Olive

The Realtime Integrated Payroll Software
Detailed Feature List

Olive SQL is the first Realtime Integrated payroll software offering a truly flexible payroll and HR solution for the companies in Middle East and South Asia. Olive SQL has a comprehensive range of rules and configurations as per the standard requirements of the Middle East and South Asia as well as the specific rules of your company. Olive SQL offers unmatched HRM features on payroll and leaves for any type of industry with complete ease of use!

Main Features

- **Fully Realtime Payroll Solution**
- **No Month End payroll processing or generation**
- **Truly Integrated Payroll solution with close integration to HR, ERP's, TAS, ESS etc.**
- **Automatic Alerts for multiple events**
- **True Windows application with multi windows and Right Click menu support**
- **Multiple Model of Payroll Implementation** (Supports two different models of Payroll implementation for various industry requirements with different types of data entry and storage).
- No Customization Required
- Supports payroll for Daily Rates, Monthly Rated and Hourly Rated employees
- Minimum Data Entry
- Define any Rule Based payroll as per your requirement
- Complete Leave Records integrated to payroll
- Multi Currency Payroll
- Multi Company Payroll and HR
- Maximum coverage of modules for different countries
- Automatic leave deduction from salary
- Automatic Gratuity computation with user definable parameters
- Automatic Leave Salary computation and history
- Automatic Arrears/Back-Pay and split (mid-month salary change) Calculation
  - Import of data from Microsoft Excel©
  - Smooth and easy flow of Information among Various Departments
  - Multiple Banks with different payment options
  - Coinage Analysis (Cash Denomination List)
  - Complete Employee Information including Personal and Official
  - User Defined Entry and Report View options
- Graphical reports with Data Export facility
- Direct export facility of all reports to Microsoft Excel
- Olive SQL supports two different models of Payroll (Standard model with auto computations in most cases) and a Rate x Qty model (for companies with maximum of elements and with manual entries for quantities).

Employee Level Information

- Maintain complete Employee Records including all personal and official data
  - Capture all relevant employee data
  - Attach scanned photograph of the employee
  - Create User Defined Fields of any Data type to store any additional information of the employee.
  - Group the Employee UDF as per your grouping criteria (schema). Create separate group of information for Contracts, Personal, Travel, Insurance, Work Permit, Medical etc.
  - Facility to directly export the report (formatted) on all Employee User Defined Fields to Microsoft Excel
- Categorize Employees based on Groups and Grades
- Tag employees to Department and Division
- Create any number of designations (occupations) and tag to employees
- Maintain relevant document details of each employee
  - Passport detail including Passport number, Place of issue, Expiry Date and Given to
  - Visa details including Visa Number, Issue Date and Expiry Date
  - Labour Card details including Card Number, Date of Issue and Expiry Date
  - Health Card details with Expiry date
  - Provision to enter user defined Card number and expiry date (Create your own card information)
- Mark Intimation Date, Joining Date, Employee Contract Joining Date and Confirmation Dates etc.
- Maintain ID and a reference to Corporate / Alternate Employee ID too. Automatic ID creation for new employees entered in Numeric or Alpha Numeric formats
- Identify the mode of payment for each employee by Cash, Cheque and Bank Transfer.
- Track the name of the Bank and the employee's Account Number in the bank, supports multiple banks and accounts to each employee

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- Create Master Allowances and Deductions for a group of employees and allow entering the same from Employee Master itself. You may hide the same for some users too
- Create new Divisions / Designations / Departments and Groups for employees on the fly while adding / Modifying an employee
- Maintain complete record of Employee permanent & Local Address with Email & mobile information.
- Visually identify each employee with their photograph
- Link Manpower / Recruitment Companies / Agents to each employee
- Maintain detailed remarks for each employee in the Employee Master and in each month's payroll
- Map employee to any user defined Gratuity Rule Set and Leave Group. Link different Gratuity rule and leave rule to different group of employees.
- Access other employee related modules like opening balances from Employee Master itself.
- Generate Agent wise report, Contact List, Category List, Document List, Employee Card, Age wise analysis, Service years list etc for any Location / Division / Department / Designation / Group reports
- Generate Employee Master Element List with Join date and all Payroll Master Figures.
- Generate the Document Numbers and expiries of different documents like Passport, Visa, Labour Card, Health Card in a single report for all or filtered employee lists.
- Generate Employee Contact List reports mentioning the different contact details like Phone, Mobile, Personal Email, Official Email etc.
- Facility to set an email ID for the C.C, while the Pay slip is sent by email.
- Print Employee Card for any selected employee, with the relevant personal, HR and official information entered
- Built in control facility available to set some of the payroll rules at the employee level, handling exceptions
- Rehire an employee who has left earlier into Olive SQL from any given date without creating it as a new employee. Use the same Employee ID and see all the history of the employee related information from the same.
- Maintain the complete history of the employee's leaving details and rehire details, good for short term contractual employees.
- Facility to generate the Employee List based on the current status of the employee like New Joiner, Active, Resigned, On Leave etc. with the leave details also in a single sheet. *[New]*
    - Generate the Document Expiry Report from the Employee Master itself for all employees with the Number and Expiry Date in a single sheet (Passport, Visa, Labour Card, Additional Cards) *[New]*
    - Facility to generate the Document Expiry Report in a calendar month wise formats for any calendar year *[New]*

Employee Turn Over / Strength / Head Count

- Get Employee Strength (Count) as on any particular date grouped by Division, Department, Designation, Group, Grade, Nationality, Sex, Marital Status, Leave Group, Visa Type etc.
- Generate Employee Turn Over / Head Count Report indicating the Opening, joined, left and current list of employees or their count for any period or any range of dates. Generate the same list on Division / Department / Designation / Group wise / Nationality / Sex / Martial Status / Agent / Leave Group / Gratuity Rule Set, Visa Type and Currency wise.
- Built in facility to take the Turn Over report even for a specific section like only joining / Only Left / Current etc. Or Get all the above sections in a single report in MS Excel.
- Facility to consider the Intimation / Resignation or Last Working Date for the section of Left employees
- Generate the Employee Turn Over / Strengths Reports in different combinations using Primary and Secondary Groupings criteria in Summary or Detailed formats.
- Preview the reports in a Graphical Viewer or directly export them to MS Excel as a formatted report.
- Detailed report on the average age and average service period in a columnar format with valuable additional employee details in a division, department, Designation, Group, grade wise formats *[New]*
- Facility for the generation of employee Attrition reports for any range of dates. Evaluate the Attrition rates on various categories like Division, Department, Designation, Group, Grade, Nationality etc. *[New]*
- Facility to generate the Attrition Report based on the 'Mode of Leaving' of the employee, you may choose to include / exclude any of the following modes like Resignation, Termination, End of Contract, Absconding, Retirement, and Contract Ended by Client.

Document Links / Attachments

- Maintain relevant document details of each employee of any file type (MS Word, PDF, JPG, BMP, XLS etc.)
- Maintain direct document links to all the Employees Documents like Resume, Appointment / Termination / Appraisal Letters, Passport / Visa Pages, Memos, Contract images etc. One click and you have the original related document opened for the selected employee
- Create your own Document Names like Employee Resume, Contract Copy, Driving License copy, Lease Agreements, Appointment Letter, and Termination Letter etc.
- Group the Document Names into different User defined Schemes to show relevant documents in a single page

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- Aesthetic new and easy interface using Tree Views for Document Links and attachments.
- Facility for the system to maintain the documents in respective folders automatically, hence you can attach a documents from your desktop and system shall automatically maintain it for all users.
- Facility for maintaining old documents as Archive folders, so that you may refer to the scan copy of all the current and past visa copies of an employee. Use Archive for maintaining all the past copies of documents.
- Facility to sort the archived documents and built in facility to filter the documents on Schemes *[New]*
- Facility to add a small comment against the Document Link for each of the employee. *[New]*
- Facility to change the Document Link name itself against each of the employee, good feature to make it user friendly for the user. You may name the Document Link as 'Dependant 1 Passport Copy' and can still rename the link as 'Ibrahim (Son) Passport copy', specifically for the selected employee. *[New]*

Qualifications / Experience & Skill Sets

- Built in facility to enter the work experience of the employee in all companies prior to joining this company
- Track the details on the Name of the organization, Designation, Period and other details
- Built in Preview module to see the complete list of Work experience of any employee
- Track different skill set of each employee with the skill name and number of years experience with the same
- Built in Preview to see the complete list of Skill sets of any selected employee.
- Track the complete Academic and Technical Qualifications of each employee with the details on the Qualification, institution, Period, Grade, Marks etc., separately
- Built in Preview to see the complete list of Academic and Technical Qualifications of any selected employee
- Built in comprehensive reporting module to generate reports on the Qualifications, Experience and Skill sets
- All the reports can be grouped and Sub grouped on Division, Department, Designation, Groups, Qualifications, Skill sets, Nationality, Sex and Marital Status with Advance selection facility

Dependants

- Maintain Employee Dependant's (family members) complete details also in Olive SQL.
- Manage the Passport, visa, Health card details of the Employee's dependants
    - Generate automatic alerts on the above document expiries through the Alert Manager
    - Maintain the Emergency Contact No of the dependant and even a remarks / note on the Dependant
    - Built in Preview of the Employee Dependant details as a report.
    - Manage Additional Card details of dependants (user defined) with automatic alerts on Card expiry date.
- Facility for the creation of User Defined Fields at the Dependants level also, a good feature for you to maintain any additional details at the employee dependant level *[New]*

User Defined Fields (UDF)'s – Employee Level

- Create User Defined Fields (UDF), of different Data types to store any additional information of the employee
- Group the Employee UDF as per your grouping criteria (scheme). Create separate group of information for Contracts, Personal, Memos Given, Travel, Insurance, Work Permit, Medical etc.
- Facility to directly export the reports (formatted) on all Employee User Defined Fields to Microsoft Excel
- Versatile UDF Transaction facility available to enter and manage the multiple transactions of any UDF sets of fields, very good feature to keep track of all the insurance, Medical, Internal Memo records of each employee
- Facility to create UDFs in different data types including Number, String, Logical, Date types. A new List type of UDF is also been introduced.
- Built in comprehensive reporting tool to generate reports on all the standard fields of Employee, User Defined Fields, Payroll Master Elements, directly to MS Excel. Reports can be grouped and sub grouped on various criteria like Division, Department, Designation, Group, Grade etc.
- Facility for the creation and entry of specific UDF fields with Arabic support. *[New]*
- Facility to see User Defined Fields values from the Entry Set for a selected employee. In case you wish to see the UDF values for an employee while making the Payroll entry, you can press Ctrl+L in the Entry Set *[New]*

Passport Release *(applicable for specific countries only)*

- Manage the complete passport Releases of the employees with ease
- Manage application details of the passport requests of each employee and track all the past applications of Passport Releases against each employee with details on the dates of application request, release dates, Reason for release, whether the Labour Card has been returned or not.
- Facility to attach a soft copy of the document against each of the Passport Request Application, good for companies to indicate attachment of Air Tickets or other documents *[New]*
- Facility to print the Passport Request & Release form with Authorization labels (for employee signatures).

