

Human Resources (HR)



	<p>System back-end HR core <input checked="" type="checkbox"/> Bundled</p> <ol style="list-style-type: none"> Single Company Setup Multi-level department setup Employee maintenance (Employee ID, Name, Dept, Position) 					
	<p>HR Basic</p> <table border="0"> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> Employee records include <ol style="list-style-type: none"> Personal particulars Employment records Movement records Contact information Family information Education & Working experience Bonus & Penalty records Staff belongings records Remarks User-defined data fields <ol style="list-style-type: none"> Up to 10 text fields & 2 memo fields Leave management <ol style="list-style-type: none"> Leave type setup Day / Day-Hour-Min display unit Leave take record input Manual entitlement Leave balance calculation </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> Basic Employee Filter <ol style="list-style-type: none"> Staff ID Staff Name Department Position Grade Employment status Qualification Join date Resign date Contract date Age Black list staff Home district Reminder function <ol style="list-style-type: none"> Probation reminder Employment days reminder Birthday reminder Employee missing info reminder Join / Resign date reminder Check list for resign staffs Return of belongings </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> Reporting <ol style="list-style-type: none"> Employee List Personal Data Sheet Employee Employment Report Employee Movement Report Employee Education List Individual Leave Report Department Leave Report Employee Leave Take Report Leave Summary Report Name Card Employee Bonus/Penalty List Employee Belongings List Manual Data Import / Export <ol style="list-style-type: none"> Employee master export Employee master import from MS EXCEL Leave records import from MS EXCEL Leave balance import from MS EXCEL Leave adjustment import from MS EXCEL Education & Working experience import from MS EXCEL </td> </tr> </table>			<ol style="list-style-type: none"> Employee records include <ol style="list-style-type: none"> Personal particulars Employment records Movement records Contact information Family information Education & Working experience Bonus & Penalty records Staff belongings records Remarks User-defined data fields <ol style="list-style-type: none"> Up to 10 text fields & 2 memo fields Leave management <ol style="list-style-type: none"> Leave type setup Day / Day-Hour-Min display unit Leave take record input Manual entitlement Leave balance calculation 	<ol style="list-style-type: none"> Basic Employee Filter <ol style="list-style-type: none"> Staff ID Staff Name Department Position Grade Employment status Qualification Join date Resign date Contract date Age Black list staff Home district Reminder function <ol style="list-style-type: none"> Probation reminder Employment days reminder Birthday reminder Employee missing info reminder Join / Resign date reminder Check list for resign staffs Return of belongings 	<ol style="list-style-type: none"> Reporting <ol style="list-style-type: none"> Employee List Personal Data Sheet Employee Employment Report Employee Movement Report Employee Education List Individual Leave Report Department Leave Report Employee Leave Take Report Leave Summary Report Name Card Employee Bonus/Penalty List Employee Belongings List Manual Data Import / Export <ol style="list-style-type: none"> Employee master export Employee master import from MS EXCEL Leave records import from MS EXCEL Leave balance import from MS EXCEL Leave adjustment import from MS EXCEL Education & Working experience import from MS EXCEL
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<p>HR / ACCOUNTS / ADMIN</p>	<p>Leave entitlement <input type="checkbox"/> (Require : HR Basic)</p> <ol style="list-style-type: none"> Multi entitle plan setup Calculation period : <ol style="list-style-type: none"> By year (Employment year / Common year) / month / week / every N days Calculation method : <ol style="list-style-type: none"> Fixed value (e.g. SL) Service year table lookup (e.g. AL) Overtime hours (e.g. CL) Holiday type (e.g. PH/SH) Count weekdays (e.g. RD) Join date table lookup Leave balance brought forward <ol style="list-style-type: none"> Support upper limit and auto expiry Adjust by year / leave balance Real time / Year-start / Year-end calculation Leave balance calculation with posting Support advance entitle calculation Employee Filter : Current Leave Entitle Plan 	<p>Training & Skills <input