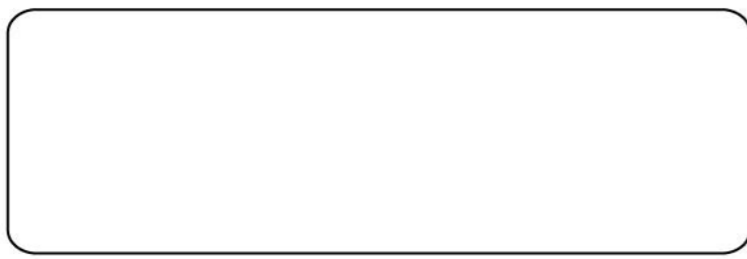


FIS™

Financial Information System

Human Resource Management Systems



(558120-V)
softwareOptima

Integrated Business Software for the Enterprise

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The information printed in this brochure is correct at the time of printing and is subjected to changes from time to time without prior notice.

- Award Winning Open Client-Server
- Support Multi Company
- Designed for SMEs
- Further Customization
- Secure Data Management

Human Resource Management Systems (HRMS)



Personnel, Payroll & Employee Time Attendance System

The Human Resource Management Systems (HRMS) is part of the many suites of components of FISTM (Financial Information Systems) that comprises of:

Personnel Administration
Payroll Management and
Employee Time Attendance System

Targeted for the Human Resource (HR) Department, it allows better handling and management of the entire workforce in an enterprise.

Payroll processing becomes a brisk especially when it involves the computation of overtime pay where the attendance of the staff are electronically registered and their overtime is automatically computed with great accuracy using the Employee Time Attendance System.

Built using award winning open client-server technology and secured database management, companies can count on HRMS to process payroll speedily with accuracy.

HRMS is ERP enabled and integrated to FISTM Financial Core.

Why Choose FIS over other Accounting Software?

- Suitable for Small and Medium Sized Companies
- Comprehensive Security System
- Secure Data Management
- Preview and Export Features
- Comprehensive Search Utilities
- Flexible Integration between Modules
- Real Time Account Posting
- Support Multi-User/Multi-Company Structure
- Support Company's Business Expansions Flexibly with
- Lower Cost of Investment
- Further Customization to meet Company's needs

Personnel Administration

The Personnel Administration provides accurate and up-to-date human resource information including leave entitlement, education qualification, professional qualification, career planning, training and personal details such as:

- Bio-Data
- Education & Professional Qualification
- Next of Kin
- Job History
- Leave Management
- Medical Chit
- Staff Training

Payroll Management

The Payroll Management is specially developed for Malaysian payroll, which includes reports required for all statutory bodies. The system allows company to define it's own allowance and deductions. It incorporates automatic computations of income tax, EPF and other statutory deductions requirements.

The Payroll Management supports multi-payments per month and has the options to process payroll by department or staff category. The systems has comprehensive reports options, user-defined overtime rates, formula, pro-rata employee salary, allowances and deductions based on date of employment or last day of employment. The system also caters for staff advances and repayments. Some notable features of the system are as follows:

- Payroll Cost By Department
- Pre-run Employee Earnings
- Pre-run Payroll Register
- Overtime Transaction Listing
- Overtime Exceed Basic Salary Report
- Overtime Trend
- Statement of Tax Deduction
- Employee Profile Report
- Group Profile for Employee

Employee Time Attendance

The Employee Time Attendance is another new innovative addition to the HRMS suites of applications which provides the necessary functionalities to manage and monitor the time attendance of its employees through electronic clocking-in and out. Various methods of clocking-in/out can be implemented either by using magnetic identification card or bio-metrics such as fingerprinting or retina identification.

This method of clocking-in/out electronically saves time and reduces administrative cost thus. The system also allows easy access to staff attendance which enables management to target resources more effectively through improved shift management and greater budgetary planning.

The Time Attendance ensures accurate, automatic capture and transfer of real-time attendance data to the Payroll Management component. The Time Attendance collects, analyses and compiles these data into vital management reports. The same data can be uploaded to the Payroll Management component. This creates a seamless integration to the task of reporting details of employees' working and overtime hours for payroll computations. Some notable features are:

- Process attendance records from 3rd party attendances clock-in/out devices
- Options to manually amend attendance record
- Auto-computation of overtime hours
- Handles night shift work hours
- Provide detail attendance register report
- Fully integrates with Payroll Management and Personnel Administration

Reports

Personnel

Course Expenses Analysis
Course Listing
Employee Courses Listing
Employee Air Ticket Report
Employee Contract Report
Employee Document Status Report
Job Application Report
Detail List of Medical Chits
Medical Expenses Compared to Last Year
Panel Doctors Report
Staff Yearly Medical Expenses
Birthday Listing
Career Development
Category Profile for Employee
Employee Report by Grade/Scale

Payroll

Benefits and Deduction (B/D) Setup
Employment B/D Setup
B/D by Employee and Periods
Payroll B/D Summary
B/D by Units and Periods
Multiple-Type Allowance & Deduction
Document Distribution Report
Employee Attendance
Bank-In-Letter
Detailed Allowance and Deduction
Employee Monthly Earning
Employee Reward
Monthly Payroll Register
Overtime Exceeds Basic Salary
Overtime Transaction Listing
Payment by Payment Mode
Payroll Control Report
Payslip - Standard
Pre-Run Employee Earning
Pre-Run Payroll Register
Pre-Run Transaction Listing
Salary Summary by Bank
Summarized Allowance & Deduction
Summary of Yearly Payroll Register
Yearly Overtime Trend
Yearly Payroll Register
EPF Table Report
EPF DISK File and BCCD Form
EPF Form A
EPF Monthly Contribution
EPF Employee Contribution
EPF Employer Contribution
SOCSCO Registration Form
SOCSCO Resignation Form
SOCSCO Borang 8A
SOCSCO Monthly Contribution
SOCSCO Employee Contribution
SOCSCO Employer Contribution

Employee Report Profile
Group Profile for Employee
Group, Category and Scale
Manpower Listing
Next of Kin Listing
Panel Doctors Report
Post Profile for Employee
Salary Table
Scale and Post Profile
Scale Profile for Employee
Staff Due for Increment List
Staff Income Profile
Employee Leave Entitlement
Staff On Leave Transactions

CP22 - Staff Joined
CP22A Form - Staff Resigned
Income Tax Table Report
Statutory Form Setup
Income Tax Monthly Contribution
Monthly Income Tax - HDN25A
Monthly Income Tax - PCB
Income Tax Borang E
Income Tax C.P. 8A/8VC
Income Tax Deduction
Income Tax EA Form (New)
Statement of Tax Deduction
Baitumal Table Listing
Baitumal Monthly Report
Baitumal Monthly Contribution Form
Monthly Tabung Haji Contribution Form

