

	HR	TA (Time Attendance)	Payroll	System
Core	<ul style="list-style-type: none"> 1 Single Company Setup 2 Multi-level department setup 3 Employee maintenance (Employee ID, Name, Dept, Position) <input checked="" type="checkbox"/> Included 			<ul style="list-style-type: none"> 1 User login with access right control 2 Language select by user 3 Report export to MSEXCEL 4 Operation log 5 Database maintenance 6 Max. 50 active employees <input checked="" type="checkbox"/> Included
HR / Accounts / Admin (BASIC)	<p>HR Basic Module</p> <input type="checkbox"/> <ul style="list-style-type: none"> 1 Employee records include <ul style="list-style-type: none"> 1.1 Personal particulars 1.2 Employment records 1.3 Movement records 1.4 Contact information 1.5 Family information 1.6 Education & Working experience 1.7 Remarks 2 Leave management <ul style="list-style-type: none"> 2.1 Leave type setup 2.2 Day / Day-Hour-Min display unit 2.3 Leave take record input 2.4 Manual entitlement 2.5 Leave balance calculation 3 Basic Employee Filter <ul style="list-style-type: none"> 3.1 Staff ID / Staff Name / Dept / Position / Grade / Employment status / Qualification 4 Reminder function <ul style="list-style-type: none"> 4.1 Probation reminder 4.2 Employment days reminder 4.3 Birthday reminder 5 Reporting <ul style="list-style-type: none"> 5.1 Employee List 5.2 Personal Data Sheet 5.3 Employee Employment Report 5.4 Employee Movement Report 5.5 Employee Education List 5.6 Individual Leave Report 5.7 Department Leave Report 5.8 Employee Leave Take Report 	<p>TA Basic Module</p> <input type="checkbox"/> <ul style="list-style-type: none"> 1 Duty group setup 2 Roster setup (by employee / Duty group) <ul style="list-style-type: none"> 2.1 Normal Duty setup 2.2 Holiday setup 2.3 Over time setup 2.4 "Long / Short week" supported 2.5 "Calendar view" user interface 2.6 Duty assignment by rules 3 Clock card handling <ul style="list-style-type: none"> 3.1 Support electronic card reader / Fingerprint device 3.2 Auto / Manual download 3.3 Multi-reader supported 3.4 Lost card handling 4 Time attendance analysis <ul style="list-style-type: none"> 4.1 Various calculation <ul style="list-style-type: none"> 4.1.1 Lateness, early leave 4.1.2 Overtime 4.1.3 Working hours <ul style="list-style-type: none"> 4.1.3.1 Actual / Counted working hrs 4.1.3.2 Holiday / Leave working hrs 4.2 Absence 4.3 Missing punch card 4.4 Amendment with last-update user name & date time 4.5 Day-back analysis supported 5 Time attendance record checking <ul style="list-style-type: none"> 5.1 By Individual / Dept / Company <ul style="list-style-type: none"> 5.2.1 Staffs / Dept / Company 5.2.2 Attendance status 5.2.3 Date range 6 Reporting <ul style="list-style-type: none"> 6.1 Transaction Report 6.2 Individual Attendance Report 6.3 Department Attendance Report 6.4 Daily Attendance Report 6.5 Department Overtime Report 6.6 Individual Punch Time Report 6.7 Daily Punch Time Report 	<p>Payroll Basic Module</p> <input type="checkbox"/> <ul style="list-style-type: none"> 1 Supported salary calculation period : Monthly / Bi-weekly / Weekly / Daily 2 Multi Salary Categories 3 Employee basic salary setup 4 Employee allowance setup 5 Employee payment record maintenance 6 Salary profile setup 7 Payroll variable setup 8 User defined payroll formula <ul style="list-style-type: none"> 8.1 Linkage with : <ul style="list-style-type: none"> 8.1.1 Personal data 8.1.2 Employment data 8.1.3 Time attendance data 8.1.4 Leave data 8.2 Tax calculation 9 MPF setup & calculation (Master Trust Scheme) 10 Salary record generation 11 Reporting <ul style="list-style-type: none"> 11.1 Payroll List 11.2 Payroll Detail List 11.3 Payroll & Tax Detail List 11.4 Remittance Statement Report 11.5 Employee Wages List 11.6 Payroll Variance Report 11.7 Individual Payroll Summary Report 11.8 Employee One-off Payment Record Report 	<p>[No. of con-current user]</p> <ul style="list-style-type: none"> Per extra 5 con-current user license <input type="checkbox"/> Per extra 3 con-current user license <input type="checkbox"/> Per extra 1 con-current user license <input type="checkbox"/> <p>[No. of active employees]</p> <ul style="list-style-type: none"> Max. 100 active employees <input type="checkbox"/> Max. 200 active employees <input type="checkbox"/> Unlimited no. of active employees <input type="checkbox"/> <p>[Others]</p> <ul style="list-style-type: none"> Multi-Company supported <input type="checkbox"/>
