

System Features List

1. Time and Attendance, Payroll

“Time and Attendance, Payroll” system is used for the monitoring and maintenance of Time and Attendance, Payroll transactions in an organization. This software will allow for the electronic recording, storing, and retrieval of Time and Attendance, Payroll related transactions. This will permit to generate reports that are needed to run the business.

Features

1. Company setup
2. Employee categorization
3. Shift Management
4. Leave Entitlements
5. Shift Rest Time Entitlement
6. Fixed and Variable Roster Management
7. Leave Management (Request/Grant/Approvals)
8. Time Attendance Management
9. Any Fingerprint & Time Attendance Machine Plug and play
10. Time attendance Method's
 - I. Manual Entry
 - II. Database reading
 - III. Text File reading
11. Salary and Allowance Increment
12. Company Loan Management
13. Employee Bank Loan Management
14. Advance Process
 - Amount
 - Process
 - Percentage from Basic
15. Variable/Fixed Additions and Deductions
16. Salary Process
 - All Employee
 - Selected Category
 - I. Selected Employee
17. Time attendance and Payroll Repots
18. Individual Pay slip (Customize to employee)
19. Pay Ledger
20. Attendance Reports
 - OT/Late/Leave
21. Bank Electronics Salary Transfer System (text file)
22. User Security & Roll Privileges

Systems Environment

1. Master Data
2. Transactions
3. Reports
4. Security

1. Master Data

- I. Company - This may includes company details.
- II. Location– This may includes existing location details (main office, sub location detail).
- III. Department– Existing Departments in the company.
- IV. Set Leave Entitlement – Create schedule for Leave Entitlement, can make different schedules for different type of Employee category.
- V. Set Shift Rest Time Entitlement – Create schedule for Shift Rest time Entitlement can make different schedules for different type of Employee category.
- VI. Category – Set attributes for Employee categories which will be varied for each (eg : define shift type, month, deduction method, etc...)
- VII. Designation – Define designations belongs to company.
- VIII. Shift–This master file is used to make different shift types, which are related to each employee category. This may either variable or fixed shift type. And can define OT calculation method for each shift.
- IX. Employee – There will be all detail related to employee in this master file. This may include Employee Personal detail, Salary information, Official Information, Account detail, etc...
- X. Employee Category Change – If any changes have been occurred in existing employee, have ability to change employee category as per the requirement.
- XI. Salary Increment - Grant increments for employee. This may effect as an employee, department, and category or all employees. (Basic Increment , Fixed Allowances)
- XII. Allowances – This is used to define company allowances. These allowances can set as salary effect or Separate Payment allowance, EPF effect, OT effect. And also these allowances may fix or variable allowance and can activate or inactivate when required.
- XIII. Deduction - This is used to define company deductions. These deductions may either EPF effect or not and may fix or variable deduction and can activate or inactivate when required.
- XIV. Define Loan Type– Define Company issuing Loans to employees.
- XV. Customer Category – Use to categories the customers.
- XVI. Customer – This is customer detail master file.
- XVII. Bank– Use for bank and detail related to company.
- XVIII. Table
 - Stamp Duty
 - PAYE Tax

- Company Rates Detail – This master file will be used to decide company OT Rate, Salary Rate, No Pay Rate for the entire year.

2. Transactions

- I. Set Month Calendar – This will use to set monthly calendar as per the company decided method.
- II. Fixed Shift Roster–This Roster will be defined for fixed shift employees. Can assign predefined shifts for each days assigned in monthly calendar.
- III. Roster Main - This Main Roster is for variable shift employees.
- IV. Other Shift Information - This also use for variable shift employees, when required other shifts rather than existing main roster.
- V. Leave Transaction Entry
 1. Leave Request– Use to make leave request. It will View all requested leave detail of Employee and balance leave available to be taken.
 2. Enter Leave – This is used to enter requested leave and also has ability to approve that leave in same time.
 3. Leave Approval – This is used to approve entered leave.
- VI. Attendance Entry
 1. Manage Attendance Machine
 2. Download Attendance
 3. Enter Employee Movements – Use to enter employee attendance manually. After entered clock in and clock out, it will automatically calculated OT hours and late hours for each employee. This OT and Late hours will be calculated as per the shift master file which was allocated to employee or category through fixed shift roster for the period. If that employee has got leave, it will mark as leave. If there is no clock in/out it will mark as absent.
- VII. Advance
 1. Advance Process – Use to define advance Detail.
- VIII. Allowance Entry
 1. Allowance Entry- Fixed – Use to give “Fixed” type allowances, which were defined in Allowance master file.
 2. Allowance Entry – Variable– Use to give “Variable” type allowances, which were defined in Allowance master file.
- IX. Deduction Entry
 1. Deduction Entry- Fixed – Use to deduct “Fixed” type deductions, which were defined in Deduction master file.
 2. Deduction Entry – Variable– Use to deduct “Variable” type deductions, which were defined in Deduction master file.
- X. Loan Entry – Use to do loan transactions, which was defined in Loan master file.

- XI. Loan Inactive Detail – This is used to temporary inactivate given loan for pre defined month and year. If inactivated that loan deduction will not be deducted when salary calculation process.
- XII. Loan Posting to GL – Use to transfer loan detail automatically to the company Accounts ledgers.
- XIII. Monthly Loan Deduction Posting to GL – Use to transfer monthly loan deduction details to company Accounts Ledgers.
- XIV. Employee Bank Loan – Use to Employee bank loan transaction. The bank loan will be deducted at the end of salary process.
- XV. Salary Process – The salary will be processed as per the details and information given for the salary month.

3. Information (Reports)

Master Listing

- i. Personal
- ii. Official
- iii. Salary
- iv. Accounts
- v. Salary Stop

Time Attendance Report

- I. Roster Detail (Variable Shift Employee)
- II. Daily Attendance Downloaded Data
- III. Daily Attendance Summary
- IV. Attendance Detail Report
- V. Leave Detail Report
- VI. Leave Request Detail Report
- VII. Leave Approval Detail Report
- VIII. Leave Month Detail

Payroll Report

- I. C and R Form
- II. EPF/ETF Summary Report
- III. Payroll Ledger
- IV. Loan Deduction Information
- V. Pay Slip

Monthly Transactions

- I. Attendance Entry Listing
- II. Attendance Listing – Duty Location
- III. Attendance Summary – Duty Location
- IV. Advance Entry Listing
- V. Advance Entry – Fixed
- VI. Advance Entry – Variable
- VII. Advance Entry – Summary
- VIII. Deduction Entry – Fixed
- IX. Deduction Entry – Variable
- X. Deduction Entry – Summary

Loan

- I. Loan Outstanding
- II. Bank Loan Outstanding

Security

- I. User Group
- II. User Permission
- III. Change Password

Backup Database/ Restore

Data Transfer

Bank Transfer – Bank Transfer Advance and Salary – Slips (SLIP)