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- Comprehensive reporting module for Passport Release on Requests, Releases, Releases that are not yet returned etc. All report combinations can be taken on Division, Department, Designation, Group wise with direct export to Excel facility
- Finest integration with the web based **Olive Employee Self Service (ESS)** Add On Module such that different approvers can approve / reject every Passport Requests. All the Approval details and status shall be displayed in the Passport Release module too. *[New]*

Salary Structures

- Define separate Salary Structures with separate Allowances and Deductions for different employees with different salary rules
- Define multiple Allowances and multiple Deductions in each of the Salary Structure
- User Defined Salary (Pay) period and Leave Period, Mark Weekly Off days and Working days for each Structure
- Automatic computation of prorated allowance and deduction based on different standard methods
- Automatic unpaid Leave computation on any allowance & deduction based on different industry standard methods
- Excellent User Defined Attendance entry configurations. Attendance can be entered on Days basis, or for each Date or just with absent entries
- Attendance Entry with or Without Overtime (consolidated OR for each date). Facility to have multiple columns of Overtime like Normal Overtime, Weekly Off Overtime, Public Holiday Overtime, Shift Overtime
- Define an element (Allowances and Deductions) on different type (Master / Fixed / Monthly Entered or Computed)
- Allows computations of any allowance with user defined formulae. Built in Powerful formula builder with numerous built in functions and variables.
- User Defined configuration of Prorated computation / Unpaid computation and Arrear computation for any allowance or deduction.
- User defined field length (Integers & Decimals) for each element
- Round off any allowance or deduction as per your choice to the Higher, Lower or closest Integer.
- Compute incentives/commissions for employees based on any parameters
  - Facility to allocate salary of selective employees to multiple divisions or departments or groups based on given percentage basis. The allocation percentage can be changed for each month (period).
  - User can tag the Element (Allowances & Deductions) to be used for allocation.
  - Take the salary register division / department / group wise with actual and allocated values in summary or in detailed report format.
  - Built in user friendly element Configuration module available to set the properties of each element (Allowances, Deductions, and Contributions etc.)
- Facility available to list the complete Allowances / Deductions etc in a graphical preview or in MS excel format with the standard properties.
- Versatile Formula Builder, one of the most flexible and powerful option in Olive SQL. The built in Olive SQL Formula Builder supports a series of Olive Functions and variables, catering to the various payroll requirements of users. More than 100 Olive functions to choose from, for simple to most complex payroll computational requirements.

Leave Management

- With Olive SQL, complete leave management is possible, right from start to finish
- User Defined Leaves, create your own leaves like Annual, Sick, Maternity, Unpaid, Causal leaves etc.
- Define rules for each of the above leave type
  - Make the Leave applicable to Males or Females or both
  - Define the Leave Entitlement for an year for each leave type
  - Choose your own Leave Accrual (Credit) method
    - Credited on Joining
    - Credited on Monthly Basis
    - Credited after each year of service
    - Accumulated
  - Leave Accumulation can be controlled on calendar days or working days
  - Specify the Leave Entitlement for each leave type
  - Specify each leave as a paid or unpaid leave with automatic salary effect
  - Allow encashment of a leave type
  - Allow carry forwarding of un-availed leaves to next year with max. cut off limit on the days to carry forward
  - Leave taken days can be marked inclusive or exclusive of Weekly off days
  - Supports accrual of Leaves based on standard UAE Labour Law also. (*2 days till first 6 months, 2.5 days from 6-12 months and balance accrued on completing 12 months)*
- No more manual calculation of Leaves Due and Leaves Taken by employees

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- Get a full list of employees who are going on leave and who are on leave for any given date range
- Leaves can be grouped for different class (structure) of employees. Hence you can have different leave rules for management and different rule for Labour employees
- Based on the set Leave rules, the leave gets automatically accrued when the employee joins, finishes one month or one year etc. No manual entries / adjustments required
- Track the Leave Application, Approval and Allocation of each leave
- Enter Leave Applications for each employee with complete details. All the leave applications entered against an employee shall be showed together in the Leave Applications page with its leave status in different colors also.
- (Visually see and print all the leave applications of an employee). The supported Leave Statuses are Applied, Pending, Approved, Rejected, Allocated, Rejoined
- Mark Approval details of each leave application, if required noting the person who approved, date of approval and with his / her comments
- Entry of the actual leave taken which could be different from the leave applied
- Enter Leave Applications for each employee with complete details. Mark Approval details of each leave application, if required noting the person who approved, date of approval and with his / her comments and entry of the actual leave taken which could be different from the leave applied
- Excellent management reporting on leaves - See the list of other employees who have already applied for any leave while an employee is applying for leave. So you will know, before a Mason or Carpenter takes the leave, how many Masons and Carpenters have already applied / taken leave during the same period
- Leave taken can be bifurcated for multiple types of leaves with salary effect if required
- On-line leave balance of each employee as on the current month with complete leave breakup. Breakup available with Entitlement, Opening, Accrued, Lapsed, Encashed, Taken and Balance
- Full history of leave applied / taken by any employee - Complete Leave Trends for all / a group of employees with multiple criteria
- Facility to re-process the salary based on a leave entry irrespective whether the leave is unpaid or paid (useful for Element formulae based on any leave)
- Facility for Leave Prefix and Suffix rule for Weekly Off days and Public Holidays. Include or exclude the Prefixed / Suffixed Weekly Off days (Say Fridays) and Public Holidays as part of the Leave, if required on various scenarios.
  - Comprehensive reporting on the Leave Taken - All Leave Taken between a range of dates, Leave Taken with Approval or Leave taken without Application, Leave Taken but different from applied dates and Days exceeding Applied Days, Gone on Leave and Resumed Office
  - Leave Due List for any range of dates (Employees whose Annual leave is due in the range of dates), Attach a Leave Group to employee, meaning different leave rules for different groups of employees, Show Leave Position in employee Pay slip, if required, Complete Leave History for any number of years
- Maintain full history of leaves taken (opening) against each employee even if Olive is implemented from mid-year
- Online Leave Status Verification with Opening, Taken & Balance for any month, Realtime Leave Balance control at the time of leave application entry.
- Facility to block a new leave application if the earlier leave is not allocated / not rejoined
- Facility to mark the Rejoin Date (joining on duty) against each of the leave application after it is allocated.
- Facility to extend an existing leave after it is being allocated. Good for those employees who do not return on the application To dates.
- Facility to attach a scanned image of a document against a leave application. Good for Medical Certificate submission against a Sick Leaves of employees. *If the Olive ESS is used, the approver of the employee can see the leave application and the medical certificate copy before approval.*
- Facility to link any other employee as '*Person in Charge*' or '*Substitute*' while the employee is on leave.
- Facility to show the approval details of each leave application. *If the Olive ESS is installed, the details of all the approvers shall be shown with the approval status and comments of each approver.*
- Built-in Leave Planner Facility. You may record the leave plan for each employee in advance from the beginning of the calendar year and can link it to the leave applications.
- Finest integration with the web based **Olive Employee Self Service (ESS)** Add-On Module such that different approvers can approve / reject the Leave applications. All the Approval details and status shall be displayed in the Leave Application module too, so that the HR personnel can easily identify the approval status of each and every leave application and take necessary action. **[New]**

Leave Salary

- Comprehensive module for the Leave Salary with the choice of paying the Salary during the leave days as part of normal monthly salary or as Leave Salary - Set any of the industry standard rules for the Leave Salary
- Allow the Leave Salary to be computed only after (n) years of service
- Block the Leave Salary payments to Unconfirmed employees, if you so wish

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- Compute the Leave Salary for calendar year of service or for a range of dates, based on the rules of the company
- Daily Rate used for Leave Salary can be as per any of the following methods
    - Basic of Current Month
    - Last Basic of every leave salary year
    - Basic of each month in leave salary period
    - Last Basic of leave salary period
    - Basic of Each Salary Review
- Set Leave salary controls like - Do not allow Leave Salary without leave application / leave taken.
- Facility to make the Leave Salary Payment through salary, and show in the Pay Slip, if required.
- Control the Leave Salary payment – Set the rule as Pay the Leave Salary only after a leave is taken
- Set different Leave Salary computation rules for different leave groups, which could be assigned to different nationalities or different groups of employees.
- Complete history of all the leave salary computations and payments to all employees
- Track Leave Salary Application, Approvals and Payments
- Get a full list of employees whose leave salary is due within a given range of dates giving you the approximate fund outflow, Olive SQL even gives a report on the Leave Salary due list with the due amount also.
- Automatic calculation with full breakup shown for any leave salary period (feature to compute the Leave salary for multiple years based on each year salary)
- Complete Leave Salary MIS for all or a group of employees with multiple criteria for
- Leave Salary Applications - All Leave Salary applications, Leave Salary Approved, Unapproved and Rejected Applications, Leave Salary unpaid, Net Yet Applied, Leave Salary Due
- Leave Salary Payments - All Leave Salary Payments, All Approved Leave Salary Payments, All Unapproved Leave Salary Payments, Leave Salary Application Rejected but paid, All Leave Salary Payments by Cash, All Leave Salary Payments with the Salary
- Compute Monthly Leave Salary Provisions online for posting to your Accounting Software
- Facility to compute the Month wise Leave Salary Days, Provision, Paid and balance
- Get Division / Department / Designation / Group wise report of Monthly Leave Salary provisions
    - Automatic re-computation of Monthly Leave Salary provision in the event of a change in Salary from any month
    - Facility to include / exclude the Unpaid (Leave) days from the computation of Leave Salary days
    - Facility to manually adjust the computed figures of the leave salary.
    - Facility to compute Leave Salary on a user defined Daily Rate.
    - Facility to print the Leave Salary Statement in 2 different formats – 1. Standard format. 2. Statement with details, but without the current month salary details.

