

## Human Resources, Payroll & Time and Attendance

### CONTACT



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- Multi Company with different parameters, multi branches, departments, and categories.
- Bank Master for direct Pay transfer.
- Shift details with parameters for OT calculation, lateness/early departure ignored, break time calculation, clocking time filter, permission allowed, meal allowance and night allowance set up, etc.
- Shift structure (Fixed, flexi time, Automatic roster setup depending on time clocked, import of roster from excel format).
- Pay period setting per year.
- Pay structure defining income, deductions, company contributions, allowances, bonus, transport, NPF, NSF, Levy
- Public Holidays entry. Automatic recurring holidays like 1,2 Jan, 1 May, 12 Mar, and 25 Dec.
- Leaves details set up with eligibility pro rata or after 1 year, allotment per year with differentiation of 5 and 6 days work per week, and applicable to Sat, Sun, PH or not.
- EDF Structure categorisation.
- Employee master file updation (All details can be imported from an excel table) with all personal details, insertion of all warning and appreciation with attached scanned letters and certificates, employee photo, etc.

### SUPPORTS

- Multiple Locations
- Multiple Companies
- Multiple Users
- Multiple Time Devices

### REPORTS

- Statutory Reports
- Management Reporting
- Customizable Reports



## FEATURES

- Data Import and Export
- Quick process
- Quick search
- Efficient filters
- Easy customization
- User-defined pay period
- User-defined Pay Structures
- Customizable Pay slips
- Advance Management
- Bonus
- NPS, NPF, EPZ, Levy and PAYE
- Statutory Reports
- Time Attendance
- Payroll & Benefits
- Leave Management
- Overtime Management
- Shift Management
- Holiday Management
- Document Management
- Loan & Advance Management
- Employee master multi updates – for bulk modification on a single screen for a specific requirements by filter.
- Transport planning updation automatically calculating no. of passengers per route, per shift or on OT.
- Employee loan and advance on pay management.
- Additional unexpected income/deduction entry.
- Payroll process and salary details report.
- Data capture and process from time recorders/ application.
- Leave entry with all historic.
- Manual entries with log records.
- Attendance details with filtered reports and screen updation of manual entries. Filter with e.g. late hours > 1 hr and /or OT > 1 hr or leave or with multi discrepancies.
- PAYE, NPF, EPZ, EPZ Loan, Emolument, and Special Allowance all as per MNS/ MRA standard csv files