type="checkbox"/> (Require : HR Basic)</p> <ol style="list-style-type: none"> Training Courses Management <ol style="list-style-type: none"> Training Course setup Lesson setup Employee participation records Employee records include : <ol style="list-style-type: none"> Training records Skill set Cards & License records Reporting <ol style="list-style-type: none"> Employee Training Report Employee Skill List Employee License List Employee Filter <ol style="list-style-type: none"> Skill set Reminder <ol style="list-style-type: none"> License expiry reminder 	<p>Insurance & Work Injury <input type="checkbox"/> (Require : HR Basic)</p> <ol style="list-style-type: none"> Employee records include : <ol style="list-style-type: none"> Insurance records Work Injury records Reporting <ol style="list-style-type: none"> Work Injury Report Work Injury Detail Report Reminder <ol style="list-style-type: none"> Insurance termination reminder for resigned staffs 			
	<p>Service year calculation for re-join staffs. <input type="checkbox"/> (Require : HR Basic)</p> <p>Apply to :</p> <ol style="list-style-type: none"> Employee record Leave entitlement MPF free contribution period Payroll formula item "Service year" 	<p>Letter Management <input type="checkbox"/> (Require : HR Basic)</p> <ol style="list-style-type: none"> User create letter template with MS Word Template variables include : <ol style="list-style-type: none"> System variables Employee general info Employee employment Time attendance variables Payroll variables Batch letter generation for selected staffs Query letter generation records 	<p>Performance appraisal <input type="checkbox"/> (Require : HR Basic)</p> <ol style="list-style-type: none"> Appraisal forms designed by user <ol style="list-style-type: none"> User defined appraisal form items User defined rating items General comment text boxes with user defined title. Appraisal form filling at system back-end Score calculation <ol style="list-style-type: none"> Score weighting by appraisal item Default score of each rating item EE & Supervisor rating Total & Average score 			
	<p>Optional HR report(s)</p>					

Human Resources (HR)



	<h2 style="color: #e67e22;">Human Resources (HR)</h2>				
MANAGEMENT (MSS)	<p>Add new employee (MSS) <input type="checkbox"/> (Require : HR Basic) 1 Online add new employee records</p> <p>System front-end HR core <input checked="" type="checkbox"/> Bundled with any MSS / ESS module</p> <p><u>For managers :</u> 1 MSS Dept staff list</p>	<p>e-Leave <input type="checkbox"/> (Require : HR Basic / Leave Entitlement)</p> <p><u>For managers :</u> 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 Leave cancellation approval 2.1 Online approve / reject leave cancellation application(s) 2.2 Max. 5 approval levels 2.3 Inform applicant by email 3 Month view calendar 4 Reporting 4.1 Employee Leave Take Report 4.2 Individual Leave Report 4.3 Department Leave Report 5 Support PC / Tablet</p>	<p>e-Appraisal <input type="checkbox"/> (Require : HR Basic / Performance Appraisal)</p> <p><u>For managers :</u> 1 Online fill and submit subordinates performance appraisal form 2 View submitted appraisal forms 3 Control form edit by subordinates 4 Appraisal form items are defined by HR admin at system backend 5 Support PC / Tablet</p>		
STAFF (ESS)	<p><u>For staffs :</u> 1 Dashboard 1.1 Self-Statistics 1.1.1 Leave take days by leave type 1.1.2 Leave take counts by leave type 1.2 Leave on Today 2 Contact List 3 Personal info update request</p>	<p><u>For staffs :</u> 1 e-Leave application 1.1 Online submit leave application 1.2 Inform manager by email 2 Leave cancellation application 2.1 Online submit leave cancellation application 2.2 Inform manager by email 3 Leave summary query 4 Reporting 4.1 Leave Application Report 4.2 Individual Leave Report 4.3 Employee Leave Take Report 5 Support PC / Tablet</p>	<p><u>For staffs :</u> 1 Online fill and submit self-performance appraisal form 2 View past self-appraisal form 3 Appraisal form items are defined by HR admin at system backend 4 Support PC / Tablet</p>		
	<p>e-Form submission (ESS) <input type="checkbox"/> (Require : HR Basic) 1 Online submit electronic form</p>				
