

## HUMAN RESOURCE MANAGEMENT SOLUTION BY MAZARS IN PAKISTAN

HUMAN RESOURCES IS THE SET OF INDIVIDUALS WHO MAKE UP THE WORKFORCE OF AN ORGANIZATION. THE HUMAN RESOURCE MANAGEMENT (HRM) MODULE IS CONCERNED WITH THE PERSONNEL POLICIES, MANAGERIAL PRACTICES AND SYSTEMS THAT INFLUENCE THE WORKFORCE. IN BROADER TERMS HRM IS A FUNCTION IN ORGANIZATIONS DESIGNED TO MAXIMIZE EMPLOYEE PERFORMANCE IN SERVICE OF THEIR EMPLOYER'S STRATEGIC OBJECTIVES.

MAZARS IN PAKISTAN OFFERS A COMPLETE VIEW OF AN EMPLOYEE'S LIFE CYCLE WHICH IS REQUIRED TO EFFECTIVELY MANAGE A WORKFORCE ON A DAY-TO-DAY BASIS AND PERFORM FUTURE ANALYSIS, THROUGH ITS HUMAN RESOURCE MANAGEMENT SOLUTION.

### KEY FEATURES

- EMPLOYEE HIERARCHIES CAN BE SET UP TO ACCOMMODATE COMPANY REQUIREMENTS
- MAINTAIN EMPLOYEE'S COMPLETE PERSONAL AND ASSIGNMENT INFORMATION
- MANAGE THE COMPLETE EMPLOYEE LIFE-CYCLE THROUGH HIS EMPLOYMENT AND AFTERWARDS
- MAINTAIN LEAVE AND ABSENCE BALANCES, AND ENTER AND APPROVE LEAVE REQUESTS
- MANAGE EMPLOYEE TERMINATION TO FACILITATE AN EASY TRANSFER OF ASSETS AND TASKS

### REPORTING INCLUDES

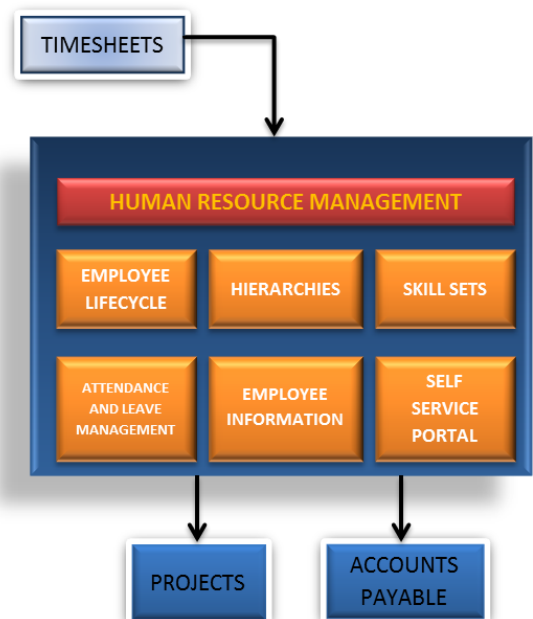
- EMPLOYEE OVERVIEW
- EMPLOYEE ASSIGNMENT DETAILS
- ABSENCES AND LEAVES INFORMATION
- JOINER AND LEAVERS REPORTS
- SKILL SETS DATA


### TIMESHEET

- FLEXIBLE SETUP OPTIONS AND ENTRY RULES, WHICH ARE MODIFIABLE AT ANY TIME BY MANAGEMENT
- HOLIDAY MANAGEMENT SYSTEM ALLOWS THE ORGANIZATION TO MAINTAIN THEIR CALENDAR
- RESOURCE PLANNING SYSTEM ALLOWS MANAGEMENT TO ENTER COMPLETE STAFF PLANNING
- SELF-SERVICE PORTAL ALLOWS EMPLOYEES TO VIEW THEIR PLANNING AND SUBMIT TIMESHEETS
- CUSTOMIZABLE NOTIFICATIONS ALERT EMPLOYEES AND FACILITATE THE TIMELY COLLECTION OF TIMESHEETS

### EMPLOYEE EXPENSE

- CUSTOMIZABLE LIMITS AND CONTROLS FOR DIFFERENT DESIGNATIONS AND EXPENSE TYPES
- SELF-SERVICE PORTAL ALLOWS EMPLOYEES TO SUBMIT EXPENSE REPORTS AND VIEW REIMBURSEMENT STATUS OF SUBMITTED EXPENSES
- CUSTOMIZABLE APPROVAL WORKFLOW ROUTES EXPENSE REPORTS TO THE RELEVANT PERSON FOR APPROVAL
- APPROVED EXPENSE REPORTS ARE FORWARDED TO ACCOUNTS PAYABLE FOR REVIEW AND REIMBURSEMENT BY THE ACCOUNTING DEPARTMENT
- NOTIFICATIONS ALERT EMPLOYEES AND FACILITATE THE TIMELY SUBMISSION AND APPROVAL OF EXPENSES





*Mazars, a leading global organization having 13,800 professionals working directly in 72 countries. Through its correspondents, Mazars has offices in 21 additional countries. We have a strong presence in Pakistan with two offices in Karachi and one in Islamabad. The business and commercial hub is in Karachi and we have a support office in Islamabad. Our team comprises of a large number of skilled and qualified consultants, all of whom have a vast experience in a range of industries and solution areas.*

**Mazars is present in 5 continents**

## **CONTACT**

### **Mazars in Pakistan**

#### **Duncan Rahman**

Product Manager cFAS  
10th Floor, NIC Building  
Abbasi Shaheed Road  
Karachi 75530  
Pakistan

Tel: +92 21 111 000 221  
Fax: +92 21 3563 5410  
Email: cFAS@mazars.pk

#### **Follow us:**

[www.facebook.com/mazarsinpakistan](http://www.facebook.com/mazarsinpakistan)  
[www.linkedin.com/company/mazars-pakistan](http://www.linkedin.com/company/mazars-pakistan)

Detailed information available at  
[www.mazars.pk](http://www.mazars.pk)