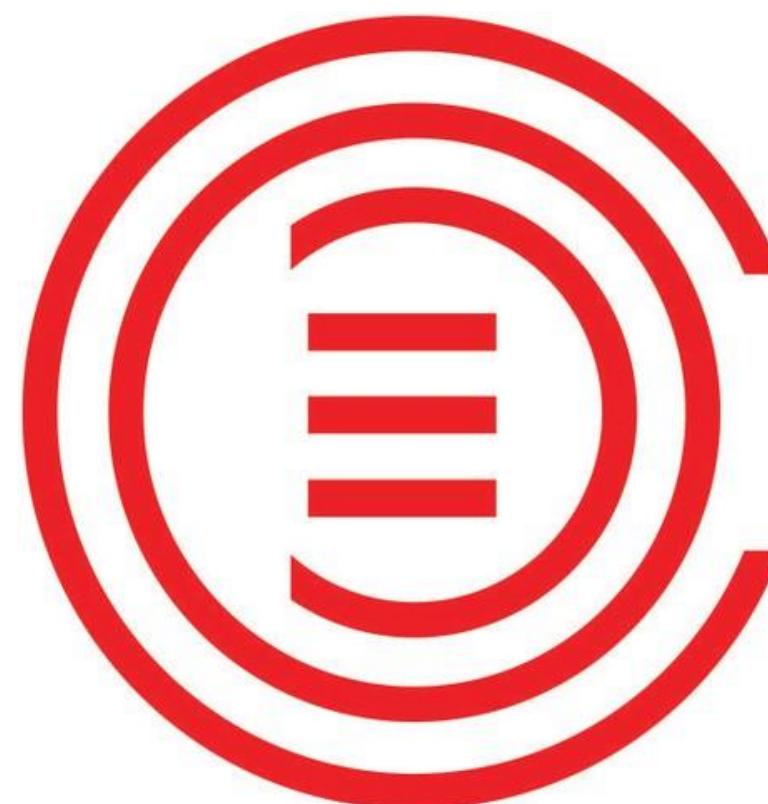


# HUMAN RESOURCES MANAGEMENT SYSTEM

Produced By



CODE-X TECHNOLOGY

# Our Company

At Code-X Technology, our mission revolves around enhancing our customers' businesses and lifestyles through the power of technology. As the leading innovative digital service provider in Myanmar, we take immense pride in our journey of growth and success.

Established in 2018, Code-X Technology has swiftly become a prominent player in the industry. With over six years of experience, we've earned the trust of 60+ valued customers and have delivered successful projects across diverse sectors.

Our team consists of more than 28 highly skilled professionals who are deeply committed to offering intelligent digital solutions. Our focus is on providing services that are not just smart, but also designed to elevate our clients' experiences.

Our origin story began in 2018 as ICT IT Solution, with the visionary Mr. Win Thu at the helm. Fueled by a strong desire to revolutionize digital services for our esteemed clients, we embarked on this exciting journey.

In 2019, Code-X Technology emerged to provide comprehensive digital solutions at affordable prices, coupled with exceptional service quality.

Our extensive array of services includes:

- Website Design and Development
- Software Development
- e-Commerce Solutions
- CCTV and Access Control Systems
- Server and Networking Services
- Fire Production System
- PA System
- PABX/IP PBX System
- Hotel Lock & Energy Saving System
- MATV System
- IoT Development
- Web Hosting

The journey of our first year has been a thrilling one, and we are eager to continue creating and sharing innovative technologies. Our commitment remains steadfast as we strive to push the boundaries of what technology can achieve for our clients and partners.

Thank you for being a part of our story. Together, we're shaping a brighter digital future.

