


## Human Resources (HR)



<p>HR / ACCOUNTS / ADMIN</p> <p>Backend Windows App</p>	<p><b>System back-end HR core</b></p> <p><input checked="" type="checkbox"/> <b>Bundled</b></p> <p>1 Single Company Setup 2 Multi-level department setup 3 Employee maintenance ( Employee ID, Name, Dept, Position )</p>					
	<p><b>HR Basic</b> <input type="checkbox"/></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>1 Employee records include</p> <p>1.1 Personal particulars</p> <p>1.2 Employment records</p> <p>1.3 Movement records</p> <p>1.4 Contact information</p> <p>1.5 Family information</p> <p>1.6 Education &amp; Working experience</p> <p>1.7 Bonus &amp; Penalty records</p> <p>1.8 Staff belongings records</p> <p>1.9 Remarks</p> <p>1.10 User-defined data fields</p> <p>1.10.1 Up to 10 text fields &amp; 2 memo fields</p> <p>2 Leave management</p> <p>2.1 Leave type setup</p> <p>2.2 Day / Day-Hour-Min display unit</p> <p>2.3 Leave take record input</p> <p>2.4 Manual entitlement</p> <p>2.5 Leave balance calculation</p> </td> <td style="vertical-align: top;"> <p>3 Basic Employee Filter</p> <p>3.1 Staff ID</p> <p>3.2 Staff Name</p> <p>3.3 Department</p> <p>3.4 Position</p> <p>3.5 Grade</p> <p>3.6 Employment status</p> <p>3.7 Qualification</p> <p>3.8 Join date</p> <p>3.9 Resign date</p> <p>3.10 Contract date</p> <p>3.11 Age</p> <p>3.12 Black list staff</p> <p>3.13 Home district</p> <p>4 Reminder function</p> <p>4.1 Probation reminder</p> <p>4.2 Employment days reminder</p> <p>4.3 Birthday reminder</p> <p>4.4 Employee missing info reminder</p> <p>4.5 Join / Resign date reminder</p> <p>4.6 Check list for resign staffs</p> <p>4.7 Return of belongings</p> </td> <td style="vertical-align: top;"> <p>5 Reporting</p> <p>5.1 Employee List</p> <p>5.2 Personal Data Report</p> <p>5.3 Employee Employment Report</p> <p>5.4 Employee Movement Report</p> <p>5.5 Employee Education List</p> <p>5.6 Individual Leave Report</p> <p>5.7 Department Leave Report</p> <p>5.8 Employee Leave Take Report</p> <p>5.9 Leave Summary Report</p> <p>5.10 Name Card</p> <p>5.11 Employee Bonus/Penalty List</p> <p>5.12 Employee Belongings List</p> <p>6 Manual Data Import / Export</p> <p>6.1 Employee master export</p> <p>6.2 Employee master import from MS EXCEL</p> <p>6.3 Leave records import from MS EXCEL</p> <p>6.4 Leave balance import from MS EXCEL</p> <p>6.5 Leave adjustment import from MS EXCEL</p> <p>6.6 Education &amp; Working experience import from MS EXCEL</p> </td> </tr> </table>			<p>1 Employee records include</p> <p>1.1 Personal particulars</p> <p>1.2 Employment records</p> <p>1.3 Movement records</p> <p>1.4 Contact information</p> <p>1.5 Family information</p> <p>1.6 Education &amp; Working experience</p> <p>1.7 Bonus &amp; Penalty records</p> <p>1.8 Staff belongings records</p> <p>1.9 Remarks</p> <p>1.10 User-defined data fields</p> <p>1.10.1 Up to 10 text fields &amp; 2 memo fields</p> <p>2 Leave management</p> <p>2.1 Leave type setup</p> <p>2.2 Day / Day-Hour-Min display unit</p> <p>2.3 Leave take record input</p> <p>2.4 Manual entitlement</p> <p>2.5 Leave balance calculation</p>	<p>3 Basic Employee Filter</p> <p>3.1 Staff ID</p> <p>3.2 Staff Name</p> <p>3.3 Department</p> <p>3.4 Position</p> <p>3.5 Grade</p> <p>3.6 Employment status</p> <p>3.7 Qualification</p> <p>3.8 Join date</p> <p>3.9 Resign date</p> <p>3.10 Contract date</p> <p>3.11 Age</p> <p>3.12 Black list staff</p> <p>3.13 Home district</p> <p>4 Reminder function</p> <p>4.1 Probation reminder</p> <p>4.2 Employment days reminder</p> <p>4.3 Birthday reminder</p> <p>4.4 Employee missing info reminder</p> <p>4.5 Join / Resign date reminder</p> <p>4.6 Check list for resign staffs</p> <p>4.7 Return of belongings</p>	<p>5 Reporting</p> <p>5.1 Employee List</p> <p>5.2 Personal Data Report</p> <p>5.3 Employee Employment Report</p> <p>5.4 Employee Movement Report</p> <p>5.5 Employee Education List</p> <p>5.6 Individual Leave Report</p> <p>5.7 Department Leave Report</p> <p>5.8 Employee Leave Take Report</p> <p>5.9 Leave Summary Report</p> <p>5.10 Name Card</p> <p>5.11 Employee Bonus/Penalty List</p> <p>5.12 Employee Belongings List</p> <p>6 Manual Data Import / Export</p> <p>6.1 Employee master export</p> <p>6.2 Employee master import from MS EXCEL</p> <p>6.3 Leave records import from MS EXCEL</p> <p>6.4 Leave balance import from MS EXCEL</p> <p>6.5 Leave adjustment import from MS EXCEL</p> <p>6.6 Education &amp; Working experience import from MS EXCEL</p>
