Attendance, payroll & HR Management systems

- ✓ System Configuration
  - Working Days
  - Working Hours
  - Holiday Entering through the Calendar
  - OT Rate Configuration for Different Days
  - Shift Creation
- ✓ Master Files
  - Department
  - Sub Department
  - Section
  - Sub Section
  - Line
  - Row
  - Designation
  - Employee
  - Job Categorize
  - Earnings & Deduction

- ✓ Employee Allocation
  - Leave Allocation
  - Salary Calculation Method
  - Salary Payment Method
  - Earnings & Deductions Allocation

- ✓ Time Attendance System
  - Capturing in time & out time
  - NO Pay Calculation
  - OT Calculation
  - Attendance Directly Read From finger Print Scanner
  - Attendance Manual Entering
  - Attendance Time Edit Facility

- ✓ Roster Management
  - Roster Creation
  - Employee Assignment

- ✓ Employee Transaction

- Employee Appointment
- Employee Resign
- Employee Suspend
- Promotions

✓ Loan

- Granting Loans
- Interest calculation
- Monthly Installment
-

✓ Salary Advance

- Salary Advance Entering

✓ Leave Handling

- Leave Request
- Leave Approval
- Total Leave Management eg Casual, Annual, Medical, Short Leave, No Pay

✓ Salary Increments

- Salary increments for a particular Segments

✓ Bonus Calculation
✓ Gratuity Calculation

✓ Adjustment

- Attendance Process Cancelation
- Salary Process Cancelation
- OT Adjustment
- No Pay Adjustment
- Loan monthly installment plan adjustment
- Special Incentive Allocation

✓ Disciplinary Action Recording
✓ Employee Qualification Recording
✓ Employee previous employment details recording

✓ e-Returns

- EVEMP Format creation
- EVEMC Format creation

✓ Reports

- Category wise Employee Details
- Attendance

- o Monthly Summary
- o Attendance Details
- o Absent report
- o Late Report
- o OT Report
- o No Pay Report
- o Leave Report
- Salary Advance
  - o Salary Advance Note
  - o Salary Advance Details
- Loan Report
- Pay Slips
- Salary Sheet/Summary
- Coin Analysis Report
- EPF/ETF Reports
  - o EPF/ETF Monthly Report
  - o C Form
  - o R4 Form
  - o R1 Form
  - o ETF Six Month Report
- Tax Report
  - o Certificate of Income Tax
  - o Schedule(Form 9A)
  - o P.A.Y.E Pay Sheet(T-6)
  - o Annual P.A.Y.E Tax Report
  - o T9
  - o T10
- Annual Report
- Gratuity Reports
- Bonus Reports

General Features

- ✓ **Multi user support**
- ✓ **Highly Secured**
  - Group wise security
  - Individual Security can be overwrite
  - Authority
- ✓ **Auto backup system**
- ✓ **Report Export Option to different medias**
- ✓ **Generating multiple reports while in the same screen**
- ✓ **Auto code generation for the master files**
- ✓ **Customized master file code generation**
- ✓ **Customized mandatory fields for the master files**
- ✓ **Customized master files linking levels**
- ✓ **Customized code restriction in the transactions based on the supplier**