# **How do business use human resources?**

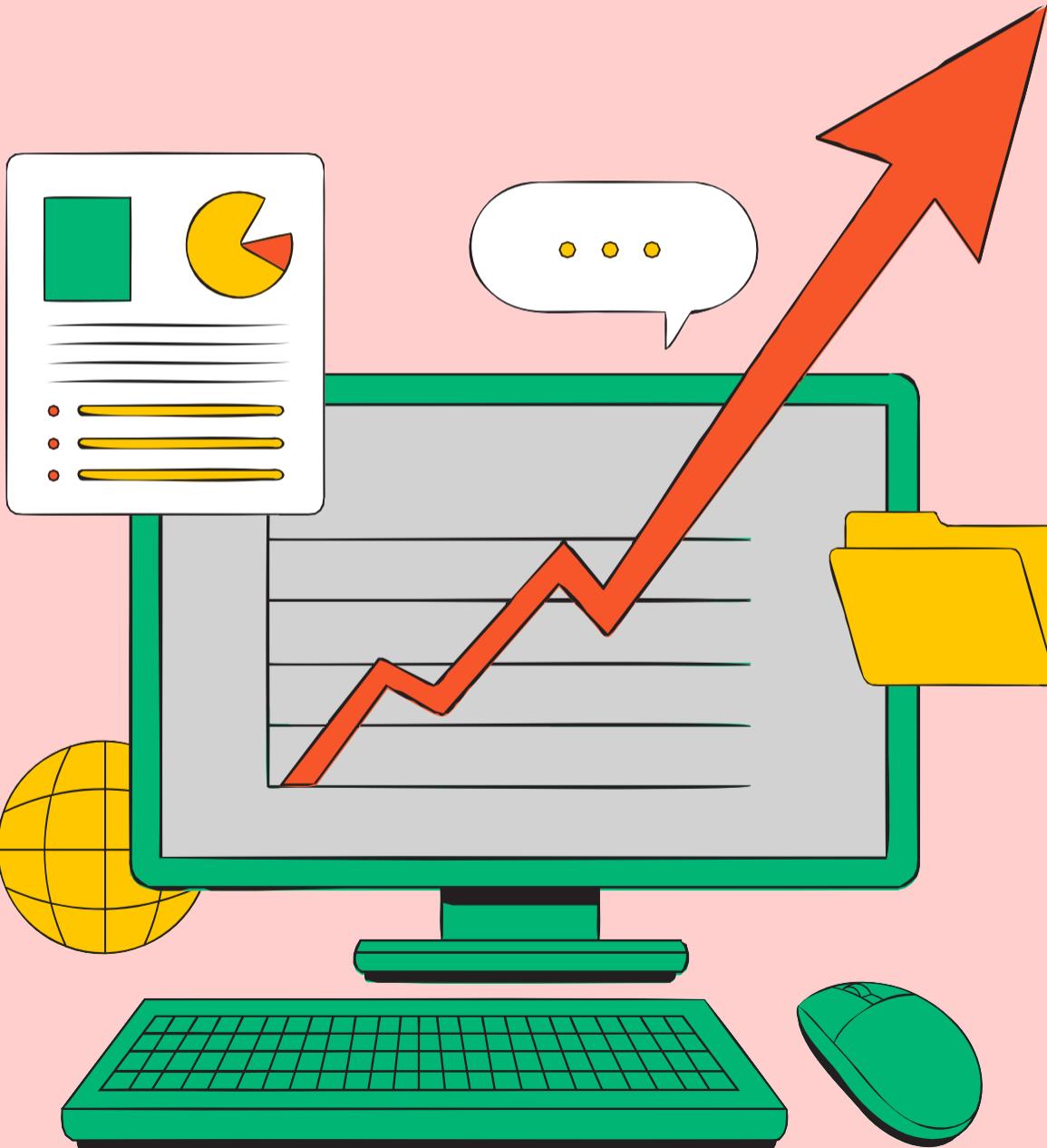
HR plays a key role in developing, reinforcing and changing the culture of an organization. Pay, performance management, training and development, recruitment and onboarding and reinforcing the values of the business are all essential elements of business culture covered.

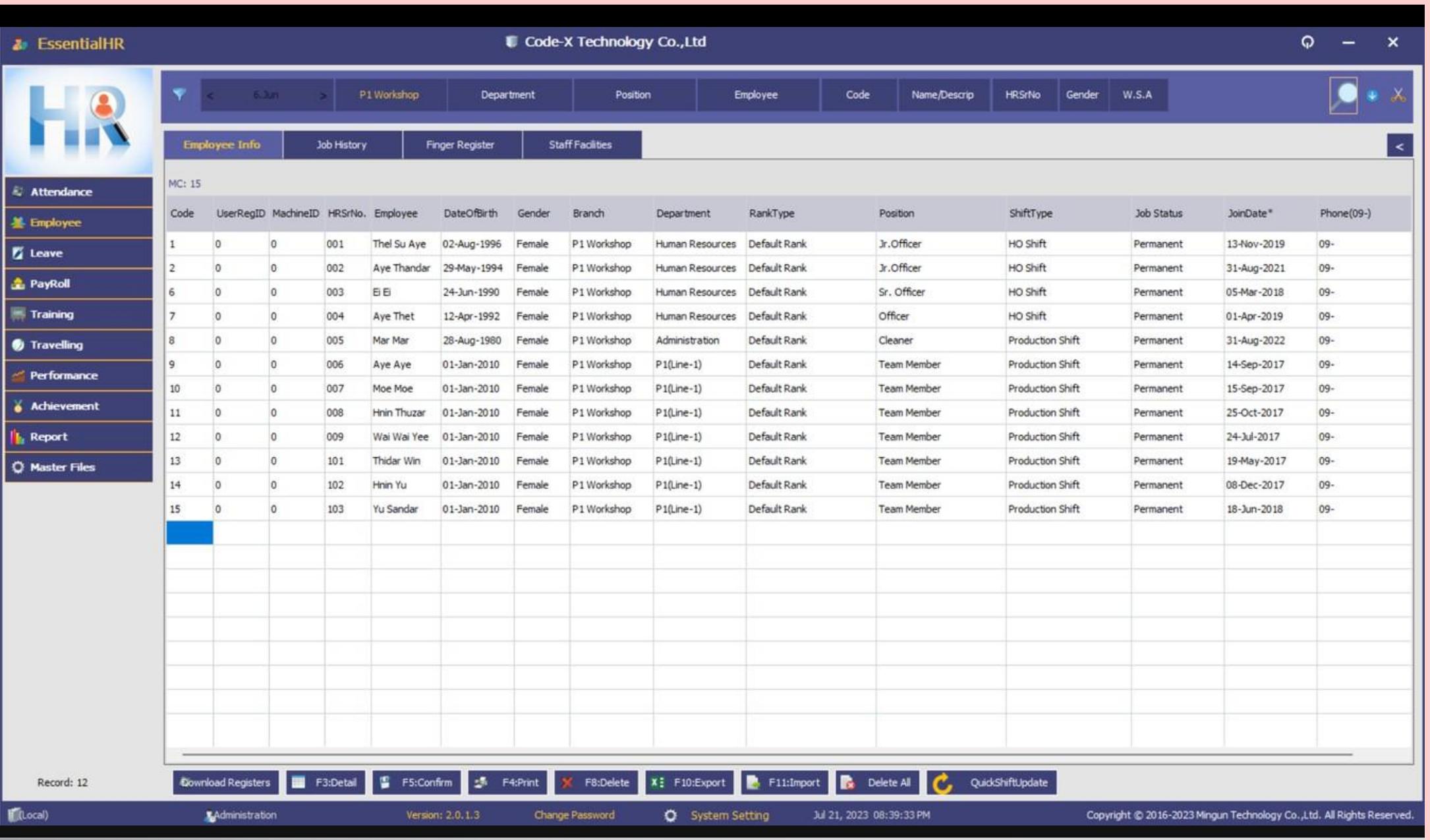
# **Why do businesses use human resources?**