HR / Accounts / Admin (ADVANCE)	<p>HR Advance Module</p> <p>*** HR Basic Module Required</p> <input type="checkbox"/> <ul style="list-style-type: none"> 1 Advance Employee records include <ul style="list-style-type: none"> 1.1 Skill & Training records 1.2 Staff belongings records 1.3 Cards & License records 1.4 Bonus & Penalty records 1.5 Insurance records 2 User-defined data fields <ul style="list-style-type: none"> 2.1 Up to 10 text fields & 2 memo fields 3 Service year calculation for re-join staffs 4 Leave entitlement <ul style="list-style-type: none"> 4.1 Entitle plan setup 4.2 Calculated by join date / common leave year (Cutoff date) 4.3 Leave balance brought forward <ul style="list-style-type: none"> 4.3.1 Support upper limit and 	<p>TA Advance Module</p> <p>*** TA Basic Module Required</p> <input type="checkbox"/> <ul style="list-style-type: none"> 1 Special duty handling : <ul style="list-style-type: none"> 1.1 Overnight Duty 1.2 Flexi Hour Duty 1.3 Fix Working Hour Duty 1.4 Flexible Break Hour 1.5 Multi-Flexible Hour 1.6 Specific Duty Location & Duty Type 2 "Quick Set" function for duty roster 3 Overtime application 4 Accumulated overtime 5 OT. to Leave conversion 6 Attendance records approval 7 Special Late allowance by punch card location 8 Reporting 	<p>Payroll Advance Module</p> <p>*** Payroll Basic Module Required</p> <input type="checkbox"/> <ul style="list-style-type: none"> 1 Payment centre setup 2 Multi employer Bank A/C setup 3 Advanced payroll formula setup <ul style="list-style-type: none"> 3.1 Group total/average calculation 4 Custom calculation period by salary item 5 MPF Voluntary Contribution <ul style="list-style-type: none"> 5.1 Fixed amount 5.2 Fixed percentage by group / individual employee 6 MPF setup and calculation for Industry Schemes 7 Employment (Amendment) Ordinance 2007 supported (calculation on the basis of the 	

	auto expiry 4.3.2 Adjust by year / leave balance 4.4 Real time / Year-end calculation 4.5 Support advance entitle calculation 5 Advance Employee Filter 5.1 Join date / Resign date / Contract date / Age / Skill / Black list staff 6 Advance Reminder function 6.1 Join / Resign date reminder 6.2 Cards expiry reminder 6.3 Insurance reminder 6.4 Return of belongings 6.5 Check list for resign staffs 7 Reporting 7.1 Name Card 7.2 Employee Skill List 7.3 Employee License List 7.4 Employee Bonus/Penalty List 7.5 Employee Belongings List 8 Data Import / Export 8.1 Employee master export 8.2 Leave records import from MS EXCEL 9 Advance User Access Right Control 9.1 By Department 9.2 By Grade 9.3 By Resign Date 10 Date Lock Protection 10.1 Leave Take records	8.1 Employee Attendance Report 8.2 Attendance Overview Report 8.3 Employee Roster List 8.4 Employee Roster 8.5 Web User Management List (for e-Attendance / retail web module only) 9 Data Import / Export 9.1 Time attendance result export 9.2 Punch card transaction file import (Standard format) 9.3 Public holiday list import 10 Date Lock Protection 10.1 Time Attendance records	average of the wages earned by the employee during the period of 12 months immediately before the specified dates) 8 Reporting 8.1 IR56 B/E/F/G report 8.2 BEA MPF (Compatible) Remittance statement (New Join) / (Normal) HSBK MPF (Compatible) Remittance statement (New Join) / (Normal) EZ Pay integration 8.4 713 Average Daily Salary Breakdown Report 9 Data Import / Export 9.1 Salary records export 10 Bank Autopay file export (Any one of below) 10.1 HSBC - MRI 10.2 Hang Seng - MRI 10.3 BOC - CBS Online 10.4 Standard Charter - DGP 10.5 DBS 10.6 BEA - ECP 10.7 SCB 10.8 Citibank – CitiDirect GDFD 10.9 Citibank – Paylink 10.10 HR21 - EZ-PAY 11 IR56B file exportation 12 MPF contribution file export (Any one of below) 12.1 AIA 12.2 Manulife 12.3 HSBC (ver 2.10) 13 Commission records import 14 Claim records import 15 Date Lock Protection 15.1 Basic Salary records 15.2 Payment records 15.3 Salary records	
