

PRISM ERP

Human Resource Management Module

12

Core Modules

3

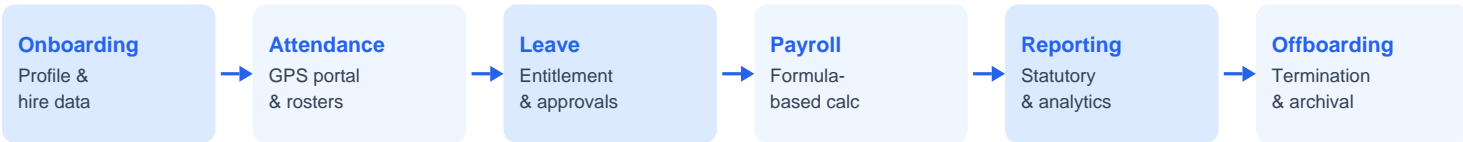
ISO Standards

8

Best Practices

An end-to-end human resource management platform covering the complete employee lifecycle — from onboarding to offboarding — including attendance, leave, payroll, qualifications, and statutory compliance. Built to ISO 9001, ISO 45001, and Sri Lankan Labour Law standards with role-based data protection. This document provides a comprehensive specification of all modules, operational best practices, ISO compliance clauses, and technical architecture layers.

EMPLOYEE LIFECYCLE FLOW



CORE FUNCTIONALITY — 12 MODULES

<p>Employee Lifecycle Management</p> <p>Centralized master data from onboarding (HireDate) to offboarding (TerminationDate), including personal profiles, National ID/Passport, and contact details.</p>	<p>Organizational Hierarchy</p> <p>Management of departmental structures (OrgStructure) and multi-level reporting lines (ReportingToID) for complex organizations.</p>
<p>Shift & Roster Management</p> <p>Definition of complex shift patterns with grace periods, flexible hours, and automated roster generation for the workforce.</p>	<p>Attendance Portal</p> <p>Real-time employee self-service clock-in/out with GPS fencing, IP whitelisting, and automated location coordinate capture.</p>
<p>Leave Management Engine</p> <p>Automated entitlement tracking based on customized Leave Policies with multi-level approval workflows and holiday-aware net-day calculations.</p>	<p>Payroll & Contribution Engine</p> <p>Configurable payroll components for earnings and deductions, pre-configured for statutory compliance including EPF, ETF, and APIT.</p>
<p>Formula-Based Salary Calculation</p> <p>Dynamic calculation logic for Gross Pay, Taxable Amount, and Net Salary using system-defined tokens and custom expressions with full audit logs.</p>	<p>Qualification Tracking</p> <p>Comprehensive registry of employee education, field of study, and certifications to support competency-based role assignment.</p>
<p>Attendance Correction Workflow</p> <p>Formal workflow for employees to request log adjustments with mandatory reason codes and manager approval for auditability.</p>	<p>Payslip Designer & Templates</p> <p>Customizable HTML-based payslip generation with professional branding support and dynamic earnings/deductions breakdown.</p>
<p>Statutory Reporting</p> <p>Instant generation of reports for EPF/ETF employee contributions and APIT tax filings aligned with Sri Lankan regulatory requirements.</p>	<p>Holiday Calendar</p> <p>Management of mercantile, bank, and company-specific holidays integrated with attendance and leave modules for accurate calculations.</p>

OPERATIONAL BEST PRACTICES

01 Employee Self-Service (ESS)

Empower staff to manage their own leave requests and view attendance logs through the portal to reduce HR administrative overhead.

03 Zero-Manual Payroll

Eliminate spreadsheet-based calculations by utilizing the system's FormulaResults JSON logs to ensure 100% accurate and auditable payouts.

05 Skill-Based Allocation

Utilize the Qualifications registry to assign the most competent employees to specialized manufacturing operations or cleaning sites.

07 Monthly Night Audits

Run the automated attendance reconciliation before final payroll processing to resolve correction requests and attendance variances early.

02 GPS-Fenced Accountability

Utilize the attendance geofencing feature (attendance_geofence_radius) to ensure transparency for site-based and field-service personnel.

04 Proactive Roster Planning

Sync the Shift Roster with the Leave module to visualize staffing gaps before approving requests, maintaining operational continuity.

06 Digital Document Trail

Maintain a paperless HR office by linking certificates and ID documents directly to employee records in the system.

08 Transparent Payslips

Ensure every payslip clearly breaks down earnings and deductions to minimize employee inquiries and build organizational trust.

ISO STANDARDS COMPLIANCE

ISO 9001:2015

Quality Management System

Clause 7.1.2 — People

Ensures the organization determines and provides the persons necessary for the effective implementation of its QMS.

Clause 7.2 — Competence

Managed via the Employee Qualifications sub-module, ensuring education, training, and experience are documented and current.

ISO 45001:2018

Occupational Health & Safety

Training Compliance

Integration with the training registry ensures all personnel assigned to high-risk roles (Cleaning/Manufacturing) possess valid safety certifications.

Data Protection & Privacy

Secure Data Handling

Role-Based Access Control

Secure handling of sensitive personal data — National ID, Passport, Bank Details — with restricted role-based access to protect privacy.

Sri Lankan Labour Law

Statutory Compliance

EPF / ETF Act

Pre-configured contribution types for Employee (8%) and Employer (12% / 3%) statutory requirements with automated payroll generation.

Shop & Office Employees Act

Governance of leave entitlements (Annual/Casual/Medical) and overtime (OT) calculation rules aligned with local legislation.

TECHNICAL ARCHITECTURE LAYERS

PEOPLE

Employee Master & Org Structure

Centralized employee profiles with organizational hierarchy, multi-level reporting lines, and complete lifecycle tracking from hire to termination.

TIME

Attendance & Shift Engine

GPS-fenced clock-in/out portal with IP whitelisting, automated roster generation, correction workflows, and holiday calendar integration.

ABSENCE

Leave Management Engine

Policy-driven entitlement calculation, multi-level approval workflows, and real-time roster visibility to prevent operational staffing gaps.

PAY

Payroll & Contribution Engine

Formula-based gross-to-net salary calculation, configurable earning/deduction components, and statutory EPF/ETF/APIT contribution generation.

COMPLIANCE

Qualifications & ISO Controls

Certification registry linked to role assignments ensuring ISO 9001 competence documentation and ISO 45001 safety training compliance.

OUTPUT

Payslip & Statutory Reporting

Branded HTML payslip generation and instant statutory report output for government filings, tax declarations, and audit trails.