Gratuity

- Complete management of Employee Gratuity
- Set User defined Gratuity Rules as per statutory rules / regulations or as per the company policy.
- Facility to define separate rules for Resigned and Terminated employees.
- Multiple Gratuity rules can be defined in the system for different groups of employees (example separate rule for Locals and separate rule for Expatriates)
- Provision to show the Employee Gratuity for the Current Year and the previous Years breakup.
- Control to allow whether the Gratuity amount to exceed a maximum of 2 years Basic salary
- Control to allow Gratuity for employees with less than 1 year of service.
- Provision to manually override current Daily Rate for an employee before computing the Gratuity
- Gratuity amount computation available for the current and resigned / terminated employees as on any date
- Effective Control to block Gratuity computation for unconfirmed employees in your company.
- Compute Gratuity based on the employee Join Date, Contract Join Date or the Confirmation Date.
- Effective Rounding off facilities for the computed Gratuity amount.
- Provision to deduct the number of days absent, exceeding leave balance from the Gratuity Days.
- Maintain complete records of the Gratuity computation and Gratuity payment to each employee.
- Full Gratuity related information available in one screen, including all dates, rates and controls
- Adjust days manually to deduct from Computed Gratuity days or Days for Gratuity computation.
- Use What If Analysis with different Daily Rate (Basic Salary) and Calculation Basis to see the immediate effect in an employee's net Gratuity amount.
- Provision to make Gratuity payment to the employee directly from the application.
- Generate (Print / Preview) the Gratuity computation sheet (voucher) directly from the system.
- Generate Gratuity List for all employees/groups based on different conditions in summary/detailed format (Month end Gratuity Accrued Report)
- Generate Gratuity Report for multiple selection criteria like
    - Only for Paid Employees

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- o Only for Unpaid Employees
- o Only for Service above N years
- o Only for Gratuity Above N amount
- Facility for Gratuity Advance payments and deduction of Advance from the final Gratuity payment
- Provision to Exclude Absconding Employees from the report, show the Gratuity List for the current/Left Employees
- Compute Monthly Gratuity provisions with ease for posting to your Accounting software, you can even set the Provision computation to be based on Resignation / Termination rule
- Facility to compute the Gratuity on a user defined Daily Rate, different from the one used for the Unpaid computation
- Apart from the Built in rule for Gratuity as per UAE labour law, Olive SQL even has the facility to have multiple rules of gratuity for different group of employees like National Employees, JAFZA rule, Others etc.

Attendance

- Supports multiple built-in attendance entry modes. Enter attendance based on Days per month or Date wise basis with Normal hours and Overtime
- Days method allows to enter total days worked under each project with the total overtime hours and Date wise allows to enter the Normal hours and overtime hours worked for each project on each date
- For Monthly rated employees, you can even skip the daily attendance entries and enter the leave entries only and make automatic Unpaid leave deduction. This reduces the data entry drastically and limits entry to only leave and monthly elements (Variable heads like Other deductions…)
- While making attendance entry, system can show the list of leave taken for the selected employee and for the selected month (period)
- Allows entering multiple projects in a single date with different normal and overtime hours
- Facility to include different overtimes in your Project wise attendance entry – Normal Overtime, Weekly Off Overtime, Public holiday Overtime and Shift Overtime. Choose your pick !
- Facility to even mark the Morning (First Half) and Evening (Second Half) for each date too with predefined normal hours if required
- Immediate computation of salary, overtime and related information in real time
  - Lookup facility for the Projects / Sites in the Attendance entry module
  - Powerful attendance list / reports taken for a period or date range. Can be taken sorted on Employee or date wise
  - Attendance list can be generated Division / Department / Designation / Group / Project / Project Group wise
  - Ability to show the absence list (dates with no attendance entered) in different ways including / excluding the leave information too.
- Facility to show possible duplicate attendance entries for any range of dates
- Facility to import the attendance entries directly from Microsoft Excel ©.
- Facility to check for the leave entries from the leave module, while the attendance entries are done thru the attendance module
- Facility to track Activity wise attendance along with the project / site information, good module for tracking the type of job an employee did in each of the Project / Site.
- Facility to generate the Project Costing report with YTD (Year to Date) figures
- Facility to generate the Absent Report with the parameters to exclude / include employees who are on leave, but rejoined / Not Yet Rejoined, applicable for Date Wise Attendance method *[New]*

Project / Site / Job wise payroll

- Track the payroll on a project wise / Job wise / Site wise basis
- Flexibility in entering the attendance against each project on a daily basis or on Days basis. Even the Date Wise attendance entry has facility to track First Half (Morning Shift) and Second half (Evening Shift)
- Provision to mark the Project / Site / Job wise tracking for any definite group of employees
- Generate Project / Site / Job wise salary expense sheet for any individual allowances and deductions or for a set of allowances and deductions
- Define complete details of the project with start and end dates, if necessary
- Facility to group the projects / sites / jobs and take report project group wise
- Project wise report can be taken in a Summary or Detailed format
- Project wise summary available with Percentage Off take report, out of total figures
- Generate Project wise Employee Department / Designation / Division / Group wise reports on Attendance and Project Elements
- Find out how many Employees worked (Employee head count) in the project with Designation wise breakup on the days and overtime hours worked
- Facility to compute the payroll with / without the project details, project wise breakup can be entered separately later to salary disbursements

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- Facility to set Project / Site wise Allocation of employees on a date wise calendar format. An excellent module to keep track of the schedule of employees working on different projects / sites on different dates. *[New]*
- Built in reports for the list of all allocated employees with the Project details, List of all the unallocated employees and list of all the employees (allocated and unallocated).
- Generate billing statements for projects (good for Manpower companies with employees out sourced on different projects).
- Excellent Payroll Analysis reporting facility so as to generate user defined columns (for allowances) with the break up on Project wise.
- Facility to generate the Payroll Analysis Report with a Payment filter like 'All', 'Paid', 'Unpaid' employees. Facility to exclude employees who are paid by Cash. *[New]*
- Facility to generate the Project Costing for the full Project period (from and To Dates) in summary or detailed format.

Leave Travel (Air Tickets)

- Set any of the industry standard rules for the Leave Travel claims
- Facility to set the 'No of tickets', 'No of Months' and 'Sector' and 'Advance Ticket Eligibility' details against each of the employee and their dependants
- Allow the employee to claim the Air Ticket only after 'n' year of service or do not allow for Unconfirmed employees
- Compute the amount for calendar year of service or for a range of dates
- Leave Travel (Air Tickets) can be computed as per any of the following methods
    - Leave Travel Amount of the current Period
    - Total Provisions for the period
    - Leave Travel Amount of each period
- Facility to make the Leave Travel Payment through salary, and show in the Pay Slip, if required
- Facility to maintain the number of Tickets applicable against each employee, the Sector (Place / Destination) of travel, the Periodicity of the Ticket applicability (Once in an year, Twice in an Year, Once in 2 years etc.)
- Complete history of all the leave Travel claims, computations and payments to all employees
- Track Leave Travel Application, Approvals and Payments.
- Get a list of employees whose leave Travel (Ticket) is due within a given range of dates giving you the approximate fund outflow
    - Automatic calculation with full breakup shown for any leave Travel period (even for multiple years)
    - Complete Leave Travel MIS for all or a group of employees with multiple criteria for …
    - Leave Travel Applications - All Leave Travel applications, Leave Travel Approved, Unapproved and Rejected Applications, Leave Travel (Air Ticket) unpaid, Leave Travel (Air Ticket) Approved but unpaid, Net Yet Applied, Leave Travel (Air Ticket) Due
- Leave Travel (Air Ticket) Payments - All Leave Travel (Air Ticket) Payments, All Approved Leave Travel (Air Ticket) Payments, All Unapproved Leave Travel (Air Ticket) Payments, Leave Travel (Air Ticket) Application Rejected but paid, All Leave Travel Payments by Cash, All Leave Travel (Air Ticket) Payments with the Travel (Air Ticket)
- Compute the Monthly Leave Travel (Air Ticket) Provisions based on the Annual Air Ticket fare and post to your Accounting software using a monthly Journal Voucher
- Get Division, Department or Group wise summary report of Monthly Leave Travel (Air Ticket) provisions
- Automatic re-computation of Monthly Leave Travel provision in the event of a change in Salary from any month
- Finest integration with the web based **Olive Employee Self Service (ESS)** Add On Module such that different approvers can approve / reject every Leave Travel (Air Ticket) applications. All the Approval details and status shall be displayed in the Leave Travel module too. *[New]*
- Report on the Leave Travel (Air Ticket) Provision balance showing the Air Ticket Provision, actual claim amount and the Provisional balances. *[New]*

Payroll

- Enjoy the power of Realtime Payroll or the controls required for the Batch Processing. Olive SQL supports both the Realtime Payroll and Batch Payroll processing. Choose your pick.
- Generate Employee Department / Designation / Division /Group wise payroll list
- Automatic payroll and other computations for mid-month joining and mid month resignations
- Define user-defined sets of entry - Create user defined entry sets with your choice of elements (Allowances and Deductions), example – you can make a Entry set for the entry of overtime details only, excluding all other deductions and allowances.
- Facility to enter the payroll figures against each employee one at a time using Entry Set, or for a group of employees using Multi Entry Set (as easy as entering the figures in an MS Excel Sheet)
- Define user-defined sets of Salary elements (Allowances and Deductions) for viewing and reporting - Create your own registers with the help of **View sets**, example: create separate registers for overtime, provisions,

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allowances, deductions etc. One of the most powerful features in Olive where by you can choose your own columns for reporting, using a very simple and user friendly new interface.

