RDS
Business Services

Business Partner of

TATA
TATA CONSULTANCY SERVICES

iON
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Hardware + Network + Software + Services

iON Human Resources Management Solution (HRMS)

About RDS Business Services

RDS Business Services do services like Web Services, Software Services, Software Testing, Contract Staffing, Placement Services and also Business Support Services. RDS Business services focusing mainly in multiple verticals like IT Organization, Banking & Financial Sectors, Builders, Hospitals, and Shopping Malls etc. The success of RDS Business Services is in satisfying its customer's stems from its commitment to a consistent methodology, effective project management techniques, proven automated tools, quality assurance, testing and dedicated professionals.

RDS Business Services is a software development and business solutions company. We strive to assist our customers with the best service with excellence as our focal point. We have a team of well qualified, diligent professional software developers and effective business development team to deliver the product successful.

We currently focused on Small and Medium Enterprises as well as educational institutions, Hospitality to provide technology by means of a unique IT-as-a-Service model, offering end-to-end solutions for the business sectors.

People are the greatest assets of your enterprise and every year you spend considerable time and effort in managing your human resources. From recruitment and talent acquisition, to talent retention and development, you invest energies in carefully planning and executing various functions to create an efficient workforce. To simplify and automate these Human Resources (HR) related functions, we, at RDS Business Services as a business partner of Tata Consultancy Services (TCS), bring you iON Human Resources Management Solution (HRMS). Covering the employee engagement lifecycle, our solution helps you meet your routine functions and comply with regulations, amidst growth.

Overview

An able workforce is an asset. Managing human resources well and retaining them, is therefore crucial in order to meet your business goals and objectives. While an automated and technologically sound solution greatly supports you in this endeavor, it brings with it challenges of maintenance costs and integration with other software and systems.

Our on demand iON Human Resources Management Solution (iON HRMS) helps you overcome these issues, covering the entire human resource management cycle, to give you a cost efficient and reliable system. Beginning with recruitment, our solution assists you through various phases of resource management in your organization. The solution also helps you keep track of the career development of employees via promotions, appraisals, transfers, etc. and tracks parameters such as leave, loans, advances, and claims and so on. Using our solution, you can better manage and utilize your workforce, while reducing the administrative tasks and paper work needed for it. Simple and easy to use, our solution can be accessed anytime and gives you:

- Scalability to match your organization's growth
- Real time, sophisticated workforce analytics for strategic decision making
- Ready to use reporting capability

- Innovative and customizable workflows to build a core foundation of your HR data and processes

Benefits

Bringing industry best practices to your HR functions, iON HRMS lets you assess and utilize your human resource potential completely. The solution:

- Increases the operational efficiency and productivity of your HR department
- Reduces HR administrative costs
- Increases employee engagement and satisfaction
- Ensures seamless flow of information between employees, supervisors, managers and administrators
- Improves leadership development and succession
- Enhances data integrity within the enterprise
- Enables you to meet compliance and audit requirements
- Enables you to view graphical analysis of data using the analytical widgets

Exit Management
- Separation Module

Hiring Management
- Recruitment Module

Performance Management
- Performance Appraisal Module
- Promotion Module

Organization Set-up and Configuration
- Org Setup
- Hierarchy
- Workflow

Profile Management
- Employee Maintenance Module

Administration
- Attendance Module
- Bulk Action (Fast-Track)
- House Keeping Module

Employee Engagement
- Training Module
- Transfer Module

Employee Benefits
- Leave Module
- Loan/Advances/ Assets Module
- Travel/Claim Module

An overview of the iON Human Resources Management Solution (HRMS)

iON HRMS Functionalities

Organization Set-up and Configuration Management

- Language, Religion, Relation Master
- Department / Workgroup Master
- Skill, Qualification Master
- Grade, Designation, Category Master
- Country, State, City Master
- Holiday Calendar/ Yearly and Financial Calendar
- Eligibility Rules
- Global Parameters
- Ledger Integration
- Workflow Configuration
- Manage User Access
- Meta Data Configuration

Recruitment and Employee Maintenance

- Recruitment Workflow Template
- Online Requisition
- Vacancy Creation
- Eforms Application Data
- Application Maintenance
- Scrutinizing Applicants
- Interview Process
- CTC Master
- Employee Number Auto Generation Master
- Employee Record Creation
- Quick Employee Record Creation
- Employee Management
- Disciplinary Action
- Employee to Site Mapping
- Rest Day Master

Employee Benefits

- Leave/Loan/Advance/Claim /Asset/Travel Masters
- Leave/Loan/Advance/Claim /Asset/Travel Applications
- Leave Credit, Leave Balance
- Leave – Attendance/ On Duty Synchronization

