OPEN HRMS

Odoo 14 Webinar



Open HRMS Webinar

6:30 AM to 8:30 AM EST

04:00 PM to 06:00 PM IST

08

APRIL

www.openhrms.com

Course Contents

What is Open HRMS?

Open HRMS is an open source HR Management software that envisions building a happier workforce. Open HRMS takes care of all your HR processes while you take care of your employees. The most advanced Open Source HR Management software works well for both small and large sized enterprises. Open HRMS software provides proper backup for the functioning of the HR department. The Open HRMS software automates every process happening in the HR department, reducing the workload of the HR department, and boosting their productivity. Also all the data about the organization are digitally stored when the Open HRMS software comes in to work.

Course Objective

The key objective behind this **Open HRMS Webinar** is to literate the users, Consultants, HR, Partners and other public on Open HRMS software that provide proper backup for the functioning of the HR department and which automates every process happening in the HR department, reducing the workload of HR department, and boosting their productivity. The webinar envisions sharing how Open HRMS functions in various modules and how Open HRMS incorporation at the business place improves the operational speed and effectiveness.

The Webinar will cover the Open HRMS modules in Odoo 14 and create a strong knowledge base for attendees. The demonstration of the key app will provide participants an in-depth overview.

Duration : 2 Hour

Date **:** 08-April-2021

Time **:** 6:30 AM to 8:30 AM EST (04:00 PM to 06:00 PM IST)

Medium **:** ZOOM

Course Essentials

- Passion for learning Open HRMS Functionality
- Basic knowledge in handling PC
- Internet Connectivity
- Basic Ideas about HR management in Organisation.
- Access to Odoo Online/Local Instance

Preferred Candidates

The ideal candidates should be either of the following, however it isn't limited.

- End Users
- HR Managers
- HR Consultants
- Business Analyst
- Product Managers
- Process Champions
- IT Administrator and IT support
- Sales & Marketing Managers

Course Content

1. **Introduction**
2. **Dashboard**
    a. Dashboard Management with Odoo 14 Open HRMS.
    b. Leave analysis from the Dashboard view in Odoo 14 Open HRMS.
    c. The Upcoming birthdays and Announcements and Event Notifications from Odoo 14 Open HRMS Dashboard.
3. **Announcement**
    a. Upcoming celebrations, off days, special events Announcements with Odoo 14 Open HRMS Announcement modules.
    b. Announcement types in Odoo 14 Open HRMS Announcement modules.
4. **Employee**
    a. Creating Employees and Contracts for Employees in Open HRMS.
    b. Managing Department for Employees in Open HRMS.
    c. Managing Job position with Open HRMS Employee module.
    d. Planning and creating Activity types with Open HRMS Employee module.
    e. Setting Challenges and Badges for employees in Open HRMS Employee module.
    f. Employee Skill Management with Open HRMS Employee module.
    g. Employees presence control in Open HRMS Employee module.
5. **Recruitment**
    a. Creating different job positions with Open HRMS Recruitment module.
    b. Setting Refuse reasons for application in Open HRMS Recruitment module.

c. Managing applicant application with Open HRMS Recruitment module.
d. Online Job Posting with Open HRMS Recruitment module.
e. Setting Interview forms for Recruitment process with Odoo.

6. Attendance

a. Normal Check In/ Check Out attendance management in Open HRMS Attendance module.
b. Setting Kiosk mode in the Open HRMS Attendance module.
c. Manage Employee PIN and Badge Id with Open HRMS Attendance module.
d. Attendance Regularization in Open HRMS Attendance module.
e. Manage Employees attendance in Open HRMS.

7. Time Off / Leave

a. Managing Leaves of Employees in Open HRMS Leave module.
b. Creating different Leave types and allocating them in Odoo Open HRMS Leave module.
c. Setting different approval for Time Off request in Odoo Open HRMS Leave module.
d. Different mode for setting Allocation requests in Open HRMS Leave module.
e. Leave request aliasing with Open HRMS Leave module.

8. Payroll

a. Employee and their Contract management with Odoo Open HRMS Payroll.
b. Generating Payslip in Open HRMS Payroll module.
c. Manage Payslip as batches in Open HRMSPayroll module.

d. Setting different Salary types and structure with Open HRMS Payroll.
e. Salary rules and Parameters in Open HRMS Payroll module.
f. Setting Payslip batches in Open HRMS Payroll module.
g. Managing Salary information file in Open HRMS Payroll module.

9. Employee Transfer

a. Managing Employee Transfer with Open HRMS Transfer module.

10. Employee Resignation

a. Employee Resignation Management with Open HRMS Employee Resignation module.
b. Setting different Approval levels in the Open HRMS Employee Resignation module.

11. Employee Overtime Request

a. Employee Overtime Request management with Open HRMS Overtime module.
b. Different Overtime request types in Open HRMS Overtime module.

12. Employee Disciplinary Tracking

a. Managing Disciplinary action against employees with Open HRMS Disciplinary tracking module.
b. Setting Approvals and defining action against the employee according to the Explanation in Open HRMS Disciplinary tracking module.
c. Setting Discipline Categories in Open HRMS Disciplinary tracking module.

13. Employee Insurance Management

a. Tracking the insurance details allowed for employees with Open HRMS Employee Insurance Management module.
b. Managing Insurance installment in Open HRMS Employee Insurance Management module.

14. Employee Exit/Entry Checklist

a. Managing the On-boarding and Off-boarding process with Employee Checklist in Open HRMS.
b. Managing the Entry/Exit percentage with Open HRMS Employee Checklist module.

15. Employee Documents

a. Manage the employee related documents with Open HRMS Employee Document module.
b. Setting Document Template in Open HRMS Employee Document module.

16. Employee Loan Management

a. Employee Loan Management with Open HRMS Loan Management.

17. Salary Advance

a. Managing Salary advance from employees with Open HRMS Salary advance module.
b. Setting Advance salary percentage limit in Open HRMS Salary advance module.
c. Setting different Approval level for salary advance with Open HRMS Salary Advance module.

18. Custody Management

a. Managing transparent custody of company resources with Open HRMS Custody module.
b. Managing properties of the company with the Open HRMS Custody module.
c.

19. Biometric Device Integration

a. Managing the Attendance by integrating Thumb / Face detection devices with Open HRMS Biometric device integration module.
b. Configuring multiple devices in Open HRMS Biometric device integration module.

20. Employee Shift Management

a. Create and manage employee work shifts with Open HRMS Employee Shift module.
b. Automatically assign new shifts according to the shift sequence in Open HRMS Employee Shift module.

21. Employee Background Verification

a. Verifying the employee's background through a verification agent in Open HRMS Employee Background Verification module.
b. Setting Verification agent in Open HRMS Employee Background Verification module.