- Apply multiple filters on payroll list like, show only for an element value greater / less than / equal to figure or with a row total
- Maximum built in grouping options available for any report view set. Get the data from View Set in a grouped format on Division, Department, Designation, Group, Grade, Rate Type, Currency, WPS Group, Visa Type, Mode of Payment
- Print the salary register (or any Report View Set) directly on any Divisions or designations or departments or groups or even with a combination of two
- Print the salary register with the facility to include column for employee thumb impression
- Generate Month table (calendar wise) for any Allowance or Deduction for any list of employees (January, February, March etc.)
- See the average salary (or any salary element) of any group of employees with the variance for each employee in value and percentage with the average
- While making attendance entry, the user can see the Master figures of the employee, if required
- Experience the power of Realtime Payroll. Enter / change the attendance or Allowance and see its effect on the salary with immediate effect.
- Generate Currency Denomination List for employees in a structure as per currency denominations
- Generate Denomination Summary (total denominations) with breakup of the number of currencies to be brought from the Bank
- Generate detailed employee wise currency denomination breakup. No more mismatches. No extra currencies or no currencies less after making salary cash payments
- Generate Denomination List in different formats with Division, Department or even Group wise summary
- Facility to show Group Totals and even the Employee Counts in all the Grouped View Set reports in a Summary or Detailed format
- Take report as a Register for different Monthly Provisions like Leave Salary, Gratuity, Air Ticket etc for employees in a single page
  - Facility to export the View Set reports directly to MS Excel. Facility to include all the available employee and User defined fields information fields also into the View Set exported in Excel, giving you the potential to generate unlimited combination of reports
  - Facility to group the View Set reports in a Graphical preview or in MS Excel format on various combinations like Division, Department, Designation, Group, Grade, Nationality, Visa Type, WPS Group, Religion, WPS Groups, Payment Mode etc.
  - In the Olive SQL Rate x Qty model, right click on any element to see the history of the Rates used against the same employee, in the Time Sheet Entry itself.
- Olive SQL supports Offline payroll processing also, the processing status can be viewed with complete details including the process, lock and payment status of each employee.
- Report Set facility available for Olive SQL Rate X Qty model where the user can design the report (the columns with its headers) to be generated in MS Excel format.
- Excellent Controls available to Warn / Block the payroll of an employee if the Net Salary exceeds the Gross Salary of the employee by a Set percentage. Similar controls can be enforced for the Net Salary going below the Gross Salary by a Set percentage. *[New]*

WPS for UAE users

- Built in WPS module for the generation of salaries through Wage Protection System.
- Enter WPS ID against employees and even group them based on a WPS group (Used for multi company visas).
- Generate many built in reports like Employee Turn Over, Salary Registers (View Sets) etc based on WPS Groups.
- Generate the SIF file directly from the system in various file formats.
- Facility to show the salary breakup as Fixed and Variable salary. Olive SQL can be implemented in such a way that the deductions are deducted first from the Variable salary part and then from the Fixed Salary part
- Built in format available for SIF, SIF verification, HSBC Diskette format, HSBC WPS formats
- Built in SIF verification file in Microsoft Excel format with the Employee ID and the Name and summary of figures
- Facility to exclude the employees who are paid in Cash / Cheque from WPS SIF file creation
- Facility to enter the Company Bank, the Agent ID, the Establishment ID against each of your company
- Facility to generate separate SIF files for each company (Trade License) based on the Establishment ID, but maintained in a single entity in Payroll
- User can show the employee Bank account No or the IBAN Number in the SIF file.
- Facility to generate the SIF files as per the standard Ministry of Labour format or as per your bank format. Olive SQL already supports more than 14 different Bank and Exchange House formats in UAE, including HSBC, Emirates NBD, National Bank of Umm Al Quwain, ADCB, Al Ahalia Exchange, Lulu Exchange, UAE Exchange, Finance House, Al Rosuki Exchange, Melli Iran, Dubai Islamic Bank, Commercial Bank of Dubai, Noor Islamic Bank, Masraf Bank, National Bank of Fujairah etc. *[New]*

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- Facility to generate the WPS Files based on the processed Payroll or from the Payments module.
- In case you wish to generate the WPS based on the Payments made, facility is available to generate separate SIF files as per Payment Batches also.
- Facility to include or exclude decimals from the amounts in the WPS files.
- Facility to print the Bank Advice (Covering letter) for the bank along with the WPS transfers *[New]*

Pay Slips

- Print Salary Pay slips for an individual employee or for a group of employees with the facility to print as per the system defined format or as per your own customized format
- Facility to generate the employee Pay Slips in different formats like Graphic View, PDF, MS Excel format.
- Built in Facility to send Pay slip by email to employees, with one click. Send the payslip to employee's personal or official Email ID using standard HTML format or as a PDF attachment.
- Wide range of Email options of Pay Slips.
  - Choose your own Subject line of the Pay Slip by Email.
  - Enter your own body text to be shown in Pay Slip by Email in HTML format
  - Facility to hide the Authorization Labels (*Prepared by, Approved By etc.*) in the Pay Slip by email.
  - Separate 3 lines of footer remarks for Pay slip by Email
- Preview the pay slips before you print. See the different Allowances, Reimbursement, Deductions and Net Salary
- Print the pay slips in multiple formats, (multiple pre-defined formats are available) in Standard, Horizontal or With Leave formats
- Wide range of Advanced facilities in Pay Slip - Show leave balance and leave taken also in the Pay slip, if required
- Include the Gratuity Accrued Amount / the Loan and Salary Advances details also in the Pay slip, if required
- Facility to include custom made Pay slips as per your requirement (with your company logo)
- Suppress Pay Slips for employees with no salary in the period, suppress elements with zero amount
- Print the Pay Slips for the past months with ease for any employee.
- Apply filters on the list of employees - Facility to exclude Unconfirmed Employees and absconding employees from the list of Employees, Facility to print based on the mode of Payment (Example print only for employees who are paid by Cash or Bank Transfer etc.)
  - Show all the required details of the employee like Join Date, Left Date, Confirmation Date, Days worked, Normal hours, Overtime hours, Daily Rate etc. from the same employee Pay Slip screen.
  - Write your own standard email body texts and standard footers to automatically appear in the Pay slips by email.
  - Built in facility to group the elements into Allowances, Reimbursements, Deductions, Total Allowances, Total Deductions etc. with the option of showing the Days / Hours worked, Monthly Rate and the Actual Monthly Amount too in a single row
- Advanced facility to show all Salary Elements in the Pay slip or to show only those elements which has any value
- Built in Facility to Export Pay Slip to Microsoft Excel format as a formatted report with color and other properties
- Facility to print and email the Pay Slips in Standard format as well as in Social Security (SS) format (Show the Social Security employee contributions also).
- Maximum options available for Advanced Pay slip generations.
  - Facility to have a standard Authorization Label in Pay slip footer, the content can be user defined.
  - Facility to have separate Authorization labels for Pay Slips Preview mode and Email mode.
  - Facility to have user defined color for sections, good to identify each company wise pay slip in different color.
  - Facility to show in Pay slip, the currency Exchange rates (multiple rates) used for Pay roll.
  - Facility to show the Leave Accrued, Taken, Balance information in Pay Slips for multiple leaves
  - Facility to show all the current Loan / Salary Advances deduction and balances in Pay Slips
  - Facility to include / exclude the zero value elements (allowances / deductions) in the Pay slip or to show only if the element has a value
  - Facility to show the YTD figures of elements (allowance / deduction / other) along with current month figures
  - Facility to show the actual Time sheet dates also in the Pay Slips against each of the allowances / deductions.
  - Facility to show the actual Days worked, Days on Leave With Pay, Days on Leave Without Pay etc. in Pay Slip
  - Facility to show the Pay Slip in Dual Currencies, say Payroll Currency and its equivalent in the Base currency.
  - Facility to show the Rehire date as the Joining Date in Pay Slips for rehired employees. Good facility for contractual employees.
- Most effective controls in the Pay Slip generation. Some of the available controls are…
  - Facility to Activate / de-activate the Pay Slip Print Lock. Once locked, no user can amend the payroll figures for the selected period (month).
  - Facility to show 'DUPLICATE' label in Pay slip automatically, when the user attempts to print the second time.
  - Facility to Disable the duplicate printing of the Pay Slip by any Olive SQL user
  - Facility to Block the Pay Slip printing of all unpaid employees by any Olive SQL user.
  - Facility to Block the Pay Slip printing of unlocked Payrolls. Disable Preview, Excel and PDF button in Pay slip page for any employee whose payroll is not processed (Applicable for Batch processing mode)

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- Facility for the generation of a totally customized pay slip as per your requirements, perhaps with a design to show and print two pay slips in a single page or with a custom header and model.
- Maintains a log of all the Pay Slip sent by email to the employees.
- Facility to directly post the Pay Slips to the employee portal (ESS) in PDF format, the Employee Self service module in Olive SQL. System even maintains a log of the employees whose pay slip has been posted and pending for posting into ESS.
- Facility to generate the Pay slips in different color bands, good for companies showing a different color for different division / entity.

Leave Encashment

- Facility to encash leaves (salary in lieu of un-availed leave) for any employee in any period
- Facility to set a different Daily rate figure for the Leave Encashment computation – Compute the Leave Encashment as per your computation of Daily Rate
- Automatic re-computation of the Leave balances reducing the leaves encashed in real time
- Automatic computation of Encashed amount based on the Employee Daily Rates.
- Full history of all leaves encashed by each employee for the entire tenure in the organization.
- Facility for the employee to apply for leave encashment and also to track payments of leaves encashed
- Generate the full list of leave encashment details for any employee
- Generate all Unpaid and Paid Leave Encashments for any range of dates for a group of employees
- Facility to include / show the Leave Encashment (Amount) also in the Employee Pay Slip, if required
- Built in controls in the Leave rules to allow leave encashment more than the available balance
- Finest integration with the web based **Olive Employee Self Service (ESS)** Add On Module such that different approvers can approve / reject every Leave Encashment applications. All the Approval details and status shall be displayed in the Leave Encashment module too. *[New]*

Payments

- Payroll is not just computing the salary and printing Pay Slips, manage the actual salary payments made to employees with Olive
  - Generate Cash disbursement sheets for all the employees who will be paid by Cash
  - Generate Bank Advice statement for monthly salary transfer to employee's bank accounts
  - Generate Cheque statement for employees who will be paid by Cheque
  - Filter the list of the employees to be paid with powerful filter conditions
  - Provision to print statement with Creation/Authorization labels, with or without standard letter format
- Make payments for Salary, Commissions / incentives
- Make payments separately for Local Salary and Overseas Salary, if applicable
- Facility to break the payment amount to multiple Bank Accounts with added remarks
- Facility to break a payment partly by Cash / Bank Transfer or Cheque
- Facility to print the Payment Advice in multi currency format with payment, currency exchange details
- Facility to directly send the Payment Advice by email to any employee or a group of employees
- Make payment in different currencies, for specific Payment Elements, for any previous pending period
- Generate Unpaid Payment list on currency wise, payment type wise or even on Payment element wise
- Generate Payment list on currency wise, payment type wise or even on Payment element wise
- Generate the list of employees on a division, department, designation, group wise formats
- Facility to make Batch Payments (to a group of employees in one go !). The same grouping facility is available for WPS payments also (*for UAE users*).
- Facility to record and print the Bank details (Bank Code, Branch Code, Swift), Account Details (Account No, IBAN, SORT, Beneficiary Name etc.)
- Facility to make payments in two different breakup methods. Standard Payment Breakup, supporting breakup of one payment amount into multiple payment parts, suitable for remitting to multiple bank accounts (or cash)
- Extended Payment Breakup facility helps to break up the payment (Net Salary) into different combinations as per user's choice. Facility to hold the payment is also available.
- Direct facility to generate Banking Payment files. Olive supports the generation of Bank Payments files for HSBC © Priority Payments and ACH Payment mechanisms. The HSBC Priority Payment banking file can be generated for a single / multiple payments to a single employee in the same period or even for a batch of payments also.
- Apart from the above, Olive SQL supports more than 14 banking file formats for WPS (Wage Protection System) Payment files (*applicable for UAE*). Supports the latest revision in the WPS formats including the generation of EVP records within standard SIF file. *[New]*
- New extensive Facility for setting the Standard Payment Instructions against an employee through the Employee banks *[New]*

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- Multiple Payment Instructions can be set against an employee for partial payment to be sent to various bank accounts. Automatic computation and breakup of the payment as per the Payment Instructions set against an employee. The Payment Instructions can be set up in different ways,
  - as a fixed amount in every Sub Period to a specific Bank Account
  - as a fixed percentage of the Net Salary to be paid to an employee account
  - as a balance to be paid to a different bank account. When the user attempts to make the payments to the employees / contractors, the system shall check whether any payment instructions exists for the employee and shall automatically prompt the user on the Payment Instructions set. *[New]*
- Facility for the generation of the Bank Advice Letter, if you are required to submit the payment file manually to the bank with the covering letter.
- Facility for the generation of the Payment Advice to the employee showing the Pay Slip details on the top and the payment breakup details below.

