

## **E-HRIS**

### **A) Employee HR Detail Database Maintenance**

1. Employee Personal Details
2. Statutory Account
3. Miscellaneous
4. Emergency Contact
5. Accident
6. Achievement
7. Benefit
8. Discipline
9. Academic Qualification
10. Employee Event
11. Family
12. Insurance
13. Specialized Skill
14. Work Experience

## **PAYROLL**

### **A) Employee Salary Database Maintenance**

1. Career Progression (event tracking) for salary, payment method, statutory account, department, division, cost centre and etc..
2. Fix Allowance and Deduction.
3. Employee Bank Setup.

### **B) Organization Company Setup**

1. Setup for multiple company.

### **C) Statutory Setup**

1. Income Tax Setup
2. EPF Setup
3. Socso Setup
4. Government Report
  - i. EPF Form A – Manual & Diskette Format*
  - ii. Socso Form 8A - Manual & Diskette Format*
  - iii. Income Tax CP 39 - Manual & Diskette Format*
  - iv. Income Tax CP 22*
  - v. Income Tax CP 22A*

- vi. Income tax CP 21*
- vii. Socso Form 2*
- viii. Socso Form 3*
- ix. Income Tax CP 8A (EA Form)*
- x. Income Tax CP 8D (Form E)*
- xi. Income Tax CP 159*
- xii. Income Tax PCB 2 (Slip Jawapan)*
- xiii. In Lieu of CP39 - Income Tax Registration form*
- xiv. LUTH Form - Lembaga Urusan Tabung Haji*
- xv. ASN Form - Amanah Saham Nasional*
- xvi. Zakat Diskette Format*

#### **D) Payroll Policy & Formula Setup**

1. One payment cut-off period only.
2. 3 payment period (Mid month, End Month & Additional Month).
3. Allowance & deduction code.
4. Standard Overtime Group for overtime rate & formula.
5. Standard Unit Rate Group for unit rate.
6. Auto-Bank setup.

#### **E) HR, Payroll & Government Report**

1. Employee HR Reports
2. Standard Payroll Reports
3. Standard Government Reports
4. Standard Pre-defined Payslip

#### **F) Process**

1. Salary Process
2. Salary Entry
3. Salary submission to Bank

### **E-LEAVE**

#### **A) Leave Setup**

1. Leave Entitlement base on Calendar
2. Leave Entitlement base on Anniversary
3. Leave Entitlement base on Join Date

#### **B) Workflow Setup**

1. Create Workflow
2. Grouping of Approving Officer
3. Leave Routing
4. Notification Email
5. Alternate Routing

### **C) Work Force Control**

1. Leave Calendar
2. Workgroup Setup

### **D) Leave Administration**

1. Leave Entry
2. Leave Batch Entry
3. Entitlement Processing
4. Entitlement Calculation
5. Service Calculation Setup
6. Leave Summary

### **Employee Self Service (ESS)**

1. Print Online Payslip
2. Print EA Forms
3. Generate Income Tax Forms
4. Apply Leave Online
5. Print / Check Leave Report
6. Update HR Information