Human resources' main role is to improve employee performance, which makes the overall company function better and achieve more. HR services include anything related to managing and developing employees within the organization.

# All Feature

- Employee management
- Job history
- Attendance
- Leave
- Payroll & pay slips
- Training
- Travelling
- Performance appraisal
- Achievement
- Variety Excel Export & Reports





# Employee management

- Personal information
- Employee & job employments info
- Job history
- Wages structure by jobs
- Working experience.
- Qualifications
- Family info
- Emergency contacts
- Employee skills
- Documents attachment
- Friendship
- Fetching fingerprint device users registration info
- Staff facilities

# Attendance

The screenshot shows the 'Attendance' module of the EssentialHR software. The main window title is 'Code-X Technology Co.,Ltd'. The left sidebar contains navigation links for Attendance, Employee, Leave, PayRoll, Training, Travelling, Performance, Achievement, Report, and Master Files. The main content area displays a grid of attendance records for employee 'Thel Su Aye' from June 1st to June 22nd, 2023. The grid includes columns for Record ID, Employee Code, Employee Name, Branch, Department, RankType, Position, JobStatus, Att ShiftType, Date, WeekDay, In Time, Out Time, WorkHour, Late Mins, EarlyOff Mins, ShortLeave Mins, HalfDay, OTDay, OT.Mins, and GZHW. Some rows are highlighted in green or red, and specific values like '120' and '510' are visible in the grid. The bottom of the screen shows a taskbar with various icons and system status information.

- Support devices (ZK, HIP, Suprema, FKAttend, Realand)
- Branch attendance upload/download (via FTP server)
- Mobile Attendance
- Manual attendance entry (if missed device)
- Daily attendance statements.
- View mode :
  - Payroll Attendance
  - Attendance Maintain
  - Finger print device raw data.
- Overtime request & approval

# Leave

**Leave Form Entry**

| Leave Invoice and Employee Info   |                           | Leave Calculation   |              | Adjustment for fine/action |                            |      |       |      |        |                                       |  |  |  |
|---|---------------------------|---------------------|--------------|----------------------------|----------------------------|------|-------|------|--------|---------------------------------------|--|--|--|
| Leave Date  | 10-Aug-2023               | Leave Type          | Absent Leave | Paid                       | Adj Day: 0 Per day Cost: 0 |      |       |      |        |                                       |  |  |  |
| Leave ID  |                           | Entitlement Balance | 100          |                            |                            |      |       |      |        |                                       |  |  |  |
| Leave No.   |                           | Days Already Taken  | 0            |                            |                            |      |       |      |        |                                       |  |  |  |
| Code:   | 8053 HRSr.No: HRSrNo-8053 | Available Days      | 100          |                            |                            |      |       |      |        |                                       |  |  |  |
| Employee  | Zin Ko (8053)             | Type                | FullDay      |                            |                            |      |       |      |        |                                       |  |  |  |
| NRC.No  |                           | From Date           | 10-Aug-2023  | To Date                    | 10-Aug-2023 1              |      |       |      |        |                                       |  |  |  |
| Location  | P1 Workshop               | Total Leave Days    | 1            | Closing Balance            | 99                         |      |       |      |        |                                       |  |  |  |
| Department  | Human Resources           | Leave Status        | Approved     | Approved By:               |                            |      |       |      |        |                                       |  |  |  |
| Position  | Admin Manager             | Remarks             |              |                            |                            |      |       |      |        |                                       |  |  |  |
| Job Status  |                           |                     |              |                            |                            |      |       |      |        |                                       |  |  |  |
| File Attachment   |                           |                     |              |                            |                            |      |       |      |        |                                       |  |  |  |
| <table border="1"><thead><tr><th>Date</th><th>Title</th><th>Edit</th><th>Remove</th></tr></thead><tbody><tr><td colspan="4">Image files<br/>Doc files<br/>PDF files</td></tr></tbody></table> |                           |                     |              |                            |                            | Date | Title | Edit | Remove | Image files<br>Doc files<br>PDF files |  |  |  |
| Date  | Title                     | Edit                | Remove       |                            |                            |      |       |      |        |                                       |  |  |  |
| Image files<br>Doc files<br>PDF files   |                           |                     |              |                            |                            |      |       |      |        |                                       |  |  |  |
| <input type="button" value="Preview"/>  |                           |                     |              |                            |                            |      |       |      |        |                                       |  |  |  |