Training, Transfer, Deputation and Travel

- Training Course, Institute & Faculty Masters
- Training Calendar
- Employee Training Plan
- Training Application
- Employee Feedback
- Training Specific Questionnaire
- Training History
- Transfer / Deputation Application
- Deputation Charge Report (Handover/Takeover)
- Travel Application

Time and Attendance

- Shift Master
- Employee Shift Roster & Shift Rotation
- Upload Attendance
- Attendance Status & Management
- On-Duty Application

Performance Appraisal and Promotion

- Section/Goal Measures/Goal Masters
- Objective Goal Measures
- Performance Cycle
- Appraisal Template Master
- Employee to Appraisal Template Mapping
- Employee Appraisal Initiation
- Promotion Eligibility Criteria
- Eligibility Employee List
- Promotion Initiation

Separation

- Separation Application
- Employee Clearance

Additional Features

- Reporting & Site Hierarchy
- Fast-Track Application Management
- Over 50+ Library Reports (including On-Demand Reports)
- SMS / Email alerts and reminders for certain key features
- Letter Generation
- Self Service - Widgets & Quicklinks
- Analytical Widgets
- mTOP Integration for Employee Benefits
- Finance and Accounting (F&A) solution and Payroll integration for Loan, Claim and Advance modules
- Direct Integration with Payroll
- Direct Integration with SIMS

Why iON

iON provides a comprehensive solution that addresses varied IT requirements of your organization.

From hardware, network to ERP, iON is offered as a single service, in a pay-as-you-use model, allowing you to leverage the solution's true potential as your business grows. iON ensures integration of all processes along with ease of use of the software.

You gain from:

Integrated solutions

We offer single- window IT with a pre-integrated suite of hardware, network, software and services.

We ensure that your functions are digitized, automated and connected. For example, if you are using a CRM solution along with a core ERP (e.g Manufacturing) and have a document management system to organize supporting files and a HRMS, we ensure that these solutions are connected and work as one. So for you, it is simply one IT and not multiple applications. Integrated applications thus provide a comprehensive view of business enabling better decisions.

Increased agility

We bring in the agility to keep pace with changing processes or a new line of business. We help you configure the processes to work as you currently do or the software recommends and allows you to choose industry best practices based on your business parameters. The solution gives you increased convenience allowing you to perform various tasks from your mobile device, no matter where you are. Being automatically compliant with statutory requirements, the solution ensures your company is always audit ready and legally compliant.

A pay-as-you-use model

Our model eliminates capital investment up front as we facilitate procurement of the IT infrastructure and software on rent for the duration of the contract. Additionally, you only pay for the number of users who actually use the software. Thus, you pay as you use on a monthly basis which includes maintenance and training. Typically, the ROI exceeds rental within three months, when best practices are well followed.

Personalized solutions

Although iON is a cloud service, the software is configurable to each business. You will always get the flavor of your business by picking and choosing what processes you would need. Furthermore, the multilingual capability of the software allows you to customize the solution label names to read in vernacular languages (like Hindi, Marathi, Tamil etc) enabling users to learn and operate the solution with ease.

Automatic upgrades

We continuously invest in our solutions to incorporate best practices. The software is constantly enriched based on user feedback and industry and statutory changes. You will get the upgrades without disrupting your business operations or any additional cost. Being in perpetual beta ensures that there is no technology obsolescence.

Enhanced Business Continuity

Our solution offers optimal performance in normal broadband connectivity along with a stringent security mechanism to ensure your data privacy is maintained. The capacity of the solution grows with your increasing computing needs and reduces the need for IT staff.

The solution is resilient to failures as the service works from back-up data centers in the event of a disaster, ensuring continuity of business operations.

About iON

iON is a strategic unit of Tata Consultancy Services focused on Small and Medium Businesses as well as educational institutions. We provide technology by means of a unique IT-as-a-Service model, offering end-to-end business solutions for the sector.

iON caters to the needs of multiple industry segments, through innovative, easy-to-use, secured, integrated, hosted solutions in a build-as-you-grow, pay-as-you-use business model. We serve our clients with the help of best practices gained through TCS' global experience, domestic market reach, skills, and delivery capabilities.

For more information, visit us at **www.rdsbusinessservices.in/ion.html**

Contact

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YouTube Link about iON:

Youtube.com/iONCloud4SMB

About Tata Consultancy Services Ltd (TCS)

Tata Consultancy Services is an IT services, consulting and business solutions organization that delivers real results to global business, ensuring a level of certainty no other firm can match. TCS offers a consulting-led, integrated portfolio of IT and IT-enabled infrastructure, engineering, and assurance services. This is delivered through its unique Global Network Delivery Model™, recognized as the benchmark of excellence in software development. A part of the Tata Group, India's largest industrial conglomerate, TCS has a global footprint and is listed on the National Stock Exchange and Bombay Stock Exchange in India.

For more information, visit us at **www.tcs.com**

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