



PRODUCT SUITE · SRI LANKA

HR Payroll Suite

Human Resources · Payroll · Time Attendance

Three integrated systems that share one set of employee data. Attendance and leave flow into payroll, statutory calculations run automatically, and HR keeps every record in one place - built for Sri Lankan labour and tax requirements.

01

AccSoft HR

Employee self-service, leave approval, performance evaluation, recruitment, OT approval, documents and letters.

02

AccSoft Payroll

Salary processing, EPF / ETF / MSPS / APIT, staff loans, payslips, SLIPS bank transfer files and statutory reports.

03

AccSoft Time Attendance

Working rules, shifts and rosters, overtime and no-pay calculation, biometric and RFID device integration.

600+

Payroll installations

25+

Years in business

5,000+

Users island-wide

EPF·ETF·APIT

Statutory ready

Call 0777 554 225 · support@accsoft.lk · accsoft.lk

AccSoft Solutions (Pvt) Ltd · 26, Pamankada Lane, Colombo 06

HRIS · EMPLOYEE MANAGEMENT

AccSoft HR

Complete HR & Attendance Management

A complete solution covering Human Resources, Time Attendance and Payroll, with powerful features developed in keeping with the local labour regulations of Sri Lanka.

12 modules

ESS through to OT approval

Mobile

Access information on the go

Integrated

Payroll, attendance & biometrics

Since 1998

Local implementation & support

Complete HR Management Suite

1 Employee Self-Service (ESS)

Employees look up personal details, view attendance records, check leave balance and apply for leave without HR intervening.

3 Leave Approval

Track and approve leave requests through a transparent, automated workflow and maintain accurate leave records.

5 Recruitment Module

Covers the whole life cycle from job posting to candidate shortlisting and interview scheduling.

7 Document Library

Centralised digital storage of all HR documents, policies and forms for authorised personnel.

2 Admin Dashboard

Keeps management in full control over the entire HR cycle, delivering easy decision-making and optimised process management.

4 Performance Evaluations

Manage KPIs, goals and review processes. Track productivity, identify training needs and reward top performers.

6 OT Approval

Streamline overtime approval workflow with accurate counting, in line with labour regulations.

8 Notice Board & Memos

A common notice board for announcements, company updates and interoffice memos.

More Capabilities

9 Letter Templates

Customise offer letters, appointment letters, warnings and more from pre-defined templates.

10 Meetings & Events

Keep meetings, events and training sessions on schedule with built-in calendar functions.

11 Mobile Support

Optimised for mobile and tablet devices so staff and managers can work on the go.

12 Seamless Integration

Integrated with Payroll, Time Attendance and biometric readers, with all data stored centrally.

ONE SYSTEM, END TO END

From attendance to payslip, automatically

Time Attendance

Rosters, working rules and OT from actual attendance

Biometric Readers

Fingerprint and face recognition devices feed data in

AccSoft Payroll

EPF, ETF and APIT handled in the payroll system

Built for Sri Lankan Companies

- ✓ Configured to Sri Lankan working hours, overtime rules and leave entitlements
- ✓ Adjustable when labour requirements change
- ✓ Leave, no-pay and OT details transfer directly to payroll, no re-entry
- ✓ Suitable from small offices to organisations with thousands of employees
- ✓ Local support in Sinhala and English by phone, remote access or visit

Request a Demo

Pricing depends on employee count and the modules you need, starting USD 4/-.
Setup, including employee details and leave policies, is completed quickly by

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accsoft.lk/hr/ · support@accsoft.lk

ACCISOFT PAYROLL

Payroll

Made easier for Sri Lankan businesses

Automate salary processing, statutory calculations, staff loans, payslips, bank transfer files and management reports with a payroll system built around local business requirements.

Sri Lanka Ready

EPF / ETF / PAYE / APIT and local reports

Attendance Linked

Time attendance, leave and OT integration

600+

Companies running payroll on AccSoft

Since 1998

Support and experience included

Complete Payroll Feature Coverage

1 Employee Information

Personal information with photograph. Employment details such as designation, status and date joined. Grouping by department, job category, class and status. Active, inactive and terminated lists.

3 Automatic Calculations

Overtime, no-pay, late and early departure calculations where configured. EPF, ETF, MSPS and PAYE/APIT. Gratuity calculation and salary history. User-defined rules.

5 Payments & Bank Transfers

Cash, cheque and bank transfer pay methods. Bank transfer files and SLIPS electronic remittance. Customized payslips with company logo. Salary posting and reconciliation support.

7 Multi-user & Access Control

User levels and access control for payroll operations, so each officer sees only what they should.