Variations / Changes / Reconciliations

- Track the change in different parameters for any group of employees between any two months
- Use the same feature for a variety of user needs in payroll and Human Resource for month to month comparison
- The module can act as a checklist to quickly identify the changes in Net salary between last month (or any other month) and the current month figures
- Find out in a glance how many employees have received a change in their salary (or any allowance or deduction) in the current month and what percentage variance
- Find out how many employees has changed their designations, departments, divisions (transfers) and groups in the current month vis-à-vis any other month
- Use the module to generate the salary comparison chart with last year salary so as to see the value and percentage of increase (or decrease !) for each employee. Use this as an effective tool for current year appraisal
- Built in facility to do a comparison of various elements (View Set) in a horizontal or vertical format, system will automatically list the elements with the highest variation on the top of the report.
- The change module is able to compare the current month salary or categories with any other previous month on one of the following criteria – 'Changed', 'No Changes', 'Blank in selected Period', 'Blank in Reference Period'
  - Built in facility to group this report based on Division, Department, Designation and Group
  - Facility to print reconciliation reports of the payroll and payment figures between the current and the previous month figures.

Security Access

- Set multiple levels of security to different groups of users as per your choice
- Control user access to selective or all companies installed in Olive SQL.
- Define Access Groups with limited access to each module and attach users to the Security Groups
- Set Access level to Module Folder level, Options level, or a Page within Options or even to the type of operations a user can do
- Control the different user operations like the View, Add, Modify, Delete and Preview options within each page of all forms (Windows)
- Control access to all or some companies for an Access Group
- Give security to users such that they should not see the salary figures while entering attendance data
- Give access level such that certain employees should not edit the payroll figures while entering attendance data
- Most powerful facility of creating Employee wise security Groups too where by you can limit the access for any user to view and edit data for specific employees only. The user will not be able to view / access the same data for the other Employees

Alerts

- Automatic generation of Alerts as per user defined setting on different events
- Generate alerts on employee passport expiry, visa expiry, Labour card expiry, Health Card expiry, Contract Expiry, Notice Date for the next 'n' number of days or calendar months
- Generate alerts on Employee's dependants document (Passport, Visa, Health Card) expiry dates too
- Generate alerts on list of employees who are supposed to return from leave in next 'n' number of days, or who have not yet returned from their Annual Leave
- Alerts on Employee Birthday list – Get a list of employees as an Alert whose Birthday is falling in next 'n' days. Send them a Birthday wishes email (Or use our Service Manager to do that for you !)
- Alert on Employees whose confirmation is due in the current month or next 'n' days
- Alerts on user defined additional card (like DAFZA or JAFZA card) expiry dates
- Alerts on user defined Company level details like Trade License, Export/Import License Expiry etc.
- Alerts on User Defined Fields at Employee level like Anniversary, License Expiry, Car Passing Date etc.

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- Alert on the List of employees whose Leave Salary is due in the next 'N' days, with the due date also shown. (Facility for the Leave Salary due report with the Due date and the amount also)
- Set Alert on Employees Loan deduction End dates in the next N days
- Alert on the Service Period of all employees in a block of year wise format, Age wise alert showing the list of employees whose age falls between various ranges.
- Alert on the Trainings scheduled for the next N days.
- Alert on the list of employees who has not yet resumed the duty after a leave.
- Print the alert records directly as a report, if you wish so or export to other file formats or directly export the Alert records into Microsoft Excel as formatted reports
- Facilities to include blank dates and already expired cases also in the report
- Facility to exclude resigned employees from the Alert list
- Activate the alert for any specific date or any weekday or on all days
- Completely user defined alert settings such that you can show the alerts events while opening the company or while closing a company
- More than 40 types of built-in alerts from various modules, all integrated into a single Alert module.

Loans & Advances

- Versatile, flexible and user defined loans / advance schemes. Complete management of Employee Loans, Salary Advances, Recurring deductions and Floats
- Create your own loans and advances schemes with user defined rules. Set a minimum and maximum limit on the Loan / Salary Advance amount
- Issue loan / advances to employees on any date with user defined instalments, instalment amount, instalment frequency, Remarks, and Approval information with the facility to print the Loan /Advance Issue Voucher
- Facility to make the payment of the Loan amount thru Cash / Cheque or with Salary
- Define the loan / advances installment computation based on Monthly or yearly frequency
- Provision to start the loans / advances from any month, for each employee even for mid year payroll implementations and facility available to start the deductions from a future month too
- Provision to see the detailed breakup of installments with installment no., installment date, installment amount, deduction amount and the balance amount, print it and give a copy to the employee for easier understanding
- Make automatic deduction of installment / deduction amount from the employee salary in Realtime. No need for you to remember the deduction from the Employee Salary in each month
- Provision to review the Loan / Deduction amount on any date in the current month with multiple methods of adjustment of reviewed amount. Excellent facility for those who wish to change the installment (deduction) amount in any month
- Built in facility to define the deductions in a flexible instalments instead of a more rigid fixed instalments
- Preview all the loans / advances / deductions taken by all the employees (or a group of employees) or preview the details of any selected loan / advance scheme
- Maintain multiple types of Loans and Advances and post the installment amount also to different salary elements such that the corresponding amount is shown in the Pay slip
- Facility to note the approval details of each Loan/ advance issued to the employee with full remarks
- Facility to make flexible installments against each Loan / Salary Advance. Let the employee specify variable installment amounts
- Built in integrated control available to block the issue of a Loan / Salary Advance, if employee is on leave *[New]*

Reviews

- Manage all the periodic Employee reviews and review plans.
- Create user-defined categories of Review like Joining Payroll, Confirmation, Yearly Appraisal, Transfers etc.
- Enter the review plan for each employee in advance for the full year or for coming years, if you know about any future change in Salary or Change in Division, Departments, Designations etc. Excellent for employees whom you may wish to have a salary review on confirmation (after probation period) as mentioned in employment contract
- Mention whether the Review plan is a plain performance review or with salary change or with a change in division, department, designation or group (Categories).
- Manage the actual reviews for each employee right from joining to leaving for each employee
- Make Salary reviews on any date, even with changes in the middle of the month. Automatic salary computation for split cases (first half of the month with old salary and rest with new salary)
- Make salary reviews with retrospective effect (arrears). Automatic arrear computation and posting to current month (period) payroll of the employee
- Maintain the full history of Salary and Categories (Division / Department / Designation / Group / Grade) of each employee right from the date of joining, and not just from the date of implementation.
- Generate the list of employees whose review is due in the selected period as per the review plan.

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- Generate excellent Review History report for Salary, Category or Both for any employee. A real boon during the appraisal time !
- Generate the review list for any date range and even filter for any specific type of review – if you wish to see the list of employees whose salary / category has changed.
- Facility to generate the Review Comparison report for a group of employees, showing the salary comparison for the past reviews in a columnar and row wise format.
- Prepare a list of employees whose confirmation is due in the current month

Full & Final Settlement (End of Service)

- Built in Separate module for Final Settlement in Olive SQL with multiple options for different scenarios
- Facility to enter the Resignation Date and the Last Working Date (Date till the payroll is computed) along with the mode of leaving
- Choice of moving a resigned/ terminated employee into the Full & Final Settlement module
- User can control whether he wish to stop the salary of the current month and post along with the final settlement.
- Facility to include the Settlement components like Air Ticket, Gratuity, Other Deductions etc.
- Facility to print the Final Settlement separately for the left employee with the complete authorization labels.
- Facility to customize the Final Settlement format as per your choice and format.
- Facility to include a standard footer in the Final Settlement printout, use it for the standard confirmation text of receipt of the settlement amount. *[New]*
- Facility to include the Leave Balance value and the equivalent Leave Encashment value in the settlement. *[New]*
- Facility for the setting of the user defined Authorization labels up to 5 Signatory labels, which will be printed in the Final Settlement *[New]*

Multi Currency

- Most comprehensive Multi currency features available in a payroll software
- Multi Currency Payroll with the facility to define all foreign currencies and their daily exchange rates
  - Facility to compute and pay salary for any employee in Local Currency, Foreign or Both
  - True multi currency payroll! Excellent software for Manpower service companies, Compute and pay the Basic Salary in US Dollars but some Reimbursements be computed and paid in AED or any other currency
  - Facility to create different currency sets for different types of employees and map these currency sets to the employees with one click for easier currency definition
  - Facility to change the currency of an employee from any month, the history remains in the original currency
- Allows the Salary Registers to be printed in multi currencies with currency wise summary totals
- Facility to take currency wise salary / payroll registers in summary or detailed format.
- Facility to enter the currency exchange rate for each date or a fixed rate for the month
- Immediate conversion of a Foreign currency amount to its local currency equivalent in the entry screen so that the user knows the rates and the exact amount derived
- Facility to show the Pay slip, Payment Advice in a Foreign or Both currencies with the exchange rate used
- Facility for the multi currency payment also.
- Facility for maintaining separate currency exchange rates for multiple time sheet periods within a month, a very good feature for back period Time Sheet computations in current month. (applicable for RQ model) *[New]*

Interface with other Software applications (Import and Journal Voucher)

- Olive SQL is still considered as the favorite HRMS with customers using other ERP software for their financials as Olive SQL offers unmatched integration facilities to other software applications. While Olive SQL allows the generation of Payroll and Payment JV, it also provides a complete log for the same too for various functionalities.
- Very powerful Interface options available for interfacing with other software applications.
- Olive SQL has multiple models of data interface (export) to other software applications, including the standard JV facility for Olive SQL Standard model and the Extended one for Olive SQL Rate x Qty model.
- Powerful Journal Voucher generation facility to export / integrate relevant Payroll data from Olive SQL to external Accounting applications
- Facility to link a General Ledger Code against each of the Allowance and Deduction element. You can mark it as a Debit or a Credit type with separate GL Code facility for each.
- Facility to link a General Ledger Code against Division, Department and Group for Division wise, Cost Centre wise, Project wise payroll posting.
- Facility to link a Sub Ledger Code against each Employee to get an Employee wise payroll Journal Voucher
- Facility to select the level of details required (Division wise / Cost Centre wise / Employee Wise or summary wise) in the Journal Vouchers
- Flexible GL code settings at employee level – Allows to even set the GL Code for certain expenses for specific (selective) employees. Good for companies with separate GL codes at Employee level.