- Employees' Leave entitlements
- Leave Form Request
- Mobile Leave request
- Mobile Leave approval
- Leave balance view

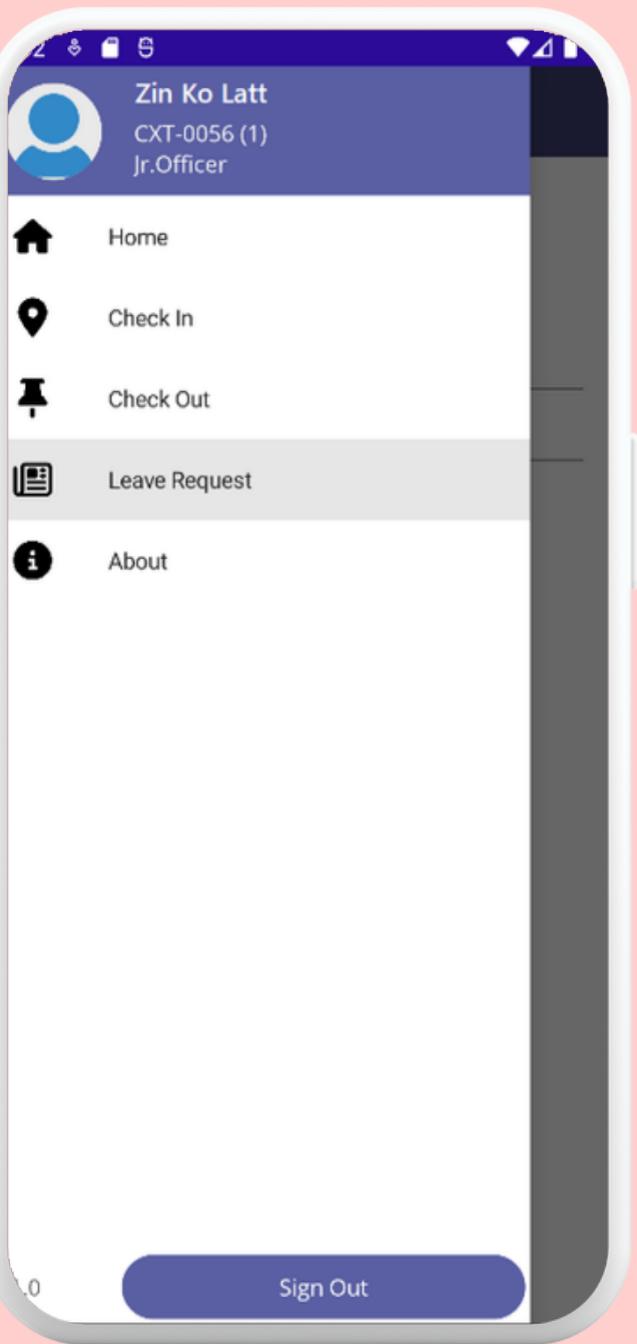
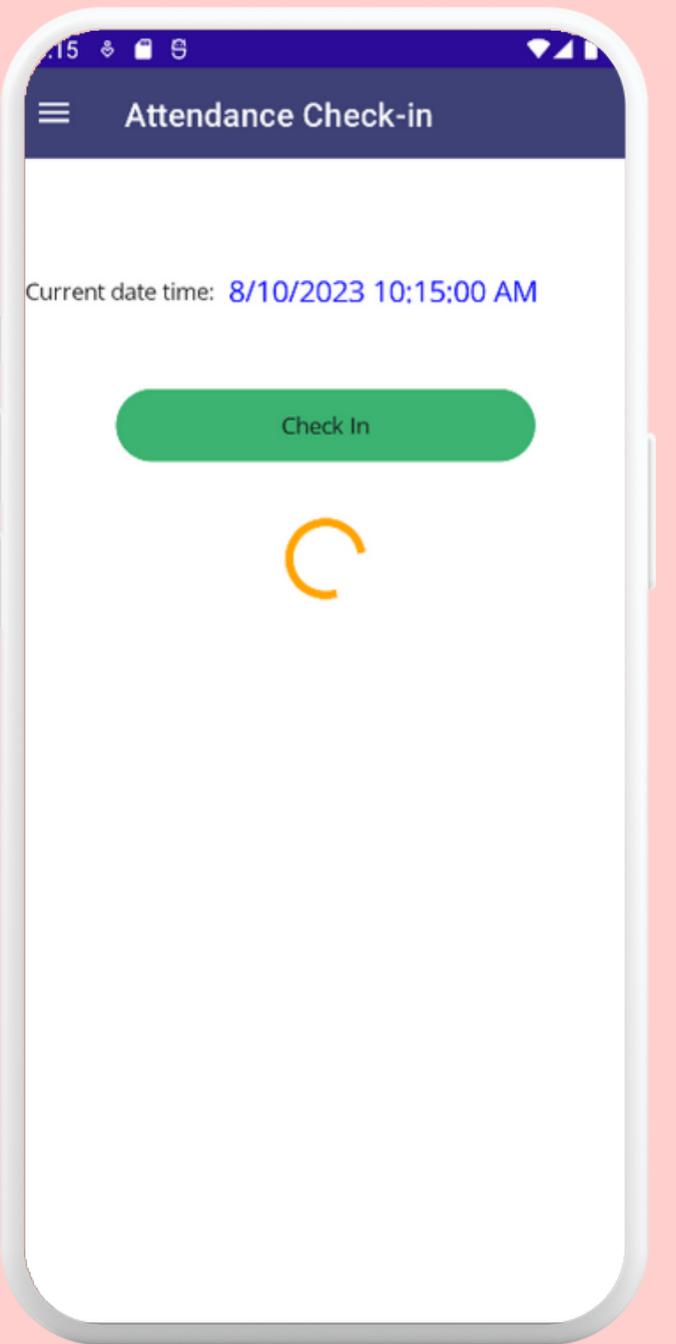
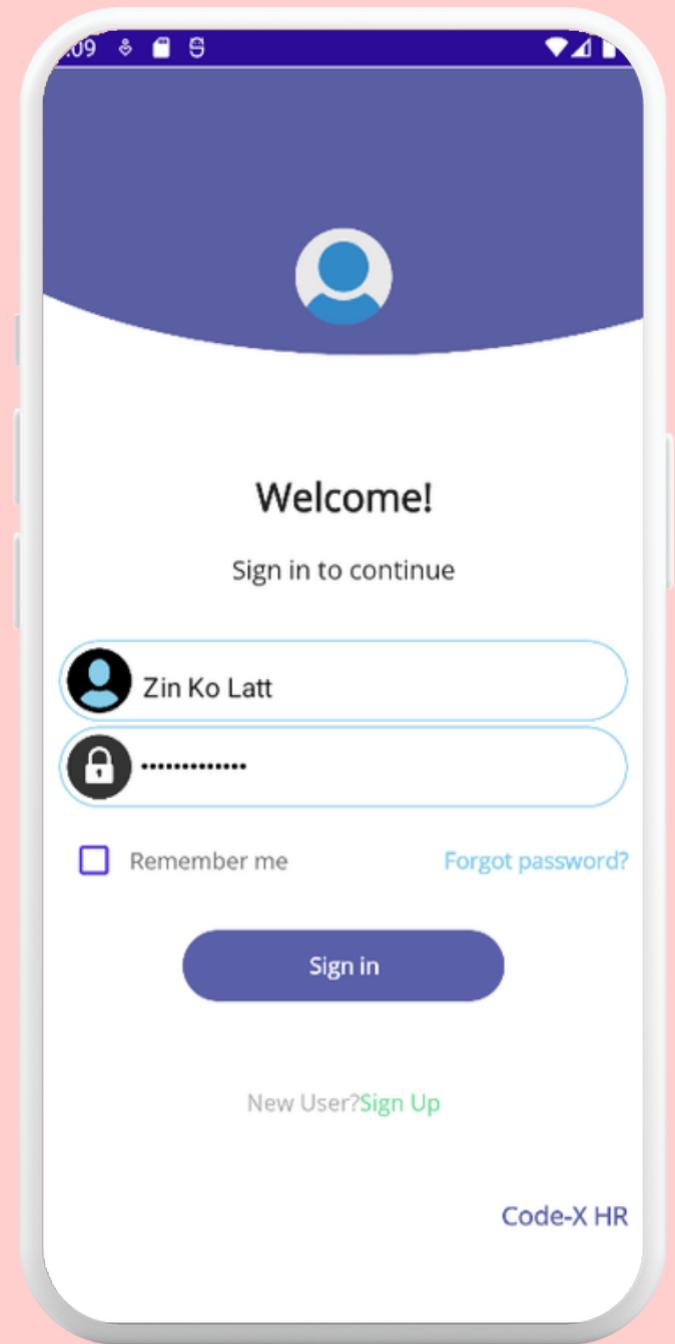
# Payroll & Pay Slip