AUTOMATION	<p>System Integration (File Import) <input type="checkbox"/> (Require : HR Basic)</p> <p>1 New join / Resign staffs import (Standard format) 2 Employee movement import (Standard format) 3 Leave balance import (Standard format)</p> <p>Auto send Leave report to particular person by email <input type="checkbox"/> (Require : HR Basic)</p> <p>1 User defined relative date range 2 Below report(s) are supported 2.1 Employee Leave Take Report</p>	<p>System Integration (File Export) <input type="checkbox"/> (Require : HR Basic)</p> <p>1 Employee records export (Standard format) 2 Leave take records export (Standard format) 3 Leave balance export (Standard format)</p>	<p>E-Leave approval reminder <input type="checkbox"/> (Require : HR Basic / e-Leave)</p> <p>1 Auto send email reminder to the managers who have some pending Leave applications not yet process..</p>		
SERVICES	<p>Data import / setup service (Standard format)</p> <p>1 Customer must fill-in the required "data" in the provided "spreadsheet" (MS EXCEL) by following the instructions. 2 All fields format in "spreadsheet" are fixed, customer cannot edit the format 3 No ONSITE service included. Customer has to provide remote connection^(#) on the system installed computer (with MS Excel) for data import</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Initial HR data import service <input type="checkbox"/> (Require : HR Basic)</p> <p>Below data are included :</p> <p>1 Employee records import (Max. 1,000 records) 2 Education & Working experience 3 Leave Take records 4 Leave Opening Balance</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Initial HR setup service <input type="checkbox"/> (Require : HR Basic)</p> <p>Below setup are included :</p> <p>1 Companies & Departments setup 2 Leave Type setup 3 Leave Entitle Plan setup 4 Staff Type / Grade / Position</p> </td> </tr> </table>			<p>Initial HR data import service <input type="checkbox"/> (Require : HR Basic)</p> <p>Below data are included :</p> <p>1 Employee records import (Max. 1,000 records) 2 Education & Working experience 3 Leave Take records 4 Leave Opening Balance</p>	<p>Initial HR setup service <input type="checkbox"/> (Require : HR Basic)</p> <p>Below setup are included :</p> <p>1 Companies & Departments setup 2 Leave Type setup 3 Leave Entitle Plan setup 4 Staff Type / Grade / Position</p>
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Time & Attendance (TA)




	<h2>Time & Attendance (TA)</h2>					
HR / ACCOUNTS / ADMIN	<p>TA Basic</p> <table border="0"> <tr> <td style="vertical-align: top;"> <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 2.7 "Quick Set" function for duty roster 3 Clock card handling <ul style="list-style-type: none"> 3.1 Support electronic timeclock device (Smart card / Fingerprint / Facial) 3.2 Auto / Manual download 3.3 Multi-reader supported 3.4 Lost card handling </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> 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 4.1.4 Absence 4.1.5 Missing punch card 4.2 Amendment with last-update user name & date time 4.3 Day-back analysis supported 5 Time attendance record checking <ul style="list-style-type: none"> 5.1 By Individual / Dept / Company 5.2 Filtering by <ul style="list-style-type: none"> 5.2.1 Staffs / Dept / Company 5.2.2 Attendance status 5.2.3 Date range 5.3 Attendance records approval </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> 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 6.8 Employee Attendance Report 6.9 Attendance Overview Report 6.10 Employee Roster List 6.11 Employee Roster 6.12 Roster Report by Location 7 Manual Data Import / Export <ul style="list-style-type: none"> 7.1 Time attendance result export 7.2 Public holiday list import </td> </tr> </table>			<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 2.7 "Quick Set" function for duty roster 3 Clock card handling <ul style="list-style-type: none"> 3.1 Support electronic timeclock device (Smart card / Fingerprint / Facial) 3.2 Auto / Manual download 3.3 Multi-reader supported 3.4 Lost card handling 	<ul style="list-style-type: none"> 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 4.1.4 Absence 4.1.5 Missing punch card 4.2 Amendment with last-update user name & date time 4.3 Day-back analysis supported 5 Time attendance record checking <ul style="list-style-type: none"> 5.1 By Individual / Dept / Company 5.2 Filtering by <ul style="list-style-type: none"> 5.2.1 Staffs / Dept / Company 5.2.2 Attendance status 5.2.3 Date range 5.3 Attendance records approval 	<ul style="list-style-type: none"> 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 6.8 Employee Attendance Report 6.9 Attendance Overview Report 6.10 Employee Roster List 6.11 Employee Roster 6.12 Roster Report by Location 7 Manual Data Import / Export <ul style="list-style-type: none"> 7.1 Time attendance result export 7.2 Public holiday list import