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- Facility to create the Journal Voucher with the automatic reverse entry at GL Code level for individual Expenses (Elements) or to have a single GL code (for reverse entry) set against the Bank.
- Facility to filter the selection of employees for the criteria of Payroll Journal Voucher
- Facility to enter a standard voucher no, voucher date and Narration for the Payroll Journal voucher.
- Facility to make multiple Journals voucher Sets, create one for Salary, another for Reimbursement, Provisions etc.
- Create the Journal Voucher in multiple formats (Standard Microsoft Excel / DBF / CSV)
- Facility to set the Debit and Credit GL codes at the employee level too and facility to set the Task Codes against each element (allowance, deduction, contribution etc.) if you wish to have a Task Code link.
- Supports an extensive Journal Voucher module for the Rate x Qty model also with the facility to generate Payroll / Cost JV, Reverse Payroll /Cost JV, Payment JV and Reverse Payment JV.
- Supports the JV Interface to standard ERP applications like SAP, Microsoft Navision, Great Plains, Axapta etc.
- Generate the Payroll, Provisions, Other Journal Vouchers as per the standard interface format required by SAP.
- Olive SQL even has a Data Import interface for data integration with Microsoft Navision for multiple data including…
  o Resource Master
  o Time Sheet entries & Rates
  o Currency Rates
- Olive SQL maintains import logs and has the complete details on the Import with the built in logs, which the user can view and check for inconsistencies.
- Each of the Approval windows pending for approvals, approved, rejected, In Queue are shown with the total count of the applications.
- Facility for the complete tracking of the JV's using JV Logs.
- Journal Vouchers can be previewed and printed before it is actually generated as a CSV file. JV can be generated for a single employee or for a batch of employees. JV can even be generated for a Sub Period also.
- Facility to import the Microsoft NAV (Navision) Task Description and maintain both the Element Description and the NAV Task Description in Olive SQL. (RQ Model)
- Facility to show the NAV Task Description and Olive SQL Element Description in the Payroll (Entry Set), Employee Pay Slip and Employee Payment Advice (RQ Model)
  - Facility to generate many reports with the NAV Task Description or Olive SQL Element Description (RQ Model)

Accommodation (Add On Module)

- Manage the complete information on Employee Accommodations and track the details periodically
- Maintain Accommodation Masters on multiple levels: Location / City, Building & Unit (Room) levels with hierarchy
- Record and maintain the Lease Details of Building including Building Name, Start Date, End Date, Capacity, Annual Rent, Deposit Paid, Agency Name, Remarks and even a control for Return of Deposit.
- Easier way of tracking the Buildings within a Location (City) and Units (Rooms) within a Building. Click on the Building and immediately shows the list of units (Rooms) available in the same Building.
- Record and maintain the Unit (Room No) Name, Start Date, End Date, Capacity, Annual Rent, Deposit Paid and Remarks within the Building level
- Attach any employee to an Accommodation any time and track the entire accommodation history of the employee in various units / buildings / Locations
- Generate reports on the Capacity versus availability of Units (Rooms) in any Building; generate these reports in a grouped format too, based on Division, Department, Designation, Group, Nationality, Sex, and Marital Status etc.
- Generate reports on the current employees in each Unit within a Building / City and generate the current status of each of the building / room
- Automatic Alert on the Lease expiry of any Building / Unit based on the Lease End Date
- Facility to classify any accommodation based on the type of Employee. (Managerial / Staff etc.)
- Linkage of the Accommodation with the Asset module also, very good facility to track the assets given for each accommodations (Buildings / Units)
- Control the Accommodation of an employee using the 'Do not allocate an Accommodation, if the employee is on leave' as an integrated feature. *[New]*

Service Manager (Add On Module)

- One of the most advanced Add on components of Olive SQL, and introduced first in the market, a truly revolutionizing concept.
- Service Manager is an Add On module installed on your File Server / a dedicated machine. Once activated, it runs continuously on the designated machine looking for timed events.
- Service Manager includes five different types of Services
  o Alert Service
  o Employee Service

- o Company Service
- o Report Service
- o System service.
- Use Alert Services to get all the Employee related alerts by email to any email ID you specify, on a scheduled date and time, or on recurring dates. No need for any user to login to Olive SQL to see the alerts applicable for him. All the alerts available in the Alert Manager are available in the Service Manager Alert Services too
- Facility to set multiple Email Ids for Mail To, CC and BCC. Built in facility to enter a Subject for the mail and even a remarks, which will be included in the Body of the Email sent
- Use Employee Services to send automatic mails on Alert events to your employees directly. There are so many alerts applicable for employees, could be from an automatic Birthday Wishes mail to your employee, with a B.C.C to you, a gentle reminder to your employee on his Passport / Visa / Labour Card / Health Card etc. expiry before a certain number of days
- Built in facility to enter a Subject for the mail, a remarks and detailed note (Content), which will be included in the Body of the Email sent to the employee
- Employee Service can reduce the cost of the office communication drastically and naturally offers better employee satisfaction too
- Use Report Services to get your Payroll / HR Reports on your email on a scheduled date and time every week / month etc. Just specify that you wish to have the Salary Register Report to see every first working day of the month and the Service Manager will automatically send you the same report by email on the same date and time
- Company Services can automatically send Alerts to your Administrator (any specified user) on the different company events like Trade License Expiry, Audit Renewal dates, Commercial License Expiry etc. All the Company alerts available in the Alert Module are available in the Service Manager Company Services too
- And lastly the System Services can automatically do system services like Data Backup and System alerts on specified date and time. Use this module to take automatic data back up of Olive daily to any specific folder, at night when no one is working on Olive
- Supports the auto retrieval of the Time Attendance System data from the TAS database on periodic intervals avoiding manual process.
- Olive SQL has a facility to retrieve the Time Attendance data from external GPS based systems using web services (already support interface with Samtech GPS based systems).
  - Olive SQL Service manager has add on capabilities to retrieve the actual punch data from the Time Attendance machine itself, bypassing the Time Attendance System Software database, so that you are absolutely sure that the punch data is not manipulated.
  - No need to login to Olive SQL for the Reports / Alerts anymore. Absolute time and cost saving utility. A great feature for those people who are traveling and do not get much time to open the application periodically

Time Attendance System (Add On Module)

- Comprehensive interface to your external Time Attendance Systems with powerful management reporting
- Built in Add On module for complete integration to your Time Attendance Systems (TAS).
- Get the data from your Time Attendance Systems like Swipe Cards, Finger Print, Bio metric, Proximity cards, Face detecting machine directly integrated to the payroll and get the required processed information from Olive SQL.
- Multiple Interface options for TAS connectivity supporting multiple profiles. Each profile to support the TAS data import from different formats like MS Excel, CSV, DBF, TXT, SQL Server
- Facility to take the TAS data on single or multiple punch in – punch-outs.
- Facility to use the Employee ID used in Olive SQL or the ID mentioned in your Time card for interface
- Built-in Shift module to define multiple shifts with rules (Morning Shift, Night Shift, Day Shift, Ramadan Shift etc.)
- Set rules for each shift for Start Time, End Time, Off Day, Minimum duration to consider as overtime. Set the rules for Meal times, Late and Early Timings against each shift.
- Comprehensive settings of Overtime rules, set minimum duration of overtime hours, Set fixed overtime timings against each shift etc. Facility for the setting of the maximum Normal Overtime duration. Any Overtime beyond that can be tracked through a Shift Overtime if required.
- Facility to make any shift as inactive, good for shifts specifically used for certain occasions like days of Ramadan.
- Facility to print the list of Shifts in Summary or detailed formats in Graphical Preview or in MS Excel format.
- Link the shift to each employee (or for all employees) for a range of dates or leave it open ended.
- Facility for Off day shift and Public Holiday shifts, to be used for marking Off day for specific employees.
- See the complete shifts assigned to a group of employees date wise, for any selected calendar month. Facility to add or delete any shift for any selected employee.
- Generate Calendar wise schedule of Shifts for a group of employees for any period in Graphical preview or in MS Excel format with the added facility to show the leave information too.
- Generate Off Day schedule for a group of employees for any period in Graphical preview or in MS Excel format.
- Facility to group the calendar wise shift schedule and Off day schedule report in a grouped format, based on Division, Department, Designation, Group etc.

