

Payroll Software

1. Global Setting

- ✓ Add Company Branch
- ✓ List company Branch

2. User Access

- Create User
- User Role Permission

3. Smart HRM APP

4. HRM

- HR Setup
- Employee Info
- Recruitment
- Award & Discipline
- Training
- Employee Evaluation
- Letter
- Employment report
- Promotion migration
- Leave
- Short Leave
- Holiday Application
- Schedule Management
- Attendance
- Compliance Report
- Daily Work
- Late Management
- OT & Holiday
- Disbursements
- Income Tax
- HR Loans
- Increment
- Bonus
- Covid Fand Management
- Payroll
- Production Salary
- Other Expense

❖ HR Setup

- Off Day
- Holiday Callender
- Probation Period
- Department
- Organigram
- Grad
- Line
- Employee Group
- Gazette Calculation
- Ships
- Ship Boundaries
- Approval Setting

❖ Employee Info

- Add Employee
- Employee list
- Employee Birthday
- Probation list
- Employee summary
- Monthly recruitment report
- Monthly Termination Report
- Salary
- ID Card Print
- DE active list
- Hold Employee

❖ Training

- Application list
- Pending list
- Add Training
- Training list
- Evaluation
- Annual Plan
- Record
- Summary

❖ Employee Evaluation

- Evaluation Setup

- Questionnaire
- Assign Evaluation type
- Appraisal Persons
- Executive
- Non-Executive
- Evaluation list
- Self-Appraisal
- HR Evaluation

❖ Report

- Self-Evaluation report

❖ Letter

- Latter Markup
- Application Latter
- Show Cause Latter
- Terminate latter
- Salary Certificate
- Employment Report

❖ Promotion migration

- Promotion list
- Promotion report
- Migration
- Migration list
- Transfer report

❖ Leave

- Application leave
- Earn leave
- Report

❖ Payroll

- Generate salary
- Salary list

- Top Sheet
- Pay slip main config

❖ Schedule Management

- Shift Planning Ui
- Shift Ui Print
- General Ship
- Fixed Holiday
- Reliver Employees
- Shift Planning
- Shift Plan
- Set Attendance

❖ Attendance

- Entry
- Out Work
- Attendance Report
- Employee Tracking