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<p>Special shift duty handling <input type="checkbox"/> (Require : TA Basic)</p> <ul style="list-style-type: none"> 1. Overnight Duty <ul style="list-style-type: none"> ● Example : 6PM – 2AM 2. Flexi Hour Duty <ul style="list-style-type: none"> ● Example : If early IN 30 mins, allow early OUT 30 mins 3. Fixed Working Hour Duty <ul style="list-style-type: none"> ● Example : Any 8 hours within 8am-8pm 4. Flexible Break Hour <ul style="list-style-type: none"> ● Example : Any 1 hour break within 12pm-3pm 5. Multi-Flexible Hour <ul style="list-style-type: none"> ● Shift time period depends on clock IN-OUT pairs 6. Specific Duty Location & Duty Type 	<p>Roster import function in MS EXCEL format. <input type="checkbox"/> (Require : TA Basic)</p> <ul style="list-style-type: none"> 1. Customizable worksheet format 	<p>Casual worker timesheet module <input type="checkbox"/> (Require : HR Basic / TA Basic / Payroll Basic)</p> <ul style="list-style-type: none"> 1 Direct input IN/OUT time 2 Support AM / PM session 3 Auto calculate working hours 4 Export to MS EXCEL 5 Linkage to payroll module for salary calculation 				
<p>MIFARE card issue utility <input type="checkbox"/> (Require : TA Basic)</p>	<p>CWRS worker attendance module <input type="checkbox"/> (Require : HR Basic / TA Basic)</p> <ul style="list-style-type: none"> 1. Import worker's information which is exported from SATM system. 2. Generate Site Daily Attendance Report (DAR) in CWRA required format 	<p>Door Access Control module <input type="checkbox"/> (Require : TA Basic)</p> <ul style="list-style-type: none"> 1. User groups / Door groups Setup 2. Timezone Setup 3. Upload permitted user list to the specified devices based on above setup. 4. Only particular device models are supported 				
<p>Optional TA report(s)</p>						
AUTOMATION	<p>Auto run TA tasks <input checked="" type="checkbox"/> Bundled (Require : TA Basic)</p> <ul style="list-style-type: none"> 1. Download clock IN/OUT records from device 2. Analyze time attendance result 3. Sync. PC clock to device(s) 4. Backup user list from device(s) 5. Restore user list to device(s) 	<p>System Integration (File Import) <input type="checkbox"/> (Require : TA Basic)</p> <ul style="list-style-type: none"> 1 Device User List import 2 Punch card transaction file import (Standard format) 	<p>System Integration (File Export) <input type="checkbox"/> (Require : TA Basic)</p> <ul style="list-style-type: none"> 1 Punch card transaction file export (Standard format) 2 Analyzed attendance result file export (Standard format) 			
<p>Auto send attendance report to related employee(s) <input type="checkbox"/> (Require : TA Basic)</p> <ul style="list-style-type: none"> 1. User defined relative date range 2. User select particular attendance status(s) 3. User defined wordings for the email subject and content 	<p>Abnormal attendance monitoring <input type="checkbox"/> (Require : TA Basic)</p> <ul style="list-style-type: none"> 1. Auto check attendance at a preset schedule 2. Send abnormal report to pre-defined people by email 					

Time & Attendance (TA)



	<h2 style="color: green;">Time & Attendance (TA)</h2> 				
MANAGEMENT (MSS)	<p>e-Roster (MSS) <input type="checkbox"/> (Require : HR Basic / TA Basic)</p> <p>Duty Roster assignment</p> <ol style="list-style-type: none"> 1 Direct keyboard input 2 Copy function by date range 3 Statistic of shift duty & working hrs 4 Statutory Holiday (SH) taken reminder 5 Support staff loan between shops 6 Online Reporting <ol style="list-style-type: none"> 6.1 Roster Detail Report 6.2 Employee Roster Report 6.3 Employee Roster List 6.4 Web User Management List 	<p>e-Timesheet (MSS) <input type="checkbox"/> (Require : TA Basic)</p> <ol style="list-style-type: none"> 1 Online Check / Amend / Approve subordinates attendance records 2 Reminder <ol style="list-style-type: none"> 2.1 Non-approved records 3 Online Reporting <ol style="list-style-type: none"> 3.1 Daily Attendance Report 3.2 Individual Attendance Report 3.3 Department Attendance Report 3.4 Department Overtime Report 3.5 Attendance Overview Report 3.6 418 Report 	<p>Online Virtual time-clock <input type="checkbox"/> (Require : TA Basic)</p> <ol style="list-style-type: none"> 1 Showing server-side virtual timeclock in web browser 2 Department staffs clock IN/OUT by input his/her own staff ID 3 Support barcode scanner / proximity card reader (optional) 4 Clock IN/OUT records update to server online. 		
