

PAYROLL MANAGEMENT

Payroll is probably one of the most important functional modules in Human Capital Management System. The need to pay employees accurately and on-time is of utmost important. Apart from getting the correct data for processing, payroll administration is constantly faced with the ever changing requirements to compensate employees.

KaiZenHR Enterprise Payroll Management Module is a fully integrated module that permits data to be collated from source; thus, ensuring correct payments for employees. Our strength lies in its ability to allow users to easily map their business logics and policies into the system. This will enable the customer to scale and grow their application as per their business requirements.

Company Code	Staff No.	Year	Month	Payout No.	Period From	Period To
1	1302	2012	5			

Company Code	Payout Year	Payout Month	Payout No.	Staff No.	From Date	To Date
DEMO	2012	5	10	1302	01/05/2012	31/05/2012

Staff Name: Chan Wai Moi

Qty Type	Quantity	Calc. Basic	Basic To Pay	Bonus Qty	Calc. Bonus	Bonus To Pay
D	31.00	21,842.00	21,842.00	0.00	0.00	0.00

Allowance Code	Qty Type	Quantity	Calc. Amount	Amount	Is LPY	Allowance Name
CAR		0.00	800.00	800.00	N	CAR ALLOWANCE
COLA		0.00	1,000.00	1,000.00	N	COST OF LIVING ALLOWANCE
FGB SP		0.00	200.00	200.00	N	FGB SPECIAL ALLOWANCE

Deduction Code	Qty Type	Quantity	Calc. Amount	Amount	Is NPL	Deduction Name
76		0.00	200.00	200.00	N	EXCESS CLAIM USAGE

OT Code	Quantity	Calc. Amount	Amount	Rate Type	Overtime Name

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KaiZenHR

Chan Wai Moi

Your Payroll Monthly Summary

From Year : 2013 Month : 1
To Year : 2013 Month : 12
Refresh

Company	Year	Month	Basic Pay	Bonus	Overtime	Allowance	Deduction	EPF	EPF VE	Socso	Tax	Pension	Net Pay	CO EPF	CO EPF VE	CO Socso	CO Pension	Total EPF	Total Socso	Total Pension
DEMO	2013	1	23,942.00	0.00	0.00	2,000.00	204.00	2,854.00	0.00	14.75	5,407.45	0.00	17,461.80	3,114.00	0.00	51.65	4,189.85	5,968.00	66.40	4,189.85
DEMO	2013	2	23,942.00	0.00	0.00	2,000.00	204.00	2,854.00	0.00	14.75	5,407.55	0.00	17,461.70	3,114.00	0.00	51.65	4,189.85	5,968.00	66.40	4,189.85
DEMO	2013	3	24,764.58	0.00	0.00	2,000.00	204.00	2,945.00	0.00	14.75	5,621.35	0.00	17,979.48	3,212.00	0.00	51.65	4,333.80	6,157.00	66.40	4,333.80
DEMO	2013	4	26,442.00	0.00	0.00	2,000.00	254.00	3,129.00	0.00	14.75	6,007.45	0.00	19,036.80	3,414.00	0.00	51.65	4,627.35	6,543.00	66.40	4,627.35
DEMO	2013	5	26,942.00	0.00	0.00	2,000.00	6,391.50	3,184.00	0.00	14.75	0.00	0.00	19,351.75	3,474.00	0.00	51.65	4,714.85	6,658.00	66.40	4,714.85
DEMO	2013	6	27,442.00	46,684.00	0.00	2,000.00	18,659.30	8,374.00	0.00	14.75	0.00	0.00	49,077.95	9,136.00	0.00	51.65	4,802.35	17,510.00	66.40	4,802.35
DEMO	2013	7	27,442.00	0.00	0.00	2,000.00	354.00	3,239.00	0.00	14.75	6,167.40	0.00	19,666.85	3,534.00	0.00	51.65	4,802.35	6,773.00	66.40	4,802.35
DEMO	2013	8	27,442.00	0.00	0.00	2,000.00	204.00	3,239.00	0.00	15.75	6,317.35	0.00	19,665.90	3,534.00	0.00	51.65	4,802.35	6,773.00	67.40	4,802.35
DEMO	2013	9	27,442.00	0.00	0.00	2,000.00	254.00	3,239.00	0.00	14.75	6,317.35	0.00	19,616.90	3,534.00	0.00	51.65	4,802.35	6,773.00	66.40	4,802.35
DEMO	2013	10	27,442.00	0.00	0.00	2,000.00	254.00	3,239.00	0.00	14.75	6,317.35	0.00	19,616.90	3,534.00	0.00	51.65	4,802.35	6,773.00	66.40	4,802.35
DEMO	2013	11	27,442.00	0.00	0.00	2,000.00	254.00	3,239.00	0.00	14.75	6,317.35	0.00	19,616.90	3,534.00	0.00	51.65	4,802.35	6,773.00	66.40	4,802.35
DEMO	2013	12	27,442.00	0.00	0.00	2,000.00	254.00	3,239.00	0.00	14.75	6,317.35	0.00	19,616.90	3,534.00	0.00	51.65	4,802.35	6,773.00	66.40	4,802.35
			318,126.58	46,684.00	0.00	24,000.00	27,490.80	42,774.00	0.00	178.00	60,197.95	0.00	258,169.83	46,668.00	0.00	619.80	55,672.15	89,442.00	797.80	55,672.15