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HR / Accounts / Admin (OPTIONAL)	Letter Management <input type="checkbox"/>	MIFARE card issue utility <input type="checkbox"/>	Cost Centre & Cost Analysis (Standard) <input type="checkbox"/>	
	Organization Chart <input type="checkbox"/>	Roster import function in MS EXCEL format. <input type="checkbox"/>	Sales Commission calculation for multi-locations <input type="checkbox"/>	
	Personal data encryption <input type="checkbox"/>	CWRA worker attendance module 1. Import worker's information which is exported from SATM system. 2. Generate Site Daily Attendance Report (DAR) in CWRA required format <input type="checkbox"/>		
	Optional HR report(s) <input type="checkbox"/>	Optional TA report(s) <input type="checkbox"/>	Optional Payroll report(s) <input type="checkbox"/>	
MANAGEMENT (OPTIONAL)	e-Leave module 1 e-Leave approval 1.1 Online approve / reject leave application(s) 1.2 Max. 5 approval levels 1.3 Inform applicant by email 2 e-Leave application 2.1 Online submit leave application 2.2 Inform manager by email 2.3 Leave summary query 2.4 Online leave reports 3 Reporting 3.1 Leave Application Report <input type="checkbox"/>	e-Attendance module 1 Check / Approve subordinates attendance records 2 Online check his own attendance records 3 Online attendance reports <input type="checkbox"/>		
STAFF (OPTIONAL)	e-Form submission Online submit electronic form <input type="checkbox"/>		Email payslip module <input type="checkbox"/>	
I.T. (OPTIONAL)			Online payslip report <input type="checkbox"/>	
RETAIL SHOP (OPTIONAL)		Retail Web Module 1 Include 5 shop licenses 2 Duty Roster assignment 2.1 Direct keyboard input 2.2 Copy function by date range 2.3 Statistic of shift duty & working hrs 2.4 Statutory Holiday (SH) taken		Data Dictionary <input type="checkbox"/> Per extra 1 Shop License <input type="checkbox"/>

		<p>reminder</p> <p>3 Timesheet query / amendment / Approval</p> <p>4 Support staff loan between shops</p> <p>5 Reminder</p> <p>5.1 Non-approved records</p> <p>6 Online Reporting</p> <p>6.1 Roster Detail Report</p> <p>6.2 Employee Roster Report</p> <p>6.3 Employee Roster List</p> <p>6.4 Daily Attendance Report</p> <p>6.5 Individual Attendance Report</p> <p>6.6 Department Attendance Report</p> <p>6.7 Department Overtime Report</p> <p>6.8 Attendance Overview Report</p> <p>6.9 Employee Leave Take Report</p> <p>6.10 Department Leave Report</p> <p>6.11 418 Report</p> <p><input type="checkbox"/></p>		
		<p>Virtual time-clock</p> <p><input type="checkbox"/></p>		
AUTOMATION (OPTIONAL)	<p>System Integration (File Import)</p> <p>1 New join / Resign staffs import</p> <p>2 Employee movement import</p> <p><input type="checkbox"/></p>	<p>System Integration (File Import)</p> <p>1 Device User List import</p> <p><input type="checkbox"/></p>		
	<p>System Integration (File Export)</p> <p>1 Employee records export</p> <p><input type="checkbox"/></p>	<p>Abnormal attendance monitoring</p> <p>1. Auto check attendance at a preset schedule</p> <p>2. Send abnormal report to pre-defined people by email</p> <p><input type="checkbox"/></p>		
	<p>E-Leave approval reminder</p> <p><input type="checkbox"/></p>			
SERVICE – Data Import	<p>Employee records import (Standard format)</p> <p><input type="checkbox"/></p>	<p>Card number list import (Standard format)</p> <p><input type="checkbox"/></p>	<p>Past salary records import (Standard format)</p> <p><input type="checkbox"/></p>	<p>Web user accounts import</p> <p><input type="checkbox"/></p>
SERVICE – System Configuration	<p>Leave entitle plan setup</p> <p><input type="checkbox"/></p>	<p>Shift duty setup</p> <p><input type="checkbox"/></p>	<p>Payroll formula setup (Standard format)</p> <p><input type="checkbox"/></p>	
SERVICE – System Installation		<p>Dynamic IP setup for reader connection</p> <p><input type="checkbox"/></p>		<p>Onsite Installation</p> <p><input type="checkbox"/></p>
SERVICE – Training & Technical Support				<p>MSSQL Express database installation</p> <p><input type="checkbox"/></p> <p>Onsite Training</p> <p><input type="checkbox"/></p>