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Olive
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Detailed Feature List

- Facility to import the raw attendance data from TAS machines into the Olive SQL attendance review tables.
- Built in Attendance Review module to see the processed attendance data for any employee for each date. Facility available to do attendance review for a single of batch of employees with Site / Project wise tracking. *[New]*
- Facility to enter the Bonus Overtime hours for applicable employees, which can tracked separately and computed with different OT rates. *[New]*
- See the attendance data in different colors for Off days, Public Holidays, missing punches etc.
- Facility to show the Overtime in standard OT hours (Total) or as a breakup of Normal OT Hours, Weekly Off OT hours and Holiday OT Hours for any selected employee Attendance Review.
- Facility to compute the Overtime hours based on the Punch In to Punch Out time basis or from the Shift Out time to Punch Out time basis.
- Facility to generate reports for a single employee Attendance Review itself – All Attendance, Late or Early, Late Only, Early only. Report can be generated in Graphical Preview, MS Excel or in PDF formats.
- Manually review the attendance for any missed punch in and punch-outs for any date and for any employee. Olive SQL maintains a separate audit list for the manually reviewed entries.
- Generate different built in reports for attendance
  - Late comers and Early Leavers report (Single and Both)
  - Attendance Report (Standard / Review / Status)
  - Punch Report (All / Missing / Manual)
  - Overtime Report (Detail / Summary)
  - Monthly Report (Attendance / Overtime / Punches)
  - Monthly Hours Report – Worked Hours / Overtime Hours / Late / Early / Normal
  - Shift Wise (Attendance / Overtime / Unassigned) Report
  - Monthly Punch In / Punch Out time
  - Time Attendance Machine Punch Report
  - Exception Report
  - Incurred Hours Report
      - Site Wise Attendance Report (Detail / Summary / Strength / Unassigned)
      - Break Hours Report *[New]*
    - Generate the above reports in a grouped format using multiple primary and secondary groups.
    - Generate the Site Wise Summary reports Employee Wise, Date wise, Site Wise, division Wise, Designation Wise, Department Wise, Group Wise, Nationality Wise or a combination of any of the two *[New]*
    - Facility to generate the Employee Strength Report grouped on Site Wise, with the Designations in columnar way, shown in both Detailed and Summary formats.
- Automatically integrate the Normal overtime, Weekly Off Overtime, Holiday Overtime into the Payroll for computations. Moreover, build rules easily for penalties on late punch and early leavers.
- Update the Leaves module directly from the Attendance review with absences using the Leave Review.
- Facility to get the employee ID from the ID field or Badge no. of external Time Attendance software database.
- Facility to give an Alternative ID for an employee, good feature when the employee has lost the Access Card with old ID and the data has been imported partially with old ID.
- Facility in the Time Attendance Interface to get the Machine ID from the TAS Database or Site / Project Master in Olive SQL.
  Facility is now available for the control of the Entry of the Bonus Hours (Normal Extended Shift OT Hours) and a new detailed interface for the same entry (date wise also) with security access. *[New]*
- Facility to Set up Penalties on violations of Time Attendance by an employee, e.g : Late for 3 times in a month – Half Day Salary, Late for more than 5 times in a month – Full Day Salary *[New]*
- Facility to auto compute the penalty and even show the Penalty violation details as part of the Pay Slip *[New]*
- Revamped TAS Import interface supporting the M30 rule for the Project attendance. Moreover, the user has the flexibility in setting the legend and the color to use in various monthly attendance reports, user can specify that 'A' should be used as legend against Absence, 'M' for missing punch, 'L' for Late punch, 'OP' for Weekly off day Present etc. series of user defined legends are supported in Olive SQL.
- Another highlight is the facility to take date to date report, it is quite vital for those companies who will have the Time Attendance considered from 26th of the Previous month to 26th of the Current month for the current month payroll processing.
- Facility available to show the timings in a standard 12 hour or 24 hour time format. *[New]*
- Facility to exclude the Weekly Off days or Public Holidays from the 'Working days' shown in the Monthly Attendance report *[New]*
- Facility to activate the eligibility for the computation of the Lunch Allowance based on the overtime hours worked on a Regular day / Weekly off day and even on a Public Holiday *[New]*

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Training (Add On Module)

- Manage the complete Training services conducted in your company in an automated manner with powerful reporting facilities
- Facility to create your own Training Topics and categorize them as per your choice. Create separate Trainings for Safety, Soft Skills, Leadership, Computer etc. Classify the trainings as Internal or External too.
- Facility to preset the duration (in Hours and Days) of the Training, whether a Rating is required, the Trainer of choice against the Training Topic and even a detailed note on the Training Topic
- Facility to enter a 'Training Need' by a Supervisor / Manager against any employee with the details of the recommended Training topic, identifying the Training needs of an employee.
- User defined Rating facility – Create your rating methods based on Numeric, Alphabetic, Grading etc.
- Built in Training Scheduler available to schedule any Training Topic on a range of dates and Tag the employees who are supposed to attend the Scheduled Training.
- Built in facility to track the Trainings conducted against the Trainings scheduled and mark the employees who have attended the trainings, the ratings they have received, whether a Training Certificate needs to be given and even a detailed remarks against the Training sessions conducted
- Built in powerful Training reporting module available with report on each of the Trainings conducted during a range of dates and with the results of these trainings.
- Employee wise Training reports also available detailing the different trainings attended by each employee with the ratings and other details. All reports can be directly previewed and directly exported to Microsoft Excel.
- Facility to enter the Training Costs and the costs breakup of each employee as a report.

Asset Manager (Add On Module)

- An Integrated Asset Tracking software
- Categorize the Assets in your own way, as Cars, Trucks, Bikes, Pickups, Notebooks, Mobiles, Machineries etc.
- Create different Locations & track the Assets, location wise, Identify Assets based on its brand names, if required
- Fast and easier search and filter capabilities on the Assets using its ID, Name, Category, Location, Brand etc.
    - Record complete Asset details including purchase / sale etc., Visually identify each asset by linking the scanned photograph / image
    - Alerts on Asset Insurance, Warranty and AMC expiries
    - Track the complete Asset Issue details, every time the Asset is issued to an employee / project / location with Built in Approval module for the Asset Issues with the Approver name, Date and Remarks
    - Track the Return of the Asset against each issue
- Asset Issue Voucher printing facility with your company name
- Manage the complete expense tracking against each asset - Track the Voucher No, date, Expense Type, Amount, Narration, Pay To and Project details in expense vouchers and even print the Asset Expense Voucher with your company name
- Track the Asset expenses in different expense categories and evaluate where your money is spent more
- Built in comprehensive Asset wise reporting module with more than 50 combinational reports
- Complete history of Assets - Easy way of identifying and listing the Assets issued to any employee
- Alert for Assets recovery from an employee during full and final settlement (when integrated with Olive HRMS)
- List of Assets, which are Assigned to any Employee or the ones which are not yet Assigned
- Get the list of Assets purchased / sold / issued during any range of dates, Get the list of Assets which are insured / not insured / under warranty / under AMC / not under AMC etc. in a jiffy
- Get the list of Assets, which are lying in stock at different locations
- Most reports available in a summary and detailed format
- Get the detailed expense statement against each asset in a report form, in a detailed or summary format
- Built in filtering facility available in the reporting module to filter records matching certain categories
- Built in Advanced reporting facility to include the Authorization Labels and Remarks in the reports
- Most powerful grouping facility available in the reporting where by the reports can be grouped in a Primary and Secondary Groupings
- Facility to identify whether an Asset needs to be recovered from an employee when it is issued
- Excellent Integration between the Accommodation module to the Asset Module. The Accommodation Building is also a part of the Locations used for Assets. Very good feature to track the assets issued to the employee accommodations.
- Generate grouped reports based on Assets, Issue Date, Location, Employee, Category, and Expense Type etc.
- Generate reports for a month, for any range of dates with filtering capabilities
- Give Security access to each user on any module or any option within a module
- Give Security Access rights to control the type of operation a user can do (Add / Modify / Delete / Preview etc.)
- Excellent user interface with quick navigation facilities.

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- Facility to generate the bar code labels for the Assets from the Olive SQL and also directly print to standard label stationery. Facility to print the bar code labels to a standard bar code printer or use your non standard Laser printer to print the labels without investing on bar code printers. *[New]*
- Facility to record the Serial No. of an Asset and even the IMEI No. for mobile phone. *[New]*
- Built in Alert facility (integrated to the Common Alert Module) available on the Asset Warranty Expiry, Insurance Expiry, Maintenance Contract etc. *[New]*
- Facility to link a Department also in the Asset Issue, so that you can issue an Asset even to a Department also.
- Built in additional facility available for Marine / Shipping companies so that you can track the Vessel details to greater extent. Track the Alert on the more than 30 different type of Certificates and Survey including the Certificate of Registry, International Tonnage, Annual Class Survey, Class Survey Hull + Machinery, Annual Load Line Survey, Cargo Ship Safety construction, Annual CSSC, CSSE, CSSR Survey, Radio Station License etc. *[New]*

Employee Self Service (Add on Module)

- Browser based employee self service with work flow definitions, developed in Microsoft ASP.NET.
- Create different activities for Self Services like Leave, Loans, Advances, Document Releases etc. and expose these activity based services to your employees
- Activities currently Supported…
  - Alerts
  - Leave
  - Leave Rejoin
  - Leave Encashment
  - Air Ticket
  - Loan / Salary Advance
  - Pay Slip
  - Leave Planner
  - Roster View
  - Roster Import
  - Roster Allocation
    - (Employee) My Info
    - Documents (Employment Certificate, NOC, Bank Transfer Letter etc.)
    - Passport Release
    - Employee Appraisal
    - Recruitment
    - Change Password
    - Attendance Review *[New]*
  - Budgets
  - Travel Requests
  - Travel Reimbursement
  - Manpower Requisition *[New]*

  Additional features
  - Company Documents
  - Employee Documents
  - Company Notifications

- Additional Activities Supported for Admin / Approver levels
  - View Past Applications, Approvals, Rejections
  - Approvals
  - Admin Login
  - Reset Password
- Create your work flows for each activity for multi level approvals, set approval hierarchy for each activity and for each employee as per your choice.
- Set the Approval levels (up to 5 levels) against each activity for each employee using Work flow definitions. Facility to set the Parallel Approver ID, in case the primary approver is on leave.
- Email alert facility for employee and the approver for each activity application. (e.g: when an employee applies for a leave through Self Service, an email will go to his Level 1 Approver indicating the Leave Application Receipt)
- Approver can login to the Self Service and can approve, reject and write comments / remarks. The employee will be alerted by an email on the approval status and another email will be sent to the Level 2 approver.
- Facility to set Default ID against each Activity workflow for a common ID to receive all email application and approval notifications.
- Facility for the employee to view his personal data including address and other contact details. One of the highlight of this is the facility for the employee to view / download any of the applicable employee documents like

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Passport Copy, Work Permit / Labour Card copy, Visa, Health Card, Insurance, Driving License, Contract copy, Appointment Letter copy etc. The HR can determine the type of documents the employee can view from the ESS.

- Facility for the employee to see all the alerts applicable to him / her like Passport, Visa, Labour Card, Health Card expiries, Birth days, the years of service etc.
- Facility for the employee to see his / her current and past Pay Slips. Facility to save in PDF format.