**PayRoll Calculation and Entry**

| Code | HRSrNo | Name        | Department | JoinDate         | Position | Gender | DaysOfMonth | Holidays | Working Days | Absent Days | Paid Days | Basic Pay | OTHr   | OT Amount | Post Allowance | Performance Bonus | Attendance Bonus |
|------|--------|-------------|------------|------------------|----------|--------|-------------|----------|--------------|-------------|-----------|-----------|--------|-----------|----------------|-------------------|------------------|
| 1    | 001    | Thel Su Aye | HR         | 13-Nov-2019...   | Jr.OF    | F      | 30          | 4        | 26           | 30          | 144,000   | 21        | 25,200 | 100,000   | 166,000        | 10,000            |                  |
| 2    | 002    | Aye Than... | HR         | 31-Aug-2021...   | Jr.OF    | F      | 30          | 4        | 26           | 30          | 144,000   | 21        | 25,200 | 100,000   | 176,000        | 10,000            |                  |
| 6    | 003    | Ei Ei       | HR         | 05-Mar-2018...   | Sr. OF   | F      | 30          | 4        | 26           | 30          | 144,000   | 20.5      | 24,600 | 200,000   | 296,000        | 10,000            |                  |
| 7    | 004    | Aye Thet    | HR         | 01-Apr-2019 ...  | OF       | F      | 30          | 4        | 26           | 30          | 144,000   | 21        | 25,200 | 142,000   | 184,000        | 10,000            |                  |
| 8    | 005    | Mar Mar     | Adm        | 31-Aug-2022...   | CL       | F      | 30          | 4        | 26           | 30          | 144,000   | 21        | 25,200 | 32,000    | 34,000         | 10,000            |                  |
| 9    | 006    | Aye Aye     | P1-L1      | 14-Sep-2017 ...  | TM       | F      | 30          | 4        | 26           | 30          | 144,000   |           |        |           |                | 10,000            |                  |
| 10   | 007    | Moe Moe     | P1-L1      | 15-Sep-2017 ...  | TM       | F      | 30          | 4        | 26           | 30          | 144,000   | 34        | 40,800 |           |                | 10,000            |                  |
| 11   | 008    | Hnin Thuzar | P1-L1      | 25-Oct-2017 ...  | TM       | F      | 30          | 4        | 26           | 30          | 144,000   | 19        | 22,800 |           |                | 10,000            |                  |
| 12   | 009    | Wai Wai Yee | P1-L1      | 24-Jul-2017 1... | TM       | F      | 30          | 4        | 26           | 30          | 144,000   | 14.5      | 17,400 |           |                | 10,000            |                  |
| 13   | 101    | Thidar Win  | P1-L1      | 19-May-2017...   | TM       | F      | 30          | 4        | 26           | 30          | 144,000   | 8.5       | 10,200 |           |                | 10,000            |                  |
| 14   | 102    | Hnin Yu     | P1-L1      | 08-Dec-2017...   | TM       | F      | 30          | 4        | 26           | 30          | 144,000   | 34        | 40,800 |           |                | 10,000            |                  |
| 15   | 103    | Yu Sandar   | P1-L1      | 18-Jun-2018 ...  | TM       | F      | 30          | 4        | 26           | 30          | 144,000   | 25.5      | 30,600 |           |                | 10,000            |                  |

Record: 12    Adv Bal    F5:Confirm    F8:Delete >    Import Column    F10:Export    Quick Exp     PDF     F4: PaySlips    print option

- Setup payroll format
- Payroll calculation (auto integrated with Attendance, Leave, Over times tracking)
- Preview & print Pay slip
- Payroll report & Annual tax calculation report exporting.
- Monthly Payroll summary



## Mobile Attendance

- Check In, Check Out
- Leave Request
- Overtime Request
- Attendance Approval
- Leave-request Approval
- Overtime Approval

## Travelling

- travels entry
- transports & accommodation

## Performance appraisal

- setup Grade
- setup Rating scale
- Criteria setup (Assessment-form)
- Appraisal cycles entry
- Peer-to-peer
- Assessment form entry
- Assesses Summary reports & export