STAFF (ESS)	<p>System front-end TA core <input checked="" type="checkbox"/> Bundled with any TA MSS/ESS module</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> 1 Dept. clock IN/OUT records query <p><u>For staffs :</u></p> <ol style="list-style-type: none"> 1 Dashboard <ol style="list-style-type: none"> 1.1 Self-Statistics <ol style="list-style-type: none"> 1.1.1 Total Working days 1.1.2 Total Absence days 1.1.3 Total late arrivals days 1.1.4 Total OT hours 2 View his/her own clock IN/OUT records 	<p>e-OverTime <input type="checkbox"/> (Require : TA Basic)</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> 1 Approve Overtime <ol style="list-style-type: none"> 1.1 Online approve / reject O.T. application(s) 1.2 Max. 3 approval levels 1.3 Inform applicant by email <p><u>For staffs :</u></p> <ol style="list-style-type: none"> 1 Apply Overtime <ol style="list-style-type: none"> 1.1 Online submit O.T. application 1.2 3 modes supported : <ol style="list-style-type: none"> 1.2.1 Time range 1.2.2 Time range + OT Type 1.2.3 Hour/Minute + OT Type 1.3 Inform manager by email 2 Support PC / Mobile / Tablet 	<p>Missing Punch Card Application <input type="checkbox"/> (Require : TA Basic)</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> 1 Online approve / reject missing card applications <ol style="list-style-type: none"> 1.1 Approval workflow supported 1.2 User defined message template 1.3 Approved missing punch card records will be saved as normal punch card records. 1.4 Related attendance records will be re-analyze automatically. 2 Support PC / Mobile / Tablet <p><u>For staffs :</u></p> <ol style="list-style-type: none"> 1 Online submit missing punch card application <ol style="list-style-type: none"> 1.1 Date / Time / Reason 1.2 Approval workflow supported 1.3 User defined message template 2 View submitted applications status 3 Support PC / Mobile / Tablet 		
SERVICES	<p>Data Import/Setup Service (Standard format)</p> <ol style="list-style-type: none"> 1 Customer must fill-in the required "data" in the provided "spreadsheet" (MS EXCEL) by following the instructions. 2 All fields format in "spreadsheet" are fixed, customer cannot edit the format 3 No ONSITE service included. Customer has to provide remote connection^(#) on the system installed computer (with MS Excel) for data import 				
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	<p>Router Setup Service (Remote)</p> <ol style="list-style-type: none"> 1 The router password must be provided by client 2 Not guarantee success of router setup. 3 In case of setup failure : <ol style="list-style-type: none"> 3.1 this setup charge will be refund. 3.2 client is responsible to setup the router with the provided information. 4 No ONSITE service included. Customer has to provide remote connection^(#) on the remote site computer. <p><input type="checkbox"/> Port forward / Dynamic IP setup for timeclock device connection</p>				

	<h1>Payroll</h1>																																												
HR / ACCOUNTS / ADMIN	<p>Payroll Basic <input type="checkbox"/> (Require : HR Basic)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">1 Supported salary calculation period : Monthly / Bi-weekly / Weekly / Daily</td> <td style="width: 33%;">7 Salary profile setup</td> <td style="width: 33%;">12 Reporting</td> </tr> <tr> <td>2 Multi Salary Categories</td> <td>8 Payroll variable setup</td> <td>12.1 Payroll List</td> </tr> <tr> <td>3 Employee basic salary setup</td> <td>9 User defined payroll formula</td> <td>12.2 Payroll Detail List</td> </tr> <tr> <td>4 Employee allowance setup</td> <td>9.1 Linkage with :</td> <td>12.3 Remittance Statement Report</td> </tr> <tr> <td>5 Employee one-off