PREHR (MIC)
We make you Demand HR
Mikhil Innovative Consultants Pvt. Ltd. Pune

LICENTIATE HR DUTIES PROGRAM

COURSE CONTENT

MODULE 1- MANPOWER PLANNING / RECRUITMENT & SELECTION

- Manpower planning as per company business need.

- Manpower Requisition Form as per functional department need.

- Job Analysis Process, Preparing Job Description and Job Specifications

- Bulk Recruitment & Niche Hiring

- Mapping & Head Hunting.

- Job Portals (Naukri, Monster, Timesjobs)

- Social networking sites (LinkedIn, Facebook)

- Screening and Evaluation

- CV Short listing of Candidates

- Arranging Interviews (Telephonic, Face-to-face Interview)

- Selection, on boarding a qualified person for a job

- Joining Formalities

- Drafting Offer Letter, Appointment Letter – as per company need.

- Induction of employees

- Background Verification

- Exit interview, assessing details for corrective measures

- Relieving with Full & final settlement

MODULE 2- COMPENSATION AND BENEFITS

2.1 PAYROLL PROCESSING

- Preparing MIS Report for Payroll
- Leave management (CL, EL, SL, and ML etc)
- Salary components- Basic, DA, HRA, Conveyance, Medical allowances and other allowances
- Gross salary, Net salary, In hand salary, Taxable salary, CTC, Allowances
- Statutory components- PF, ESI, Bonus, Gratuity etc.
- Preparation of Break- up salary, Designing CTC and salary break up and discussion on Benchmarking Compensation and benefits.
- Payroll Procession on Live Database with Our Client Database on ERP/Excel
- Full & Final Settlement (Payroll Dept & Finance Dept)
- Salary slips preparation
- Salary Disbursement system - By Bank Account , By cheque , By cash

2.2 TAX PLANNING FOR SALARIED EMPLOYEES
- TDS Slabs (Salaried People)
- Calculation of TDS for Men, Women, Senior Citizens, Super Senior Citizen
- Education Cess
- Routine Tax Planning, FORM 16 Generation ,Income Tax Filing, Returns
- Tax Exemptions Under different Sections

2.3 MS EXCEL- LAB SESSION
- PF report in Excel sheet
- ESI report in Excel sheet
- Professional report Tax
- Salary Calculation / Payroll On Excel
- Leave /Attendance Management on Excel
- MIS Reports in Excel sheet.
- Pivot Table, Goal Seek. Macros, Run
- Auto & Advanced filters
- V-Lookup , H-lookup
- Splits and Freeze Panes

2.3 STATUTORY COMPLIANCES

- **Employee's Provident Fund and Miscellaneous Provisions Act, 1952**
  (Act in detail, Online e-filling, ECR, UAN, KYC Update, PF Withdrawal etc)

- **Employee's State Insurance Act**
  (Act in detail , IP,Accident Form, Online Registration etc)

- **Profession Tax for all States**
  (Act in detail for different states, Online e-filling, Monthly and Annual Returns etc)

- **The Bombay Shops & Commercial Establishment Act, 1961 OR Other States**
  (Act in detail, Registration, maintenance of register, renewal of License etc)

- **The Payment of Wages Act, 1936.**
  (Act in detail, Maintenance of registers under the act)

- **The Payment of Bonus Act, 1965.**
  (Act in detail, Maintenance of forms, Annual Returns etc)

- **The Payment of Gratuity Act, 1972**
  (Act in detail, Maintenance of forms)

- **The Contract Labour (Regulation & Abolition) Act, 1971**
  (Act in detail, obtaining License, maintenance of register, Annual Return submission etc)

- **Maternity Benefits Act**
  (Act in detail, Register /Documentation, Paid Leaves allotment, maternity bonus, Annual Returns etc)

- **Workman Compensation Act**
  (Act in detail, Register /Documentation, etc)

- **Maharashtra Labour Welfare Fund Act**
  (Act in detail)

MODULE 3- T&D / PERFORMANCE MANAGEMENT SYSTEM/ HR POLICIES

3.1   TRAINING & DEVELOPMENT

- Training need analysis
- Review of the organizations Skill Matrix & Training & Development Policies and Procedures
- Training Budgeting Design
- Preparation of Training Calendar.
- Selecting trainers for the training programme
- Post Training Evaluation.
- Training and Development Software

3.2   PERFORMANCE MANAGEMENT SYSTEM / APPRAISALS

- Performance management techniques
- Methods of Appraisal Process, Skill Matrix, Making of KPI, Ratings and reward
- Designing the appraisal forms.
- Monitoring Employee Performance ,
- Employee Development, Evaluating Employee Performance
- Review /Restructuring/Benefits & Rewards.
- PMS Software

3.3   HR POLICIES and SYSTEM IMPLEMENTAION

- Designing and Implementation of various HR policies as per the need of business objective
- Competency Mapping
- Employee Engagement.
- HR Scorecard
- HR Audit. ISO Expectation from HR Dept.