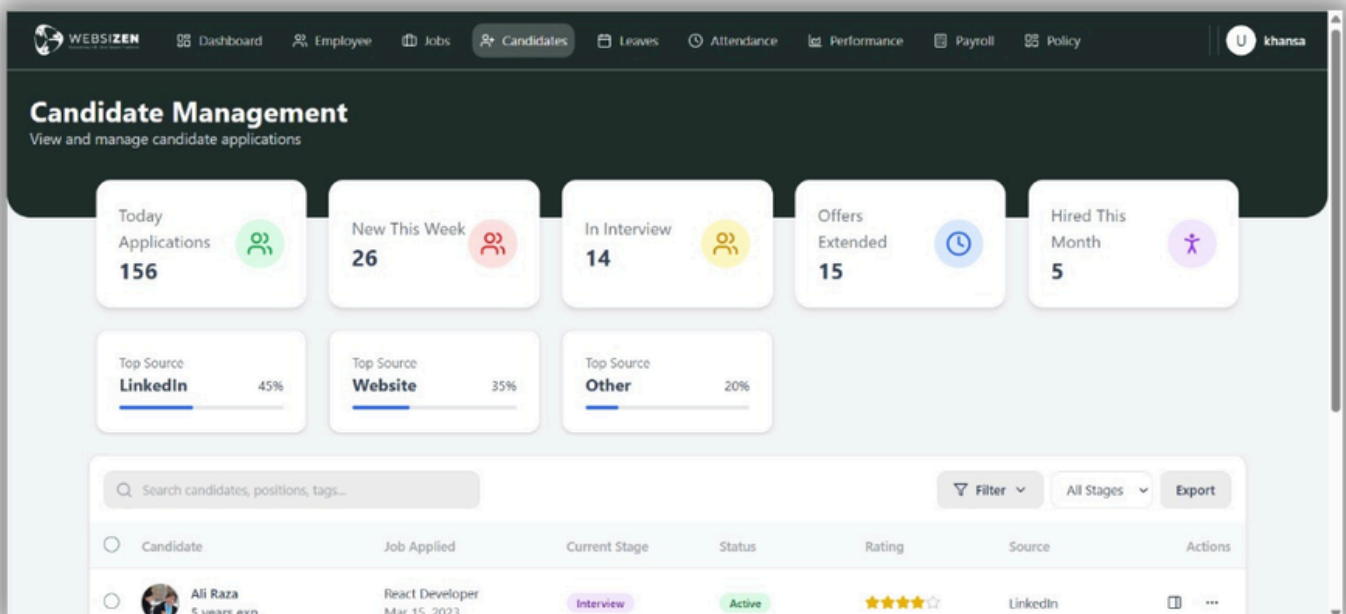
- Shift management and roster scheduling.
 - Overtime calculation based on actual logs. •
- Mobile and biometric hardware integration.



07. Candidate Management

The Candidate Management module (ATS) is designed to find and hire top talent faster. It manages the entire recruitment funnel, from sourcing resumes to conducting interviews and issuing offer letters. It creates a collaborative environment where hiring managers and HR can share feedback and score candidates.

