



## HR SUITE OF SOLUTION

### 365HR Service Payroll Management

# Payroll Management Modules

## 365HR Service of Solutions

- The Modules within the 365HR Service suite of Solution recommended for Payroll Management, are stated :-
  - Human Resources System Console (HRSC)
  - Human Resources Personal Bio Management (HRPBM)
  - Human Resources Payroll Management (HRPM)

Two Module are the compulsory Module within the 365Hr Service solution offering as they act the controlling module within the suite of solution and they HRSC and HRPBM.

- **Automated Payroll Process**

With the ever increasing demand for automated processes in HR, HRPM provides a comprehensive platform to enable this need. Customised management reports can be generated at any time with a very high accuracy in the information provided.

Payroll processes could then be easily generated during month-end at a shorter timeframe. HRPM also provides easy update to statutory requirement needs. Data integrity is assured updates

- **Increased Data Reliability**

Increase your organisation's efficiency by reducing data entry error and data duplication with HRPBM. With a single point of entry of HR information enterprise wide, data entry error would decrease and data duplication will be history

HRPBM is the main backbone of the suite of solutions for all initial setup entries. This devised to ensure system and data integrity throughout the whole 365HR service solutions.

- **Comprehensive System Setting**

HRPM caters for setup base on system profiles and master data. Some of setting to be done are listed below :

- Company Policy
- Organisation structure
- Cost Centers, Others..

- **Extensive export functionality**

365HR Service HRPM provided a comprehensive list of report as standard feature. Even Linked to the HRLM is the HR A with this also supports a third-party reporting tool (BI Reporting Tool) for users to generate many more reports as per the organizational needs.

It also supports data exports to other reporting tools like MS Excel Pivot Report for ad-hoc reporting purposes.



## 365HR Service suite of solutions :-

### Functionalities Of 365hr Service Solutions

#### Payroll Management Module

- Automated Allowance Entitlement calculations base on the criteria set by the organization
- Accessible function group
- Base one User login to process payroll staff or Management type of access
- Transaction locking
- Field locking

#### Transaction Audit record

- Any data update , delete, edit, add or process payroll will save to audit record by "timestamp".

#### 365HR Service Leave Management setups that encompasses:-

- Stop individual income TAX Payment
- Additional individual income Tax Payment
- Ability for user to define and setup the TAX report according to the organization needs
- Easy maintenance of benefits assignment to employees where it can be based it on fixed amounts or by percentages
- Simplified management of deductions where it also provides the flexibility of basing it on fixed amounts or by percentages
- Easy entry screen for any additional benefits or deductions by employee for particular payroll month
- Straight forward selection for employee resignation which automatically calculates balanced leave form HRLM
- Completed listing of overtime summary with data entry capabilities enable changes to be made on the screen if self
- Payroll processing with the facility to process it based on :
  - Employee
  - Division
  - Department
  - Job grade / Job title
  - Pay type
  - By category
- PAYROLL details history by employee
- Support comparison of payroll details history via a single view
- Viewing and printing of individual payslip with deductions and allowances calculated accordingly
- Ability of advance Payroll processing by race and individual employee

### Payroll Management Modules

- User defined termination benefits
- Separate processing for bonus payouts
- Easy maintenance of increments and Promotions where lock dates can be included
- Global increments functionality available.
- Standard Government reports templates are system generated
- Payroll Summary and Payroll details report and other report like excel pivot table report

#### Comprehensive Template report for audit trails

#### Report export functions to MS excel and plain text formats.

#### Web Enabled Leave application engine

#### Workflow enabled application with routing features (with HR Approval Management)

#### e-payslip and send email with password payroll application engine

#### Monitor employee payroll transaction history

#### Comprehensive report which covers:

- Report By Pivotable



### For more information about 365HR Service Solutions :-

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