

## Payroll Features

- Employee Information with photograph
- Employee segregation by department, job and category
- Basic Salary (Monthly & daily)
- Maintenance of fixed allowance and variable allowance
- Standing order deductions and variable deductions
- Auto calculation of Over Time, EPF, ETF, MSPS, PAYE or custom defined
- Gratuity Calculation
- Lump Sum Payments
- C forms, R4 Forms , six month returns , T9 PAYE Annual and T10
- Preparation of bank transfer file (SLIPS) for auto bank transfer process
- Electronic Transfer for EPF and ETF
- Unlimited no of loans maintenance
- Multi User with User Levels
- Report Customisable
- Active Employees List
- Terminate and In-Active Employees List
- Employees by Services
- Employees Conformation for the Month
- New Recruitments List
- Latest Reassignment List
- To be Conform Employees List
- Birthday List
- Employees Salary History Report
- Gratuity Report
- Employees Movement Report
- Salary Sheet, Payroll summary
- EPF, ETF, MSPS and PAYE
- Over Time, Allowance, Deduction reports
- Coinage Analysis (Denomination)
- Loan summary and details
- many user definable reports

## Time & Attendance Features

- Maintenance of different shifts, rosters
- Complicated working rules (Daily, monthly and annual)
- Calculation of customized over time hours
- Online Attendance monitor
- Multiple companies, departments and job categories
- User definable leave types (Annual, Casual, medical, short leave etc.)
- Over time, Late Attendance and Early Departures
- Head Count and Absentees
- Budget vs. Actual (Over Time, Head count)
- Leave detail and summary reports and many user definable reports
- Integrated to payroll module
- Integrated to barcode, proximity and bio-metric finger capture reader

### For more information please contact:

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