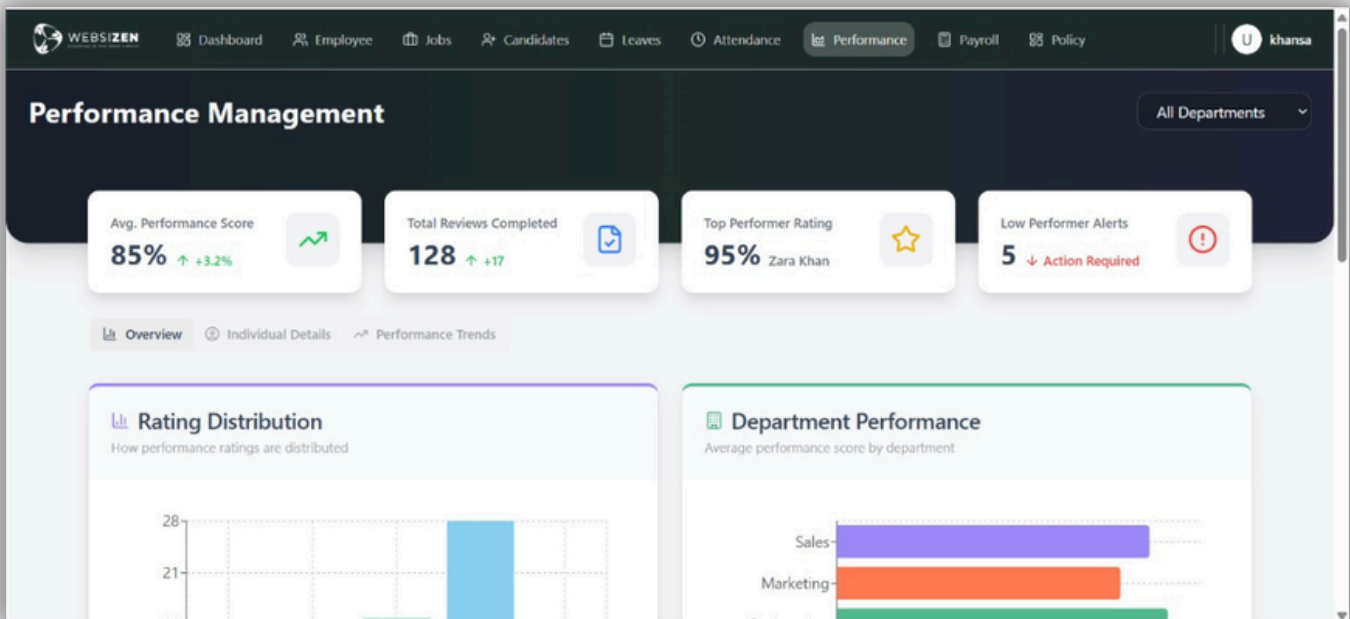
- Resume database with advanced search filters.
- Pipeline tracking (Sourced, Interviewed, Offered).
- Onboarding checklists for successful hires.



08. Performance Management

Drive a culture of excellence. This module facilitates continuous performance tracking through KRAs (Key Result Areas) and KPIs. Instead of just annual reviews, it supports ongoing feedback and goal tracking, ensuring that every employee's personal growth is aligned with the company's strategic objectives.

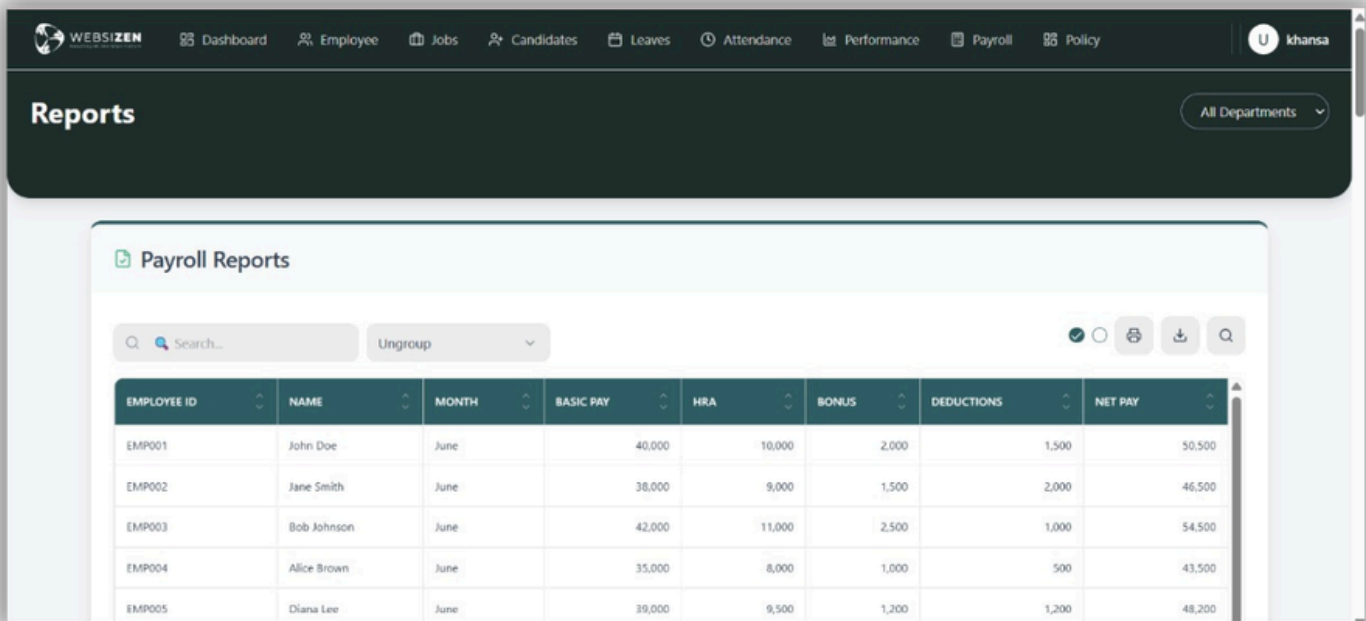
- Customizable appraisal forms and grading scales.
- 360-degree feedback from peers and subordinates.
- Performance-linked bonus and promotion tracking.



