



HCM

HUMAN CAPITAL MANAGEMENT

EMPLOYEE INFORMATION

SALARY PROCESSING

INCOME TAX

LEAVES

LOANS

BONUS

CONTRIBUTIONS

PROVIDENT FUND LEDGERS

MEDICAL FUND

PENSION MODULE

ATTENDANCE & SCHEDULING

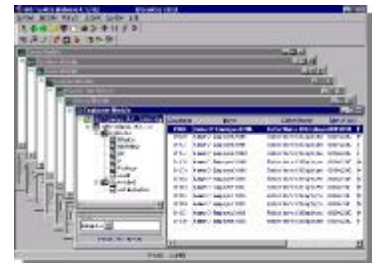
OVERTIME PROCESSING

FINAL SETTLEMENT

PAYROLL

Sidat Hyder – HCM offers a comprehensive suite of Payroll modules covering the following core functional areas:

- Employee Information
- Salary Processing
- Income Tax
- Leaves record
- Loans management
- Bonus disbursement
- Contributions
- Provident Fund Ledgers
- Medical Fund
- Pension Module
- Attendance & Scheduling
- Overtime Processing
- Final Settlement



EASE OF USE

An easy to use and intuitive user interface with navigation by menus, short cut keys or tool bar with persistent screen and buttons for fast, easy access to commonly used screens and reports save valuable time.

STANDARD REPORTS

More than 150 predefined reports are generated available for use. In addition, option is also available to generate standard letters and some reports.

The reporting formats also cater to Income tax & other legal reporting requirements like generation of Salary Certificates, Statements U/S 165 and more.

SECURITY & INTERNAL CONTROL

In order to maintain confidentiality of information and restrict unauthorized information access, a powerful group based security module is built-in along with a supplementary Audit log to monitor the activities of authorized users.

Users are classified into User groups (based on location, division, department, employee type etc.), and may only access data as authorized to their respective User Group.

FLEXIBILITY

Designed to fulfill the diverse industry requirements, the system provides for flexible setup and reporting. Unlimited number of Employees may be defined and categorized by division, department, location etc.

The system provides for defining cost centers and respective allocation of employee salary along with associated reports.



EMPLOYEE INFORMATION

This comprehensive module has complete control of an employee data record. It is geared to facilitate business managers with all those special support tools to make their departments efficient and cost effective.

SALARY PROCESSING

The salary processing module serves as the hub for all other modules present in the system. A robust formula configuration options facilitates in defining different types of allowances and deductions to meet the HR policy and business requirements. Likewise provision is also available to configure other system modules such as Overtime, Loans, Tax, PF, etc. to ensure automatic salary update whenever there is any change in the same.

INCOME TAX MODULE

Income Tax is one of the key modules, that is upgraded annually to meet all major statutory requirements as may have been amended with the annual national budget. The module facilitates automatic calculation and deduction of income tax and generation of quarterly and annual statement to be submitted to the government departments, thereby resulting in immense time and cost savings.

BONUS DISBURSEMENT

The system provides a flexible Bonus module, that is user configurable. Multiple options are available to define Bonus based on attributes like departments, grades, designations, employee type or a combination of such attributes.

Provision to define a formula for calculation of the bonus amount is available based on the configured allowances and specified rates. The same can also be setoff against any employee loans, or may form part of the salary or disbursed independently.

PENSION

The system provides for calculating and disbursing pensions. Option to enter opening balances and define contribution of employee and employer on the basis of selected allowances is present. Option for one time settlement and monthly pension is also present. Projection reports are available for effective budgeting and cash flow planning.

LOANS

Different types of loans can be defined in the system. Loans can be refundable or non-refundable. Provision to allow loans against provident fund is also available. Loan Installments are calculated automatically on a monthly basis for compound, simple interest based and non-Interest loans.

OVERTIME

Employee Overtime may be setup based on different options available. This may be on a user defined rate or as deducted based on salary allowances. Separate rates may be defined for Holidays, Off-days and Working days. Any additional amount may also be added to this overtime as desired. Once configured, the overtime may be processed independently or along with the monthly salary processing.

ATTENDANCE & SCHEDULING

Recording attendance is easy and intuitive. Options are available to either record the same manually by simply marking the absences or to fetch data from a time recording machine. This comprehensive module provides options to define different types of shifts with starting and ending time boundaries.

Employee's are to be grouped and these groups are then applied to different shifts and may be scheduled for a daily, weekly, or rotational basis.



The module facilitates in recording attendance, updating of leaves and overtime along with effective reporting for better resource management and control.



PAYROLL FEATURES

EMPLOYEE DETAILS

- Employee Personal Information
- Date of Joining or Leaving
- Family Information
- Medical History
- Multiple Addresses
- Accessories
- Annual Leaves
- End of Services
- Employee Lists
- Designation Wise Strength
- Bank Branches
- Grades
- Locations
- Employee Types
- Departments

LEAVES MODULE

- Monthly Leave Register
- Annual Leave Register
- Encashment
- Leave without pay

INCOME TAX DEDUCTION & REPORTING

- Monthly Tax Deducted
- Annual Tax Deducted
- Salary Certificate Printing
- Statement U/S 165
- Income Tax (Yearly)
- Income Tax (Quarterly)

LOAN PROCESSING & CONTROL

- Monthly Loan Register
- Annual Loan Register
- List of Individual Loan

SALARY PROCESSING

- Pay Sheets
- Annual Pay Sheet
- Summary by Dept., Location, Company
- Pay Slip
- Formula Based Allowance Calculation
- Associated Reporting

CONTRIBUTION MODULE

The Contribution module provides options for maintaining:

- Gratuity
- EOBI
- Social Security
- Group insurance

Provident Fund

Provident Fund management is a time consuming task. The PF module provides for automatic profit distribution on the basis of contributions defined for employer & employee. Various options and reports are available which include reports on refunds, non-refundable withdrawals, employee ledger card etc.

Monthly employee's deduction and employer's contribution on the basis of user specified rates for the same.

Issuance and maintenance of loans with option for mark up against PF is possible.

Employee's provident fund ledger with up to date balances and track for loan payments is also maintained.

Gratuity

Gratuity slabs may be defined in the system as per policy. The system allows selecting a list of allowances to calculate the gratuity amount.

Different gratuity reports may be generated such as: Monthly accrual report and Current year projection report and more.

Employee's entitlement and entitlement date can be specified for each employee. Likewise employee's balance can be effectively generated by the system at the time of final settlement.

Pension Fund

The Pension Fund sub module facilitates in managing and processing records of pensioners.

Monthly employer's contribution on the basis of and contribution rates and selected allowances is to be specified.

Likewise monthly deduction from employee salary is made in accordance to user defined pre determined rates and allowances.

Monthly reports on employee ledger, projections, pensioners list and more are available.