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	<p><b>Leave entitlement</b> <input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>1 Multi entitle plan setup</p> <p>2 Calculation period :</p> <p>2.1 By year (Employment year / Common year) / month / week / every N days</p> <p>3 Calculation method :</p> <p>3.1 Fixed value (e.g. SL)</p> <p>3.2 Service year table lookup (e.g. AL)</p> <p>3.3 Overtime hours (e.g. CL)</p> <p>3.4 Holiday type (e.g. PH/SH)</p> <p>3.5 Count weekdays (e.g. RD)</p> <p>3.6 Join date table lookup</p> <p>4 Leave balance brought forward</p> <p>4.1 Support upper limit and auto expiry</p> <p>4.2 Adjust by year / leave balance</p> <p>5 Real time / Year-start / Year-end calculation</p> <p>6 Leave balance calculation with posting</p> <p>7 Support advance entitle calculation</p> <p>8 Employee Filter : Current Leave Entitle Plan</p>	<p><b>Training &amp; Skills</b> <input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>1 Internal Training Courses Management</p> <p>1.1 Training Course setup</p> <p>1.2 Lesson setup</p> <p>1.3 Employee participation records</p> <p>2 Employee records include :</p> <p>2.1 Internal Training records</p> <p>2.2 External Training records</p> <p>2.3 Skill set</p> <p>2.4 Cards &amp; License records</p> <p>3 Reporting</p> <p>3.1 Employee Internal Training Record Report</p> <p>3.2 Employee External Training Record Report</p> <p>3.3 Employee Skill List</p> <p>3.4 Employee License List</p> <p>4 Employee Filter</p> <p>4.1 Skill set</p> <p>5 Reminder</p> <p>5.1 License expiry reminder</p>	<p><b>Insurance &amp; Work Injury</b> <input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>1 Employee records include :</p> <p>1.1 Insurance records</p> <p>1.2 Work Injury records</p> <p>2 Reporting</p> <p>2.1 Employee Insurance Report</p> <p>2.2 Work Injury Report</p> <p>2.3 Work Injury Detail Report</p> <p>3 Reminder</p> <p>3.1 Insurance termination reminder for resigned staffs</p>			
	<p><b>Service year calculation for re-join staffs.</b> <input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>Apply to :</p> <p>1 Employee record</p> <p>2 Leave entitlement</p> <p>3 MPF free contribution period</p> <p>4 Payroll formula item "Service year"</p>	<p><b>Letter Management</b> <input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>1 User create letter template with MS Word</p> <p>2 Template variables include :</p> <p>2.1 System variables</p> <p>2.2 Employee general info</p> <p>2.3 Employee employment</p> <p>2.4 Time attendance variables</p> <p>2.5 Payroll variables</p> <p>3 Batch letter generation for selected staffs</p> <p>4 Query letter generation records</p> <p>5 Batch sending letters to staffs by email</p>	<p><b>Performance appraisal</b> <input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>1 Appraisal forms designed by user</p> <p>1.1 User defined appraisal form items</p> <p>1.2 User defined rating items</p> <p>1.3 General comment text boxes with user defined title.</p> <p>2 Appraisal form filling at system back-end</p> <p>3 Score calculation</p> <p>3.1 Score weighting by appraisal item</p> <p>3.2 Default score of each rating item</p> <p>3.3 EE &amp; Supervisor rating</p> <p>3.4 Total &amp; Average score</p>			
<p><b>Optional HR report(s)</b></p>						

## Human Resources (HR)



	<h2>Human Resources (HR)</h2> 				
<p>MANAGEMENT ( MSS )</p> <p>Frontend Web App</p>	<p><b>Add new employee (MSS)</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <ol style="list-style-type: none"> <li>Online add new employee records</li> <li>MSS Dept staff list</li> </ol>				
<p>STAFF ( ESS )</p> <p>Frontend Web App</p>	<p><b>System front-end HR core</b></p> <p><input checked="" type="checkbox"/> <b>Bundled with any HR MSS / ESS module</b></p>	<p><b>e-Leave</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic &amp; Leave Entitlement )</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> <li>Online approve / reject application(s)</li> <li>e-Approval workflow supported</li> <li>Different workflow by leave type / user group</li> <li>Showing reference info during approval             <ol style="list-style-type: none"> <li>Leave balance by type</li> <li>Other staffs leave on same day</li> </ol> </li> <li>Approver's remark supported</li> <li>Approved leave application will be saved as leave take records.</li> <li>Leave balance will be updated automatically</li> <li>Batch approve / reject</li> <li>Month view calendar</li> <li>Reporting             <ol style="list-style-type: none"> <li>Employee Leave Take Report</li> <li>Individual Leave Report</li> <li>Department Leave Report</li> <li>Leave Application Report</li> <li>Leave Cancellation Application Report</li> <li>Leave Summary Report</li> </ol> </li> </ol>	<p><b>e-Appraisal</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic &amp; Performance Appraisal )</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> <li>Online fill and submit subordinates performance appraisal form</li> <li>View submitted appraisal forms</li> <li>Control form edit by subordinates</li> <li>Appraisal form items are defined by HR admin at system backend</li> </ol>		