09. Report System

Data is useless without analysis. Our robust Report System generates comprehensive documents on every aspect of the HR lifecycle. From attrition rates to payroll summaries, management can generate on-demand reports that help in financial auditing, legal compliance, and strategic planning.

- Automated monthly HR and Payroll reports.
- Compliance and tax-ready documentation.
- Graphical data representation for board presentations.



The screenshot displays the WEBSIZEN Reports interface. The top navigation bar includes links for Dashboard, Employee, Jobs, Candidates, Leaves, Attendance, Performance, Payroll, and Policy. The user profile 'khansa' is visible in the top right. The main section is titled 'Reports' and features a dropdown menu for 'All Departments'. Below this, the 'Payroll Reports' section is active, showing a search bar, a 'Ungroup' dropdown, and a table of payroll data for June.

EMPLOYEE ID	NAME	MONTH	BASIC PAY	HRA	BONUS	DEDUCTIONS	NET PAY
EMP001	John Doe	June	40,000	10,000	2,000	1,500	50,500
EMP002	Jane Smith	June	38,000	9,000	1,500	2,000	46,500
EMP003	Bob Johnson	June	42,000	11,000	2,500	1,000	54,500
EMP004	Alice Brown	June	35,000	8,000	1,000	500	43,500
EMP005	Diana Lee	June	39,000	9,500	1,200	1,200	48,200



10. Payroll Setup

Configuration of the payroll engine is critical for accuracy. This module allows you to define complex salary structures, including basic pay, HRA, bonuses, and statutory deductions like Provident Fund or Taxes. Once set up, the monthly payroll run becomes a matter of minutes rather than days.