## Achievement

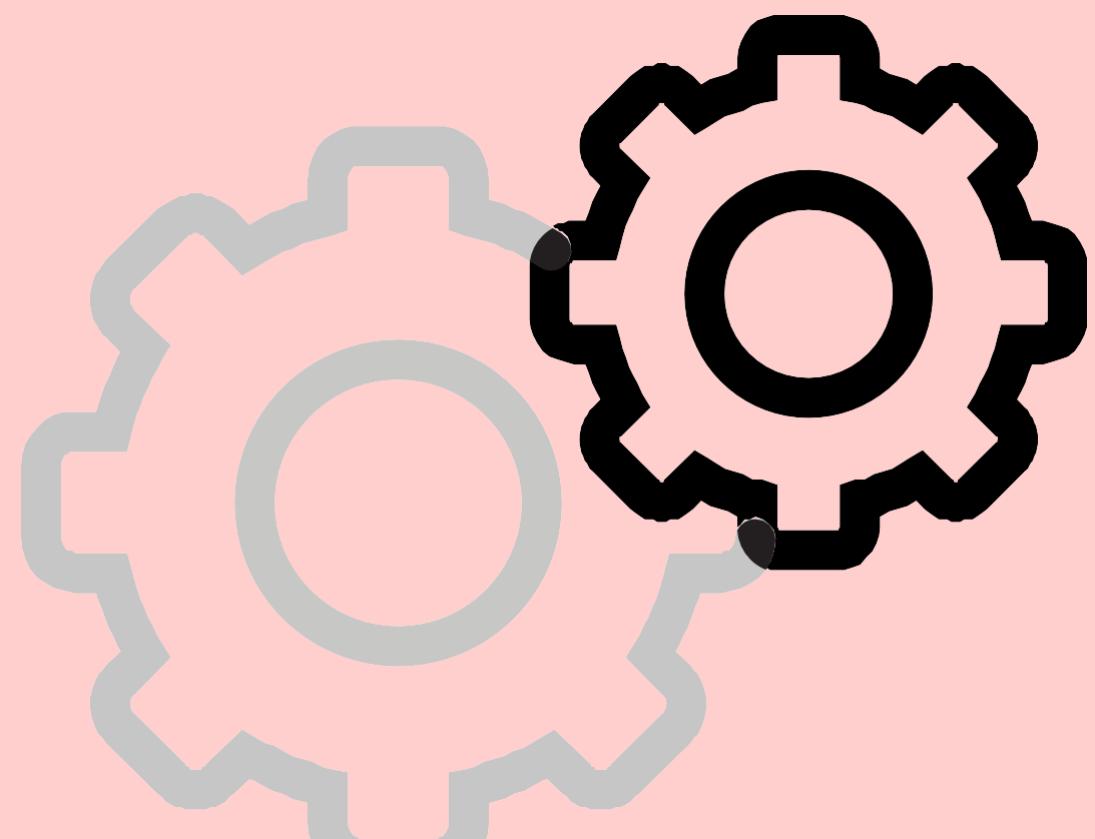
- Punishment
- Reward

## Reporting:

- Variety reports in all features & modules.
- Export to excel, .tsv
- Preview & Print reports.

## Training

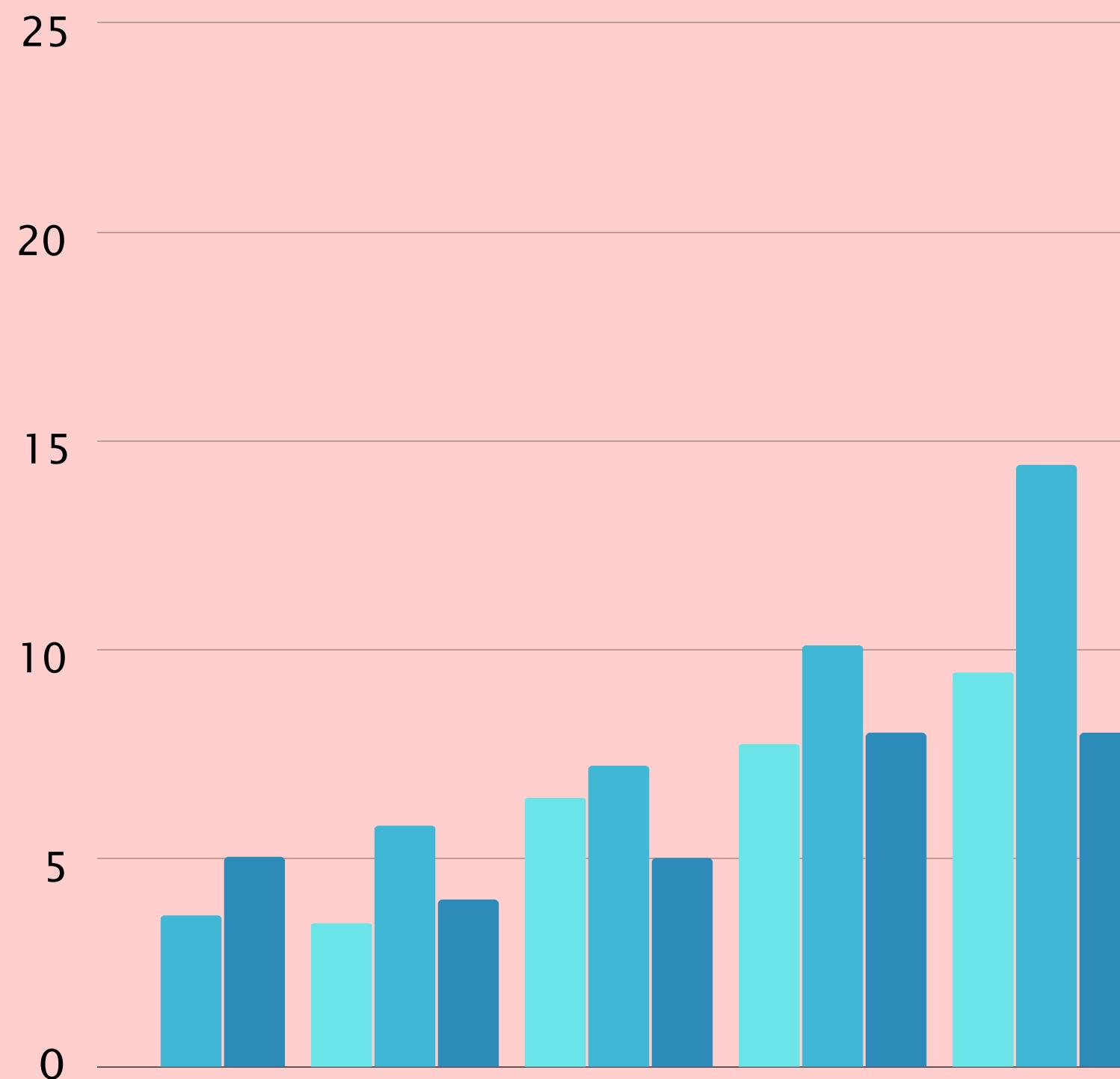
- Setup training type
- Assign training to employees
- Schedule training