Some key features of the module includes:-

- Flexibility in defining more than **10,000 Payroll Attributes** for Allowances, Deductions, Overtime, Banks etc.
- Ability to allow user to define **scriptable formulas** to be used in the computation of Salary, Leave Payback, Unpaid Leave, Overtime, etc.
- Possibly the **ONLY System** that allows you to define the number (**up to 99 times**) of Salary Runs per month.
- Ability to **split the data entry** process by components of Payroll Attributes. This ideal for organizations having thousands of employees as well as organizations who practices **Extreme Security Administration** where even the users are not supposed to know the salaries of employees.
- Tracking and maintaining past **Benefit / Allowance / Deduction / Overtime Rates** used and compare with current rate to determine the changes in policies through the years.
- Providing **Management / Finance** Department with a Monthly Salary and Wages **Reconciliation** with Summary and/or Detail Transaction Listing.
- Ability to **interface** with external Accounting System – SAP, JD Edwards, Sun Accounting, CODA, IFS, BaaN, Acctrak etc.
- Accounting processes supported – GL Journal Voucher Generation, Bonus **Provision**, Leave Pay **Accruals**.
- **Bank Auto Credit Exporting** – supports Maybank, RHB Bank, Bank Of Commerce, Bank Simpanan Nasional, Public Bank etc.
- **Other External Exporting** – HSBC Trust Fund, ASN Deduction, Zakat Deduction.
- Ability to allow **OPEN Payroll Periods** where entries can be done for subsequent Months without closing the Current Period.

- Provides a wealth of more than **150 comprehensive reports** to choose from with the feature to display the report on preview.
- Ability to output the report to a file eg. **Excel, Lotus, ASCII** etc.
- **Full compliance** with the Statutory Requirements on EPF, SOCSO and TAXATION with the latest update on Table Rates.
- Maintaining a **EPF Voluntary Excess Table** on contributions exceeding the standard Rate of 11 % and 12 %. The allocation / entitlement of additional percentage (%) can be effected automatically by grade and years of service of the employee.
- Ability to handle **Simulation Runs of Increment and Bonus** for submission to Management for approval prior to actual payout.
- Scriptable monthly **Perfect Attendance** calculation process.
- Printing of all **Statutory Reports** including EPF Borang A, SOCSO 8A, CP 39 Tax Submission, EA Form, CP8D etc.
- Provides an **integration** to other KaiZenHR Enterprise Modules eg. Time Management Module, Leave Module, Claims Module, Fringe Withholding Module, ESPP Module, Medical Benefits, Benefit-In-Kind from Loan Subsidy & Leave Passage modules.
- Self service to include e-EA, e-Payslip, e-PCB II and payroll summary for all years.
- OT application by employees with approval process online.
- Support backpay arrears for **any period of time**
- Automatic calculation of **arrears for direct changes** such as salary amount and allowance rate
- Automatic calculation of **arrears for indirect changes** such as Overtime which can be affected by salary changes
- **Computation of arrears** is calculated for **every month** of payment made
- System produce **backpay statement** for every month and every item the arrears is calculated for
- Support **simulation** of backpay for the purpose of **management decision** and **impact budgeting**