	<p><u>For staffs :</u></p> <ol style="list-style-type: none"> <li>Dashboard             <ol style="list-style-type: none"> <li>Self-Statistics                 <ol style="list-style-type: none"> <li>Leave take days by leave type</li> <li>Leave take counts by leave type</li> </ol> </li> <li>Leave on Today</li> <li>Calendar</li> </ol> </li> <li>Contact List</li> <li>Personal info update request</li> </ol>	<p><u>For staffs :</u></p> <ol style="list-style-type: none"> <li>Online submit leave application             <ol style="list-style-type: none"> <li>Admin defined form setup by leave type                 <ol style="list-style-type: none"> <li>Leave Date / Time mode</li> <li>Attachment upload (Image / PDF)                     <ol style="list-style-type: none"> <li>Skip holiday</li> <li>Form validations before submit</li> </ol> </li> <li>Cancel application before approval</li> </ol> </li> <li>Online submit leave cancellation application                 <ol style="list-style-type: none"> <li>Cancel period control by leave type</li> </ol> </li> <li>Application records query</li> <li>Leave summary query</li> <li>Reporting                 <ol style="list-style-type: none"> <li>Individual Leave Report</li> <li>Employee Leave Take Report</li> </ol> </li> </ol> </li> </ol>	<p><u>For staffs :</u></p> <ol style="list-style-type: none"> <li>Online fill and submit self-performance appraisal form</li> <li>View past self-appraisal form</li> <li>Appraisal form items are defined by HR admin at system backend</li> </ol>		
	<p><b>e-Form submission (ESS)</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <ol style="list-style-type: none"> <li>Online submit electronic form</li> </ol>				
<p>AUTOMATION</p> <p>Backend Windows App</p>	<p><b>System Integration (File Import)</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <ol style="list-style-type: none"> <li>New join / Resign staffs import (Standard format)</li> <li>Employee movement import (Standard format)</li> <li>Leave balance import (Standard format)</li> </ol>	<p><b>System Integration (File Export)</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <ol style="list-style-type: none"> <li>Employee records export (Standard format)</li> <li>Leave take records export (Standard format)</li> <li>Leave balance export (Standard format)</li> <li>Leave approval records export (Standard format)</li> </ol>	<p><b>E-Leave approval reminder</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic &amp; e-Leave )</p> <ol style="list-style-type: none"> <li>Auto send email reminder to the managers who have some pending Leave applications not yet process.</li> </ol>		
<p>SERVICES</p>	<p><b>Data import / setup service ( Standard format )</b></p> <ol style="list-style-type: none"> <li>Customer must fill-in the required "data" in the provided "spreadsheet" (MS EXCEL) by following the instructions.</li> <li>All fields format in "spreadsheet" are fixed, customer cannot edit the format</li> <li>No ONSITE service included. Customer has to provide remote connection<sup>(*)</sup> on the system installed computer (with MS Excel) for data import</li> </ol> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Initial HR data import service</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>Below data are included :</p> <ol style="list-style-type: none"> <li>Employee records import (Max. 1,000 records)</li> <li>Education &amp; Working experience</li> <li>Leave Take records</li> <li>Leave Opening Balance</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Initial HR setup service</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>Below setup are included :</p> <ol style="list-style-type: none"> <li>Companies &amp; Departments setup</li> <li>Leave Type setup</li> <li>Leave Entitle Plan setup</li> <li>Staff Type / Grade / Position</li> </ol> </td> </tr> </table>			<p><b>Initial HR data import service</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>Below data are included :</p> <ol style="list-style-type: none"> <li>Employee records import (Max. 1,000 records)</li> <li>Education &amp; Working experience</li> <li>Leave Take records</li> <li>Leave Opening Balance</li> </ol>	<p><b>Initial HR setup service</b></p> <p><input type="checkbox"/></p> <p>( Require : HR Basic )</p> <p>Below setup are included :</p> <ol style="list-style-type: none"> <li>Companies &amp; Departments setup</li> <li>Leave Type setup</li> <li>Leave Entitle Plan setup</li> <li>Staff Type / Grade / Position</li> </ol>