# Our Offered Services

## HR Software-

- No software license (lifetime granting)
- 1 year services free
- Optional Annual Services fees



## SME Package

| Package                         | A               | B               | C               | D               | E               |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Employee                        | 30              | 50              | 75              | 100             | 200             |
| Attendance                      | Yes             | Yes             | Yes             | Yes             | Yes             |
| Leave Form                      | Yes             | Yes             | Yes             | Yes             | Yes             |
| Payroll                         | Yes             | Yes             | Yes             | Yes             | Yes             |
| Training                        | -               | -               | Yes             | Yes             | Yes             |
| Travelling                      | -               | -               | Yes             | Yes             | Yes             |
| Performance Appraisal           | -               | -               | -               | -               | Yes             |
| Achievement (punishment, award) | -               | -               | Yes             | Yes             | Yes             |
| Roles & User rights             | Yes             | Yes             | Yes             | Yes             | Yes             |
| Multi-currency                  | -               | -               | -               | -               | Yes             |
| Multi company access            | -               | -               | -               | -               | Yes             |
| General Reports                 | Yes             | Yes             | Yes             | Yes             | Yes             |
| Data risk management            | Yes             | Yes             | Yes             | Yes             | Yes             |
| User Account                    | 3               | 4               | 5               | 6               | 7               |
| Install PCs                     | 1 server & 2PCs | 1 server & 3PCs | 1 server & 4PCs | 1 server & 5PCs | 1 server & 6PCs |
| Price                           | 14 Lakh         | 18 Lakh         | 25 Lakh         | 30 Lakh         | 36 Lakh         |

## Corporate Package

| Package                         | F                | G                | H                    |
|---------------------------------|------------------|------------------|----------------------|
| Employees                       | 500              | 1000             | 1000+                |
| Attendance                      | Yes              | Yes              | Yes                  |
| Leave Form                      | Yes              | Yes              | Yes                  |
| Payroll                         | Yes              | Yes              | Yes                  |
| Training                        | Yes              | Yes              | Yes                  |
| Travelling                      | Yes              | Yes              | Yes                  |
| Performance Appraisal           | Yes              | Yes              | Yes                  |
| Achievement (punishment, award) | Yes              | Yes              | Yes                  |
| Roles & User rights             | Yes              | Yes              | Yes                  |
| Multi-currency                  | Yes              | Yes              | Yes                  |
| Multi company access            | Yes              | Yes              | Yes                  |
| General reports                 | Yes              | Yes              | Yes                  |
| Db risk management              | Yes              | Yes              | Yes                  |
| User Account                    | 10               | 10               | Unlimited            |
| Install PCs                     | 1 server & 9 PCs | 1 server & 9 PCs | 1 server & multi-PCs |
| Price                           | 48 Lakh          | 70 Lakh          | 90 Lakh              |

# **Additional Functions into Software System**

- Additional and Customized features and functions will be charged.

## **Optional Annual Services Plan for SME**

- Annual Services Fee for Package A = 60,000 Ks
- Annual Services Fee for Package B = 80,000 Ks
- Annual Services Fee for Package C = 100,000 Ks
- Annual Services Fee for Package D = 140,000 Ks
- Annual Services Fee for Package E = 200,000 Ks

## **Annual Services Plan for Corporate**

- Annual Services Fee for Package F = 230,000 Ks
- Annual Services Fee for Package G = 300,000 Ks
- Annual Services Fee for Package H = 350,000 Ks

(After Sales Services includes Finger Print Device maintenance and HR Software maintenance.)

# Our Clients



UNITED WINNER LAND



27 + SME CLIENTS

# Connect with us.

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Briefly elaborate on what you want to discuss.



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EMAIL

[office@codextechnologymm.com](mailto:office@codextechnologymm.com)

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WEBSITE

[www.codextechnologymm.com](http://www.codextechnologymm.com)

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CALL US

09-970 599 433, 09-455 232 057