

A Powerful Combination of **Payroll and Self-Service**

Payroll

- Payroll setup
- Leaves types & Policy
- Salary
- Loans
- Overtime entry and approval
- Timesheets
- Ad-hoc payments/deductions
- WPS/Bank transfer
- Journal integration

Self-Service:

- Registering for training courses
- Leaves & Approvals
- Expense claims
- Travel Requisition
- Cash advance
- Timesheets (projects)
- Personal information
- Questionnaires for survey
- Discussions

Simplified Payroll Setup

Process Payroll in different currencies and attendance from leave data

ATTENDANCE/TIME SHEET CUTOFF GROUP FOR ENTITLEMENTS Automatically populate timesheet Benefit entitlements based on groups

DEDUCTION OF OUTSTANDING LOANS DURING EOS GROUP FOR SALARY COMPONENTS LABOR LAW BY COUNTRY Keep payroll compliance easy amidst changing laws Assign salary components based on Loan deductions from payroll based on EOS groups

> AIR TICKET AUTO PAYMENT/LIFE EVENTS

Seamlessly manage air tickets & life events expenses

PROBATION Create & manage probation period policies

OVERTIME

Configure overtime settings to process overtime wages



Feature-Rich Employee Self-Service

Keep everything in one place to delight employees from managing their personal information to applying leaves

- Update Personal Information
- Update Competencies
- Register for training courses
- Apply / Approve leaves
- Update Goals

- Expense Claims
- Update Timesheets
- Questionnaires for Survey
- Company Directory



Employee Record Management

Maintain basic employee information:

- Contact Information
- Demographic Information
- Identification Information
- Family Information
- Military Service Status
- Expatriate Information
- Personal Information
- Emergency Contacts

Maintain information about employment

- Company or Organization
 Affiliation
- Position Assignment
- Start and End Dates
- Work Eligibility
- Terms of Employment
- Pension
- Vacation
- Relocation Information

Maintain competency & development information

- Goals and Discussions
- Professional Background Information
- Education
- Skills
- Courses
- Projects
- Professional Experience
- Positions of Trust
- Certificates Earned
- Trainings



Everything you need to run uncomplicated Payroll processing & Manage Self-Service



Accuracy

Salaries based on actual timesheets

Rules

Based on Labor Law

Pension

Calculates as the agreed deduction & contribution

Data Transfer

Easy data Import and Export

Exceptions

Pay based on entitlements

Reports

Predefined and customized

UserBase

Unlimited additions and deductions

Compliance

Audit and JV interface to Finance

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