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## Time & Attendance (TA)





<p>HR / ACCOUNTS / ADMIN</p> <p>Backend Windows App</p>	<p><b>TA Basic</b> <input type="checkbox"/></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>1 Duty group setup</p> <p>2 Roster setup (by employee / Duty group)</p> <p>2.1 Normal Duty setup</p> <p>2.2 Holiday setup</p> <p>2.3 Over time setup</p> <p>2.4 "Long / Short week" supported</p> <p>2.5 "Calendar view" user interface</p> <p>2.6 Duty assignment by rules</p> <p>2.7 "Quick Set" function for duty roster</p> <p>3 Clock card handling</p> <p>3.1 Support electronic timeclock device (Smart card / Fingerprint / Facial )</p> <p>3.2 Auto / Manual download</p> <p>3.3 Multi-reader supported</p> <p>3.4 Lost card handling</p> <p>3.5 Max 3 card number set for each staff</p> </td> <td style="vertical-align: top;"> <p>4 Time attendance analysis</p> <p>4.1 Various calculation</p> <p>4.1.1 Lateness, early leave</p> <p>4.1.2 Overtime</p> <p>4.1.3 Working hours</p> <p>4.1.3.1 Actual / Counted working hrs.</p> <p>4.1.3.2 Holiday / Leave working hrs</p> <p>4.1.4 Absence</p> <p>4.1.5 Missing punch card</p> <p>4.2 Amendment with last-update user name &amp; date time</p> <p>4.3 Day-back analysis supported</p> <p>5 Time attendance record checking</p> <p>5.1 By Individual / Dept / Company</p> <p>5.2 Filtering by</p> <p>5.2.1 Staffs / Dept / Company</p> <p>5.2.2 Attendance status</p> <p>5.2.3 Date range</p> <p>5.3 Attendance records approval</p> </td> <td style="vertical-align: top;"> <p>6 Reporting</p> <p>6.1 Transaction Report</p> <p>6.2 Individual Attendance Report</p> <p>6.3 Department Attendance Report</p> <p>6.4 Daily Attendance Report</p> <p>6.5 Department Overtime Report</p> <p>6.6 Individual Punch Time Report</p> <p>6.7 Daily Punch Time Report</p> <p>6.8 Employee Attendance Report</p> <p>6.9 Employee Attendance Summary Report</p> <p>6.10 Attendance Overview Report</p> <p>6.11 Employee Roster List</p> <p>6.12 Employee Roster</p> <p>6.13 Roster Report by Location</p> <p>6.14 Attendance Summary Report by Location</p> <p>7 Manual Data Import / Export</p> <p>7.1 Time attendance result export</p> <p>7.2 Public holiday list import</p> </td> </tr> </table>			<p>1 Duty group setup</p> <p>2 Roster setup (by employee / Duty group)</p> <p>2.1 Normal Duty setup</p> <p>2.2 Holiday setup</p> <p>2.3 Over time setup</p> <p>2.4 "Long / Short week" supported</p> <p>2.5 "Calendar view" user interface</p> <p>2.6 Duty assignment by rules</p> <p>2.7 "Quick Set" function for duty roster</p> <p>3 Clock card handling</p> <p>3.1 Support electronic timeclock device (Smart card / Fingerprint / Facial )</p> <p>3.2 Auto / Manual download</p> <p>3.3 Multi-reader supported</p> <p>3.4 Lost card handling</p> <p>3.5 Max 3 card number set for each staff</p>	<p>4 Time attendance analysis</p> <p>4.1 Various calculation</p> <p>4.1.1 Lateness, early leave</p> <p>4.1.2 Overtime</p> <p>4.1.3 Working hours</p> <p>4.1.3.1 Actual / Counted working hrs.</p> <p>4.1.3.2 Holiday / Leave working hrs</p> <p>4.1.4 Absence</p> <p>4.1.5 Missing punch card</p> <p>4.2 Amendment with last-update user name &amp; date time</p> <p>4.3 Day-back analysis supported</p> <p>5 Time attendance record checking</p> <p>5.1 By Individual / Dept / Company</p> <p>5.2 Filtering by</p> <p>5.2.1 Staffs / Dept / Company</p> <p>5.2.2 Attendance status</p> <p>5.2.3 Date range</p> <p>5.3 Attendance records approval</p>	<p>6 Reporting</p> <p>6.1 Transaction Report</p> <p>6.2 Individual Attendance Report</p> <p>6.3 Department Attendance Report</p> <p>6.4 Daily Attendance Report</p> <p>6.5 Department Overtime Report</p> <p>6.6 Individual Punch Time Report</p> <p>6.7 Daily Punch Time Report</p> <p>6.8 Employee Attendance Report</p> <p>6.9 Employee Attendance Summary Report</p> <p>6.10 Attendance Overview Report</p> <p>6.11 Employee Roster List</p> <p>6.12 Employee Roster</p> <p>6.13 Roster Report by Location</p> <p>6.14 Attendance Summary Report by Location</p> <p>7 Manual Data Import / Export</p> <p>7.1 Time attendance result export</p> <p>7.2 Public holiday list import</p>