payment record</td> <td>9.1.1 Personal data</td> <td>12.4 Employee Wages List</td> </tr> <tr> <td>6 Payment Centre setup</td> <td>9.1.2 Employment data</td> <td>12.5 Payroll Variance Report</td> </tr> <tr> <td>6.1 Bank Autopay / Cheque</td> <td>9.1.3 Time attendance data</td> <td>12.6 Individual Payroll Summary Report</td> </tr> <tr> <td>6.2 Multi-employer Bank A/C setup</td> <td>9.1.4 Leave data</td> <td>12.7 Employee One-off Payment Record Report</td> </tr> <tr> <td></td> <td>9.2 Custom calculation period by salary item</td> <td>13 Manual Data Import / Export</td> </tr> <tr> <td></td> <td>9.3 Group total/average calculation</td> <td>13.1 Basic Salary import</td> </tr> <tr> <td></td> <td>9.4 Tax calculation</td> <td>13.2 Fixed Allowance Import</td> </tr> <tr> <td></td> <td>10 MPF setup & calculation (Master Trust Scheme)</td> <td>13.3 One-off payment records import</td> </tr> <tr> <td></td> <td>11 Salary record generation</td> <td>13.4 Salary records export</td> </tr> <tr> <td></td> <td>11.1 Individual / Batch</td> <td>13.5 Salary records by item export</td> </tr> </table>			1 Supported salary calculation period : Monthly / Bi-weekly / Weekly / Daily	7 Salary profile setup	12 Reporting	2 Multi Salary Categories	8 Payroll variable setup	12.1 Payroll List	3 Employee basic salary setup	9 User defined payroll formula	12.2 Payroll Detail List	4 Employee allowance setup	9.1 Linkage with :	12.3 Remittance Statement Report	5 Employee one-off payment record	9.1.1 Personal data	12.4 Employee Wages List	6 Payment Centre setup	9.1.2 Employment data	12.5 Payroll Variance Report	6.1 Bank Autopay / Cheque	9.1.3 Time attendance data	12.6 Individual Payroll Summary Report	6.2 Multi-employer Bank A/C setup	9.1.4 Leave data	12.7 Employee One-off Payment Record Report		9.2 Custom calculation period by salary item	13 Manual Data Import / Export		9.3 Group total/average calculation	13.1 Basic Salary import		9.4 Tax calculation	13.2 Fixed Allowance Import		10 MPF setup & calculation (Master Trust Scheme)	13.3 One-off payment records import		11 Salary record generation	13.4 Salary records export		11.1 Individual / Batch	13.5 Salary records by item export
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<p>713 calculation <input type="checkbox"/> (Require : HR Basic / TA Basic / Payroll Basic)</p> <ol style="list-style-type: none"> 1 Employment (Amendment) Ordinance 2007 supported (calculation on the basis of the average of the wages earned by the employee during the period of 12 months immediately before the specified dates) 2 Auto check total OT pay amount if more than 20% 3 Reporting <ol style="list-style-type: none"> 3.1 713 Average Daily Salary Breakdown Report 4 Past 12-month salary records import service <ol style="list-style-type: none"> 4.1 For 713 calculation only 4.2 Standard import format 4.3 One-off service 	<p>Bank Autopay file export <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 HSBC <ol style="list-style-type: none"> 1.1 MRI 1.2 HKMRI 2 Hang Seng - MRI 3 BOC - CBS Online 4 Standard Charter <ol style="list-style-type: none"> 4.1 DGP 4.2 Straight2Bank 5 DBS 6 BEA - ECP 7 SCB 8 Citibank <ol style="list-style-type: none"> 8.1 CitiDirect GDFP 8.2 Paylink 9 HR21 - EZ-PAY 10 BCT - Flexi2 11 ICBC 12 MUFG - FPS 	<p>Sales Commission calculation for multi-locations <input type="checkbox"/> (Require : TA Basic / Payroll Basic)</p> <ol style="list-style-type: none"> 1 User enter eligible commission amount by branch 2 Linkage with Time Attendance module 3 Auto calculate commission for each employee by considering the working hours of each branch, working hour ratio, and commission basic amount. 4 The calculated result can be brought to payroll module for salary calculation. 5 Export to MS Excel 																																											