2 Salary, Allowance & Deduction

Monthly and daily salary handling. Fixed and variable allowances. Standing order and variable deductions. Salary advances and lump sum / bonus payments.

4 Staff Loans

Unlimited loan types such as festival, vehicle and housing loans. Automatic deduction by instalment schedule. Loan write-off facility. Analysis by department, job category and loan type.

6 Reports & Statutory Outputs

Salary sheet, payroll summary and salary journal. EPF, ETF, MSPS, PAYE/APIT reports. Overtime, allowance, deduction and coinage analysis. C forms, R4 forms, six-month returns and T9/T10.

8 Customisable Reports & Cloud

User-definable reports to match management needs, with access via AccSoft cloud hosting when required.

Why choose AccSoft Payroll?

9 Improved efficiency

Automate recurring payroll tasks so HR and finance teams spend less time on manual calculations and checking.

10 Greater accuracy

Reduce salary errors with structured employee data, salary components, formulas and automated deductions.

11 Compliance support

Handle EPF, ETF, MSPS, PAYE/APIT, gratuity and statutory reporting requirements more confidently.

12 Scalable control

Manage multiple companies, departments, job categories and user levels as the organisation grows.

ONE SYSTEM, END TO END

Payroll workflow: master data to payslip

1 Employee Master · 2 Attendance & Leave

Employee records, shifts, leave and OT captured once

3 Payroll Calculation

Statutory, overtime and custom formulas applied automatically

4 Bank / SLIPS · 5 Reports & Payslips

Transfer files generated, payslips and reports issued

Recommended for organisations that need

- ✓ A monthly payroll process with proper approval and audit trail
- ✓ Statutory calculations and structured reporting for Sri Lankan payroll
- ✓ Department-wise payroll visibility and management reporting
- ✓ Better control over overtime, no-pay, allowances, loans and deductions
- ✓ A platform that can grow with HR, attendance and biometric device requirements

Request a Demo

AccSoft Solutions provides payroll software, implementation support, training and ongoing assistance for businesses in Sri Lanka. Feature availability may depend on the implementation scope.

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TIME · ATTENDANCE · OVERTIME

Time Attendance

Shifts, Rosters & Overtime, Calculated

Maintain intricate working rules, time shifts and rosters, calculate work hours and overtime automatically, and pass the results straight to payroll. No more manual calculations.

Automatic

OT, no-pay and late calculation

3 device types

RFID, fingerprint and face

Multi-company

Branches, departments & categories

Since 1998

Local implementation & support

Time Attendance Features

1 Simple To Manage Attendance

Paper-based attendance is out the door. Access the time record of all employees anytime, from anywhere, with an easy online attendance sheet and time card.

3 Overtime & Work Hours

Work hours and OT are always accurate, so no time is wasted when it comes to paying your employees.

5 Complicated Rosters

Build and manage complex rosters across shifts, departments and locations without manual effort.

7 Online Attendance Monitor

Monitor attendance as it happens across every branch, from a single screen.

2 Rule & Shift Configuration

Define intricate work rules and time shifts in a few minutes, customised to fit your business needs.

4 OT Approval & Tracking

Overtime rules are customisable and calculated in real time. The OT approval process systemises verification.

6 Leave Policy Management

User-definable leave types - annual, casual, medical, short leave - customised to your company policy.

8 Biometric Reader Integration

Data captured from fingerprint, face or RFID readers downloads directly for calculation. Never enter data twice.

Auto Calculation & Reports

9 Customised Overtime

OT normal, OT double or user defined - calculated automatically to your rules.

10 No Pay & Leave

No-pay days and leaves calculated without manual working.

11 Late & Early Departure

Late deductions and early departures captured and calculated automatically.

12 Reports

Head count, absentees, overtime, late attendance, leave summary and many user definable reports.

ONE SYSTEM, END TO END

From clock-in to payslip, automatically

Biometric Readers

RFID card, fingerprint and face recognition devices

AccSoft Payroll

OT, no-pay and late deductions flow into the salary run

AccSoft HR

Leave, approvals and employee records in one place

Built for Sri Lankan Companies

- ✓ Multiple companies, departments and job categories in one system
- ✓ Attendance consolidated across multiple locations for payroll processing
- ✓ Any other user definable working rules configured to your operation
- ✓ Suitable from small offices to factories with thousands of employees
- ✓ Local support in Sinhala and English by phone, remote access or visit

Request a Demo

Pricing depends on employee count and the devices you need. Basic package starts at USD 4. Works with your existing RFID, fingerprint or face recognition readers.

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