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	<p><b>Special shift duty handling</b> <input type="checkbox"/></p> <p>( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>Overnight Duty <ul style="list-style-type: none"> <li>Example : 6pm – 2am</li> </ul> </li> <li>Flexi Hour Duty <ul style="list-style-type: none"> <li>Example : If early IN 30 mins, allow early OUT 30 mins</li> </ul> </li> <li>Fixed Working Hour Duty <ul style="list-style-type: none"> <li>Example : Any 8 hours within 8am-8pm</li> </ul> </li> <li>Flexible Break Hour <ul style="list-style-type: none"> <li>Example : Any 1 hour break within 12pm-3pm</li> </ul> </li> <li>Multi-Flexible Hour <ul style="list-style-type: none"> <li>Shift time period depends on clock IN-OUT pairs</li> </ul> </li> <li>Specific Duty Location &amp; Duty Type</li> <li>Special Situation handling <ul style="list-style-type: none"> <li>Auto shift hour adjustment</li> <li>Allowance calculation</li> <li>Employee Attendance Report under Special Situation</li> </ul> </li> </ol>	<p><b>Roster import function in MS EXCEL format.</b> <input type="checkbox"/></p> <p>( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>Manual import duty roster from MS Excel in system required format.</li> <li>Customizable worksheet format by client</li> <li>Auto validation on entered shift code / working period during import</li> </ol>	<p><b>Casual worker timesheet module</b> <input type="checkbox"/></p> <p>( Require : HR Basic &amp; TA Basic &amp; Payroll Basic )</p> <ol style="list-style-type: none"> <li>Direct input IN/OUT time</li> <li>Support AM / PM session</li> <li>Auto calculate working hours</li> <li>Export to MS EXCEL</li> <li>Linkage to payroll module for salary calculation</li> </ol>			
	<p><b>MIFARE card issue utility</b> <input type="checkbox"/></p> <p>( Require : TA Basic )</p>	<p><b>CWRS worker attendance module</b> <input type="checkbox"/></p> <p>( Require : HR Basic &amp; TA Basic )</p> <ol style="list-style-type: none"> <li>Import worker's information which is exported from SATM system.</li> <li>Generate Site Daily Attendance Report (DAR) in CWRA required format</li> </ol>	<p><b>Door Access Control module</b> <input type="checkbox"/></p> <p>( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>User groups / Door groups Setup</li> <li>Timezone Setup</li> <li>Upload permitted user list to the specified devices</li> <li>Particular device models ONLY</li> </ol>			
<p><b>Optional TA report(s)</b></p>						


| AUTOMATION  Backend Windows App | **Auto run TA tasks**  **Bundled**  ( Require : TA Basic )   - Download clock IN/OUT records from device - Analyze time attendance result - Sync. PC clock to device(s) - Backup user list from device(s) - Restore user list to device(s) | **System Integration (File Import)**  ( Require : TA Basic )   - Device User List import (Standard format) - Punch card transaction file import (Standard format) | **System Integration (File Export)**  ( Require : TA Basic )   - Punch card transaction file export (Standard format) - Analyzed attendance result file export (Standard format) |
| **Auto send attendance report to related employee(s)**  ( Require : TA Basic )   - User defined relative date range - User select particular attendance status(s) - User defined wordings for the email subject and content | **Abnormal attendance monitoring**  ( Require : TA Basic )   - Auto check attendance at a preset schedule - Send abnormal report to pre-defined people by email |  |

## Time & Attendance (TA)




	<h2 style="color: green;">Time &amp; Attendance (TA)</h2> 				
<p style="text-align: center;"><b>MANAGEMENT</b> ( MSS )</p> <p style="text-align: center;">Frontend Web App</p>	<p><b>e-Roster (MSS)</b></p> <p><input type="checkbox"/> ( Require : HR Basic &amp; TA Basic )</p> <p>Duty Roster assignment</p> <ol style="list-style-type: none"> <li>1 Direct keyboard input</li> <li>2 Copy function by date range</li> <li>3 Statistic of shift duty &amp; working hrs</li> <li>4 Statutory Holiday (SH) taken reminder</li> <li>5 Support staff loan between shops</li> <li>6 Online Reporting                             <ol style="list-style-type: none"> <li>6.1 Roster Detail Report</li> <li>6.2 Employee Roster</li> <li>6.3 Employee Roster List</li> <li>6.4 Roster Report by Location</li> </ol> </li> </ol>	<p><b>e-Timesheet (MSS)</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>1 Online Check / Amend / Approve subordinates attendance records</li> <li>2 Reminder                             <ol style="list-style-type: none"> <li>2.1 Non-approved records</li> </ol> </li> <li>3 Online Reporting                             <ol style="list-style-type: none"> <li>3.1 Daily Attendance Report</li> <li>3.2 Individual Attendance Report</li> <li>3.3 Department Attendance Report</li> <li>3.4 Department Overtime Report</li> <li>3.5 Attendance Overview Report</li> <li>3.6 418 Report</li> </ol> </li> </ol>	<p><b>Online Virtual time-clock</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>1 Showing server-side virtual timeclock in web browser</li> <li>2 Department staffs clock IN/OUT by input his/her own staff ID</li> <li>3 Support barcode scanner / proximity card reader (optional)</li> <li>4 Photo capture ( Camera required )</li> <li>5 Clock IN/OUT records update to server online.</li> </ol>		
	<p><b>System front-end TA core</b></p> <p><input checked="" type="checkbox"/> <b>Bundled with any TA MSS/ESS module</b></p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> <li>1 Dept. clock IN/OUT records query</li> </ol> <p><u>For staffs :</u></p> <ol style="list-style-type: none"> <li>1 Dashboard                             <ol style="list-style-type: none"> <li>1.1 Self-Statistics                                     <ol style="list-style-type: none"> <li>1.1.1 Total Working days</li> <li>1.1.2 Total Absence days</li> <li>1.1.3 Total late arrivals days</li> <li>1.1.4 Total OT hours</li> </ol> </li> </ol> </li> <li>2 View his/her own clock IN/OUT records</li> </ol>	<p><b>e-OverTime</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> <li>1 Approve Overtime                             <ol style="list-style-type: none"> <li>1.1 Online approve / reject O.T. application(s)</li> <li>1.2 Max. 3 approval levels</li> <li>1.3 Inform applicant by email</li> </ol> </li> <li>2 Online Reporting                             <ol style="list-style-type: none"> <li>2.1 OT Application Report</li> </ol> </li> </ol> <p><u>For staffs :</u></p> <ol style="list-style-type: none"> <li>1 Apply Overtime                             <ol style="list-style-type: none"> <li>1.1 Online submit O.T. application</li> <li>1.2 3 modes supported :                                     <ol style="list-style-type: none"> <li>1.2.1 Time range</li> <li>1.2.2 Time range + OT Type</li> <li>1.2.3 Hour/Minute + OT Type</li> </ol> </li> <li>1.3 Inform manager by email</li> </ol> </li> </ol>	<p><b>Missing Punch Card Application</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p><u>For managers :</u></p> <ol style="list-style-type: none"> <li>1 Online approve / reject missing card applications                             <ol style="list-style-type: none"> <li>1.1 e-Approval workflow supported</li> <li>1.2 Approved missing punch card records will be saved as normal punch card records.</li> <li>1.3 Related attendance records will be re-analyze automatically.</li> </ol> </li> </ol> <p><u>For staffs :</u></p> <ol style="list-style-type: none"> <li>1 Online submit missing punch card application                             <ol style="list-style-type: none"> <li>1.1 Date / Time / Reason</li> <li>1.2 Approval workflow supported</li> <li>1.3 User defined message template</li> </ol> </li> <li>2 View submitted applications status</li> </ol>		
<p style="text-align: center;"><b>STAFF</b> ( ESS )</p> <p style="text-align: center;">Frontend Web App</p>					
	<p><b>e-Roster (ESS)</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>1. Online check his/her own duty roster table</li> <li>2. Support PC / Mobile / Tablet</li> </ol>	<p><b>Duty Report (ESS)</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>1. Online submit Duty Report to manager</li> <li>2. Support both text and attachment</li> <li>3. Linkage to Clock In/Out records</li> <li>4. e-Approval workflow supported</li> </ol>	<p><b>Online Punch Card</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>1 Server clock</li> <li>2 GPS detection ( Mobile only )</li> <li>3 Photo capture ( Camera required )</li> <li>4 Remark enter supported</li> </ol>		
	<p><b>e-Timesheet (ESS)</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <ol style="list-style-type: none"> <li>1 Online check his/her own attendance records</li> <li>2 Online attendance reports                             <ol style="list-style-type: none"> <li>2.1 Individual Attendance Report</li> </ol> </li> </ol>				