<p>MPF Voluntary Contribution <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 Fixed amount 2 Fixed percentage by group / individual employee 3 Separate setup for Employee / Employer 4 Upper limit setup 	<p>MPF Industry Schemes <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 Setup and calculation 2 Reporting <ol style="list-style-type: none"> 2.1 BEA MPF (Industry Scheme) Contribution Records 2.2 BEA MPF (Industry Scheme) Remittance Statement Report 	<p>MPF contribution file export (Any one of below) <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 AIA 2 Manulife 3 HSBC (ver 2.10) 4 BEA MPF (Compatible) Remittance statement (New Join) / (Normal) 5 HSBC MPF (Compatible) Remittance statement (New Join) / (Normal) 																																											
<p>Taxation (IR56 B/E/F/G/M) <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 Tax items mapping setup 2 Tax items calculation 3 IR56B file exportation 4 IR56 B/E/F/G/M report 5 Payroll & Tax Detail List 	<p>Email payslip module <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 Batch generation of payslip emails of the selected employees 2 View / Edit before email send out 3 Batch sending emails with user-defined break and delay. 	<p>Cost Analysis module <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 Below Cost Centre mapping methods are supported <ol style="list-style-type: none"> 1.1 Employee Ratio 1.2 Company + Duty Type 1.3 Branch 2 Reporting <ol style="list-style-type: none"> 2.1 Cost Analysis Summary Report 																																											
Optional Payroll report(s)																																													

		Payroll	
MANAGEMENT (MSS)	<p>e-Claim <input type="checkbox"/> (Require : Payroll Basic)</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> 1 Online approve / reject expenses claim forms <ol style="list-style-type: none"> 1.1 Approval workflow supported 1.2 User defined message template 1.3 Approved claim records fall into employee's One-off payment records 2 Support PC / Mobile / Tablet 		
STAFF (ESS)	<p><u>For staffs :</u></p> <ol style="list-style-type: none"> 1 Online filling and submit expenses claim form <ol style="list-style-type: none"> 1.1 Date / Type / Description / Amount 1.2 Supports photo or PDF attachment upload 1.3 Approval workflow supported 1.4 User defined message template 2 View submitted claim forms 3 Support PC / Mobile / Tablet 	<p>Online payslip report <input type="checkbox"/> (Require : Payroll Basic)</p> <ol style="list-style-type: none"> 1 Staffs online check their own payslip 	
AUTOMATION			
SERVICES	<p>Data Import/Setup Service (Standard format)</p> <ol style="list-style-type: none"> 1 Customer must fill-in the required "data" in the provided "spreadsheet" (MS EXCEL) by following the instructions. 2 All fields format in "spreadsheet" are fixed, customer cannot edit the format 3 No ONSITE service included. Customer has to provide remote connection^(#) on the system installed computer(with MS Excel) for data import 		
	<p>Initial Payroll data import service <input type="checkbox"/> (Require : HR Basic)</p> <p>Below data are included :</p> <ol style="list-style-type: none"> 1 Past salary records (Max. 12,000 records) 2 Basic salary records 3 Allowance records 4 One-off payment records 	<p>Initial Payroll setup service <input type="checkbox"/> (Require : HR Basic)</p> <p>Below setup are included :</p> <ol style="list-style-type: none"> 1 Allowance Types 2 One-off Payment Types 3 Payroll Profiles (Max. 5 profiles) 4 Payment Centres 5 Custom Payslip Design Service (Simple style) 	