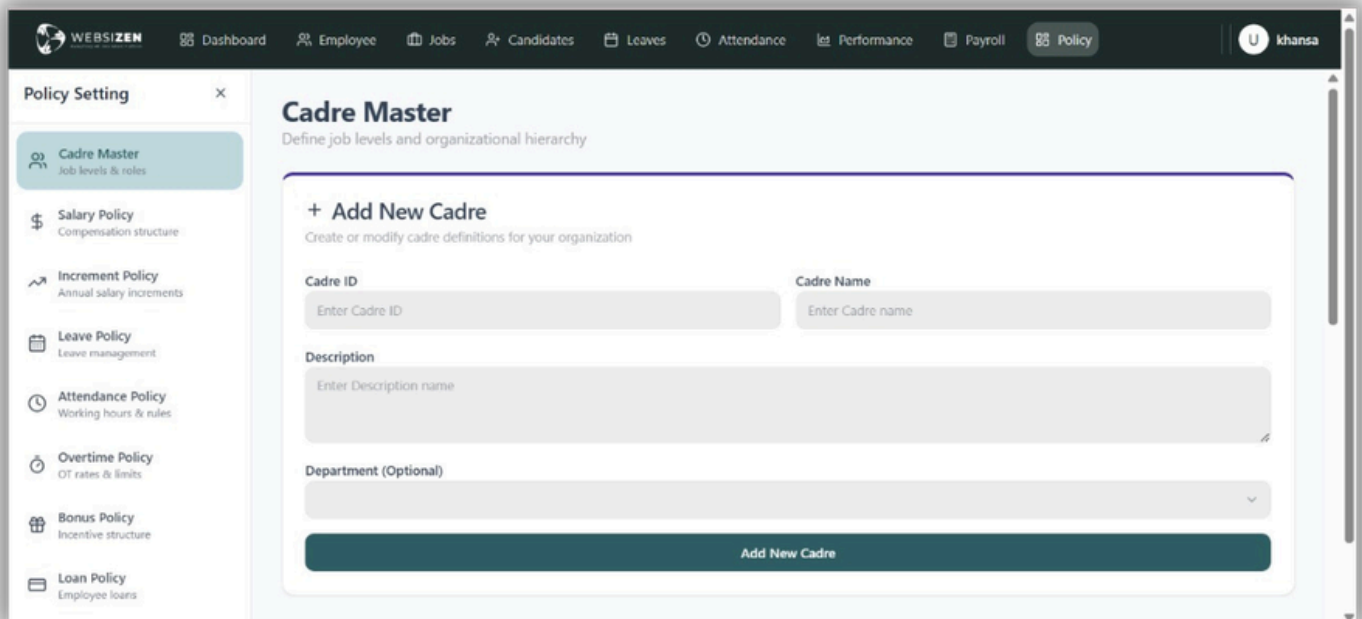
- Dynamic salary component definition.
- Country-specific tax and legal compliance setup.
- Secure data encryption for financial records.

The screenshot displays the 'Payroll Setup' interface in the WEBSIZEN system. The top navigation bar includes 'Dashboard', 'Employee', 'Jobs', 'Candidates', 'Leaves', 'Attendance', 'Performance', 'Payroll', and 'Policy'. The user profile 'khansa' is visible in the top right. The left sidebar lists 'Payroll Modules' under 'SETUP & CONFIGURATION', including 'Payroll Setup', 'Employee Salary Setup', 'ProvidentFund', and 'PieceRate Salary Setup'. The main content area is titled 'Payroll Setup' and is divided into two columns. The left column, 'Payroll Configuration', contains the following fields: 'Payroll Cycle' (Monthly), 'Pay Period Start' (1), 'Pay Period End' (31), 'Working Hours/Day' (8), 'Working Days/Week' (5), and 'Overtime Rate Multiplier' (1.5). The right column, 'Company Information', contains the following fields: 'Company Name' (Enter company name), 'Bank Name' (Enter bank name), 'Account Number' (Enter account number), and 'Tax Region' (Select tax region).

11. Policy Setup

A structured organization relies on clear rules. The Policy Setup module allows HR to upload and distribute company handbooks, code of conduct, and disciplinary policies. It ensures that every employee has access to the latest regulations and can confirm their acknowledgment digitally.

- Centralized policy repository for employees.
- Version control for updated handbooks.
- Automated alerts for policy updates.



12. Organization Setting

This is the backbone of the HRMS configuration. It manages global parameters such as branch locations, user roles, system permissions, and notification settings. It ensures that the software adapts to your unique organizational structure rather than forcing you to change your workflow.

- Role-Based Access Control (RBAC) for security.
- Multi-branch and multi-company setup.
- Global system audit logs.

Organization Setting

Add New User

Department: Select Department | Emp Type: Select Emp Type | Emp Name: Select Employee

User Name: Enter username | Password: Enter password

Add User

User List

User Name	Password	Emp Type	Action
talha	*****	2	[Edit]
khansa	*****	1	[Edit]

Conclusion & Future Scalability

WebsiZen HRMS is more than just a software tool; it is a strategic investment in your organization's most valuable asset—your people. By automating the mundane and digitizing the manual, we empower your HR teams to shift their focus from paperwork to people-work.

As your business scales, WebsiZen grows with you. Our modular architecture ensures that whether you are managing a team of 50 or 5,000, the system remains robust, secure, and efficient. By implementing this comprehensive suite, you are ensuring a future-proof workplace that is transparent, compliant, and driven by data.