<p style="text-align: center;"><b>SERVICES</b></p>	<p><b>Data Import/Setup Service ( Standard format )</b></p> <ol style="list-style-type: none"> <li>1 Customer must fill-in the required "data" in the provided "spreadsheet" (MS EXCEL) by following the instructions.</li> <li>2 All fields format in "spreadsheet" are fixed, customer cannot edit the format</li> <li>3 No ONSITE service included. Customer has to provide remote connection<sup>(#)</sup> on the system installed computer (with MS Excel) for data import</li> </ol> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Initial TA data import service</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p>Below data are included :</p> <ol style="list-style-type: none"> <li>1 Proximity card number list (Max. 1,000 records)</li> <li>2 Holiday list (current &amp; next year)</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Initial TA setup service</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p>Below setup are included :</p> <ol style="list-style-type: none"> <li>1 Software setup for timeclock devices</li> <li>2 Duty Groups</li> <li>3 Shift duties (Max. 100 shifts)</li> </ol> </td> </tr> </table>			<p><b>Initial TA data import service</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p>Below data are included :</p> <ol style="list-style-type: none"> <li>1 Proximity card number list (Max. 1,000 records)</li> <li>2 Holiday list (current &amp; next year)</li> </ol>	<p><b>Initial TA setup service</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p>Below setup are included :</p> <ol style="list-style-type: none"> <li>1 Software setup for timeclock devices</li> <li>2 Duty Groups</li> <li>3 Shift duties (Max. 100 shifts)</li> </ol>
<p><b>Initial TA data import service</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p>Below data are included :</p> <ol style="list-style-type: none"> <li>1 Proximity card number list (Max. 1,000 records)</li> <li>2 Holiday list (current &amp; next year)</li> </ol>	<p><b>Initial TA setup service</b></p> <p><input type="checkbox"/> ( Require : TA Basic )</p> <p>Below setup are included :</p> <ol style="list-style-type: none"> <li>1 Software setup for timeclock devices</li> <li>2 Duty Groups</li> <li>3 Shift duties (Max. 100 shifts)</li> </ol>				
	<p><b>Router Setup Service (Remote)</b></p> <ol style="list-style-type: none"> <li>1 The router password must be provided by client</li> <li>2 Not guarantee success of router setup.</li> <li>3 In case of setup failure :                             <ol style="list-style-type: none"> <li>3.1 This setup charge will be refund.</li> <li>3.2 Client is responsible to setup the router with the provided information.</li> </ol> </li> <li>4 No ONSITE service included. Customer has to provide remote connection<sup>(#)</sup> on the remote site computer.</li> </ol> <p><input type="checkbox"/> <b>Port forward / Dynamic IP setup for timeclock device connection</b></p>				

		<h1>Payroll</h1>				
HR / ACCOUNTS / ADMIN  Backend Windows App	<b>Payroll Basic</b> <input type="checkbox"/> ( Require : HR Basic )		<ol style="list-style-type: none"> <li>1 Supported salary calculation period : Monthly / Bi-weekly / Weekly / Daily</li> <li>2 Multi Salary Categories</li> <li>3 Employee basic salary setup</li> <li>4 Employee allowance setup</li> <li>5 Employee one-off payment record</li> <li>6 Payment Centre setup                         <ol style="list-style-type: none"> <li>6.1 Bank Autopay / Cheque</li> <li>6.2 Multi-employer Bank A/C setup</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>7 Salary profile setup</li> <li>8 Payroll variable setup</li> <li>9 User defined payroll formula                         <ol style="list-style-type: none"> <li>9.1 Linkage with :                                 <ol style="list-style-type: none"> <li>9.1.1 Personal data</li> <li>9.1.2 Employment data</li> <li>9.1.3 Time attendance data</li> <li>9.1.4 Leave data</li> </ol> </li> <li>9.2 Custom calculation period by salary item</li> <li>9.3 Group total/average calculation</li> <li>9.4 Tax calculation</li> </ol> </li> <li>10 MPF setup &amp; calculation (Master Trust Scheme)</li> <li>11 Salary record generation                         <ol style="list-style-type: none"> <li>11.1 Individual / Batch</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>12 Reporting                         <ol style="list-style-type: none"> <li>12.1 Payroll List</li> <li>12.2 Payroll Detail List</li> <li>12.3 Remittance Statement Report</li> <li>12.4 Employee Wages List</li> <li>12.5 Payroll Variance Report</li> <li>12.6 Individual Payroll Summary Report</li> <li>12.7 Employee One-off Payment Record Report</li> <li>12.8 Payroll Cheque Number List</li> <li>12.9 Employee Basic Salary Detail Report</li> <li>12.10 Basic Salary and Allowances Report</li> <li>12.11 Certificate of employment</li> </ol> </li> <li>13 Manual Data Import / Export                         <ol style="list-style-type: none"> <li>13.1 Basic Salary import</li> <li>13.2 Fixed Allowance Import</li> <li>13.3 One-off payment records import</li> <li>13.4 Salary records export</li> <li>13.5 Salary records by item export</li> </ol> </li> </ol>
	<b>713 calculation</b> <input type="checkbox"/> ( Require : HR Basic & TA Basic & Payroll Basic )		<b>Bank Autopay file export</b> <input type="checkbox"/> ( Require : Payroll Basic )		<b>Sales Commission calculation for multi-locations</b> <input type="checkbox"/> ( Require : TA Basic & Payroll Basic )	
	<ol style="list-style-type: none"> <li>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)</li> <li>2 Auto check total OT pay amount if more than 20%</li> <li>3 Reporting                         <ol style="list-style-type: none"> <li>3.1 713 Average Daily Salary Breakdown Report</li> </ol> </li> <li>4 Past 12-month salary records import service                         <ol style="list-style-type: none"> <li>4.1 For 713 calculation only</li> <li>4.2 Standard import format</li> <li>4.3 One-off service</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1 HSBC                         <ol style="list-style-type: none"> <li>1.1 MRI</li> <li>1.2 HKMRI</li> <li>1.3 Business Internet Banking (.csv)</li> </ol> </li> <li>2 Hang Seng - HKMRI</li> <li>3 BOC - CBS Online</li> <li>4 Standard Charter                         <ol style="list-style-type: none"> <li>4.1 DGP</li> <li>4.2 Straight2Bank</li> </ol> </li> <li>5 DBS</li> <li>6 BEA - ECP</li> <li>7 SCB</li> <li>8 Citibank                         <ol style="list-style-type: none"> <li>8.1 CitiDirect GDFF</li> <li>8.2 Paylink</li> </ol> </li> <li>9 HR21 - EZ-PAY</li> <li>10 BCT - Flexi2</li> <li>11 ICBC</li> <li>12 MUFG - FPS</li> </ol>		<ol style="list-style-type: none"> <li>1 User enter eligible commission amount by branch</li> <li>2 Linkage with Time Attendance module</li> <li>3 Auto calculate commission for each employee by considering the working hours of each branch, working hour ratio, and commission basic amount.</li> <li>4 The calculated result can be brought to payroll module for salary calculation.</li> <li>5 Export to MS Excel</li> </ol>	
	<b>MPF Voluntary Contribution</b> <input type="checkbox"/> ( Require : Payroll Basic )		<b>MPF Industry Schemes</b> <input type="checkbox"/> ( Require : Payroll Basic )		<b>MPF contribution file export</b> <input type="checkbox"/> ( Require : Payroll Basic )	
	<b>Taxation (IR56 B/E/F/G/M)</b> <input type="checkbox"/> ( Require : Payroll Basic )		<b>Email payslip module</b> <input type="checkbox"/> ( Require : Payroll Basic )		<b>Cost Analysis module</b> <input type="checkbox"/> ( Require : Payroll Basic )	
	<ol style="list-style-type: none"> <li>1 Tax items mapping setup</li> <li>2 Tax items calculation</li> <li>3 IR56B/F/M file exportation</li> <li>4 IR56 B/E/F/G/M report</li> <li>5 Payroll &amp; Tax Detail List</li> </ol>		<ol style="list-style-type: none"> <li>1 Setup and calculation</li> <li>2 Reporting                         <ol style="list-style-type: none"> <li>2.1 BEA MPF (Industry Scheme) Contribution Records</li> <li>2.2 BEA MPF (Industry Scheme) Remittance Statement Report</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1 AIA</li> <li>2 Manulife                         <ol style="list-style-type: none"> <li>2.1 Direct File Interface</li> <li>2.2 Excel File Interface</li> </ol> </li> <li>3 HSBC                         <ol style="list-style-type: none"> <li>3.1 Electronic Provision (ver 2.10)</li> <li>3.2 Remittance statement (New Join) / (Normal)</li> </ol> </li> <li>4 BEA                         <ol style="list-style-type: none"> <li>4.1 MPF (Compatible) Remittance statement (New Join) / (Normal)</li> </ol> </li> </ol>	
<b>Optional Payroll report(s)</b>						

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



	<h1 style="color: purple;">System</h1> 																	
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# Remote computer connection: VNC, Remote Desktop, Teamviewer ver 11 or below, AnyDesk