- **Powerful Leave Applications / Approvals / Status capability**
  o Facility for the employee to see current leave status of all the leaves that are applicable with the leave breakups like Opening, Accrued, Encashed, Taken, Lapsed, Adjusted and Balance.
  o Facility for the employee to see his / her all past leave applications and the status against each of the leave applications with full leave details. System can show the different status against the Leave.
  o Facility for the employee to apply for selected type of leave through ESS. Even the type of leaves that you wish to expose through ESS can be controlled in Olive SQL.
  o Facility for the employee to attach the scanned image of a document with the Leave application (good for attaching the medical certificates against Sick Leave)
  o Each of the Leave Application status is clearly shown to employees. The supported Leave Statuses are Applied, Pending, Approved, Rejected, Allocated, Rejoined
  o Employee can apply for a leave and then decide to send for approval online (immediately or later). While applying for the leave, the ESS can even show the available leave balances as on any Leave applied From Date dynamically, even on a future date.
  o Approver can see the different leave applications in different 'buckets' like 'Pending for Approval', 'Approved', 'Rejected' and 'In Queue'.
  o Facility for the approver to choose any other employee as '*Person in Charge*' or '*Substitute*' while the employee is on leave in the leave application.
  o Facility to even print the leave application form from ESS exactly similar the way it is printed from Olive too.
  o Facility for the approver to view the expiry dates of the Passport, Work Permit and Visa of the employee while approving the leave applications
  o The employee can apply for the Air Ticket also, while applying for the Leave, direct linkage given in Olive.
    o Facility for the approver to see the outstanding Loans / Salary advance amount while approving a leave - indeed helpful information for the decision making.
    o While approving a leave, System shall automatically indicate an alert when the leave applied is more than the leave eligible for the employee
    o Control available in ESS to 'Block new Leave Application if unallocated leaves are present' for an employee *[New]*
    o Control available in ESS to 'Block new Leave application, if un returned Leaves are present' for the employee, this gives effective control such that the employee will not be able to apply for a fresh application if the Rejoin process for the previous leave is not done. *[New]*

- **Powerful Loan / Salary Advance Applications / Approvals / Status Capability**
  o Facility for the employee to view his / her Loan / Salary advance applications and its approval status against each of the application.
  o Employee can even suggest the preferred number of installments and the installment amount for the automatic deduction from his / her monthly salary.
  o Facility for Approver to see all the pending Leave / Loan / Advance / Document applications.
  o Approver can see the different loan applications in different 'buckets' like 'Pending for Approval', 'Approved', 'Rejected' and 'In Queue'.
  o Facility for the approver to amend Salary Advance Amount, the number of installments and the Installment Amount on any Salary Advance / Loan application.
  o The employee can even see the installment list of the deduction pattern, on a calendar month wise breakup.
  o Naturally, the approver has also the facility to see the installment pattern of any loan / salary advance.
  o While approving the Salary Advance / Loan application, the approver can also view the current Gross Salary of the employee, helps to take a better decision whether to approve the same amount or whether to change the loan amount or not.
  o Facility for the approver to see all the past loans / advances taken by the employee, while approving a salary Advance / Loan and can also see the current outstanding loan amount. *[New]*
  o Facility available to view the Asset details given / issued to the employee, while approving a leave. Good control whether the employee has returned the assets issued to him before the leave is approved. *[New]*

- **Leave Encashment Application/ Approvals / Status capability**
  o Facility for the employee to apply for a leave encashment online
  o Facility for the employee to see all his / her past leaves applications and the status against each of the leave encashment applications with full leave encashment details. System can show the different status against the Leave encashment application.
  o Facility for the approver to see all past Leave Encashment applications of the employee, while approving.

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- o Facility for the approver to see the Daily Rate used for Leave Encashment and the Gross Salary of the employee, while approving the application. *[New]*
- o The Approver may even change the number of days for encashment, which the employee has applied and put even a remarks / comments against each of the application. The employee and the other approvers may be able to view this comment. *[New]*

- **Powerful Document Approval and release capability**
  - o Give facility for your employees to apply for various documents that are printed and released to employees.
  - o A valuable module to have a paperless / green office environment.
  - o Current Documents supported
    - Salary Certificates
    - Employment Certificate
    - Letter for Bank Loan
    - NOC for Bank Account Opening
    - NOC for DU Internet Services
    - NOC for Etisalat Internet Services
    - NOC for DU Telephone Services
    - NOC for Etisalat Telephone Services
    - NOC for DU Telephone & Internet Services
    - NOC for Etisalat Telephone & Internet Services
    - NOC for Driving License (Manual)
    - NOC for Driving License (Auto)
    - NOC for Salary Certificate with Accommodation
    - NOC for Salary Certificate with Transportation
    - NOC for Salary Certificate with Accommodation & Transportation
    - NOC for Travel
  - o Facility available from the Olive SQL application interface to even **generate (print) the actual documents like Salary Certificates, NOC, Passport Releases etc. (Print on Company Letter head)**
    - o Facility to even change some of the variables to be shown in the document
    - o Document Release module in Olive SQL will maintain the complete list of document applications, approvals and status of these documents.
    - o While applying for any of the above documents, the employee can also specify the Purpose for the document application and the Addressed To information of the document too.
    - o Facility to show List of Approved Documents from ESS, but not allocated (Yet to print) in Olive SQL System *[New]*
  - o Facility to even print a 'cover page' against the document printed for any employee for office purpose. *[New]*

- **Versatile Passport Release**
  - o Facility for the employee to apply for the release of the passport, in case the passport is retained/stored by the employer (Passport Request).
  - o Complete history of the release of passports is maintained in Olive SQL.
  - o Email alert to the Approver for all the pending applications of passport release.
  - o The Approver can login and approve the release of the passport to the employee against each of the application. The approver can also see the validity of the passport (expiry dates) while approving.
  - o Facility to set predefined reasons for Passport Release in Olive SQL (like Annual Leave, Bank Account Opening, License etc.), so that the user can select any of the reasons. Olive SQL even gives a facility to take the reports based on these reasons.
  - o Facility to even print the Passport Release application from Olive SQL with the complete application and approval details entered.
  - o Facility for the employee to attach a document copy against the Passport Request, which the approver can view while approving the Passport Request. *[New]*

- **Employee Wise Roster Allocation and Approval** *[New]*
  - o Facility for the Supervisor to allocate the Roster to each of the employee under each Division / Group. Supervisor can see if an employee has already been allocated for another Location and Shift.
  - o Facility for the approver (multi level Workflow) to view and approve the Roster set by the Supervisor
  - o Facility for the HR to finally allocate the Roster from Olive SQL, this will automatically update the Employee wise Rosters in Olive SQL TAS Interface module
  - o Facility for the HR to update the Roster allocated from ESS, if required.
  - o Facility for the employee to see all past and current month Punch details from the Time Attendance System, no question of a dispute by the employee later.

- **Manpower Budget & Requisition** *[New]*
  - o Define a period for the Manpower budget, whether quarterly, 6 months or calendar year etc.

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- o Facility for setting the Man Power budget Designation wise for the set period and for a Division or Department, Group or WPS Group (License) and also update the cost, if required.
- o Facility for the requisition of additional manpower through the ESS by department heads / managers with the facility to see the current strength and the budgeted figure.
- o Facility to update the Manpower requisition through the ESS Workflow for multi level approvals
- o Facility to allocate the approved Manpower requisitions through Olive SQL.

- **General**
  - o Facility for your to decide which Activities needs to be exposed to which employees.
  - o Built in Search facility available in ESS for the approver for faster and easier location of the related documents. The Approver can search on the Employee ID, First Name and Last Name.
  - o If any of the approver in the Workflow rejects the application, the status email shall be sent to all the other approvers and the employee by default.
  - o Standard controls available in each of the entry and approver modules including the date pickers, alerts etc.
  - o Facility to change the password by any employee and also facility to reset the password of any employee
  - o Supports a single company model or multiple company model implemented in a single license of Olive SQL. Hence the approver of one employee in one company can be an employee of another company too.
  - o Easy setting of ESS related controls and options using a separate ESS menu in Olive SQL.
  - o Each of the Email generated from ESS to the approvers has the complete details of the application and even a link to the ESS, so that the approver can click from the email itself for approval or rejection.
  - o Applicant can edit or delete an application, till it is acted up on by the any approver. Even the final Approver has the facility to change the Status of an Application, say from 'Approved' to 'Pending'.
  - o Facility for the Admin user (Say Supervisor) to apply any activity on behalf of any employee without using the employee login credentials. Olive SQL ESS tracks the details of the application creation and users.
  - o Approval emails sent to all the concerned employees even shows the comments of all the other approvers.
  - o Facility to show the Employee Bank Information in the employee page (My Info), but cannot be edited.
    - o Facility for the employee to see the different Documents pertaining to him / her like Passport Copy, Visa Copy, Labour Card Copy etc. The employee may even print a copy of the same, no need for the employee to contact the HR department for the same.
    - o Facility for the approver to see the last approved leave status of the employee, while approving a Loan / Salary Advance, Passport Release, Leave Travel (Air Ticket).
    - o Facility for the Admin user to view the standard Employee Information of other employees, including the personal and official details. The Admin user may also view the documents related to the employee *[New]*
  - o Facility for an Approver to view the list of Assets issued to the employee while approving a long leave *[New]*
  - o Another addition is the Company Documents facility, where by the HR can post some of the standard company related documents on the ESS. The employees can view / download these documents like Employee Handbook, Code of Conduct, Travel Rules etc. (the choice is yours !) *[New]*
  - o Company Notification is another facility where by the company can publish news events on the ESS, so that employee is aware of the same. Instead of sending mails to individual employees, the HR can post the news and events to the Company Notifications in ESS, so that all the employees get to see the event / news while logging on to the ESS. Good for declaring company specific events, holidays, awards etc.
  - o ESS can be implemented for independent individual company or even as a Group Company with Subsidiary entities within the Group company, so that the application of an employee from one entity could be approved from another employee from another entity.
  - o With the new import interface, you can even enter the approval hierarchy (who is reporting to whom for approval) in MS Excel sheet and directly import into the Olive SQL. Another option from Olive SQL, to highlight how much we care to make the initial setup easier and faster.
  - o Facility available to force an employee to change the password for the first time login.

Travel / Reimbursable Expense Request & Reimbursement (Add On Module) *[New]*

Reimbursement (Travel) Request *[New]*

- An online system for the logging of requests for Travel and other Reimbursable expenses. An essential workflow module for companies where employees often need to travel for business or other services.
- Olive SQL has a module for the request for approval before the actual expense is incurred. This is best suited for the Travel Requests where the employee can apply for the approval of a Business Travel or other Official Travels.
- The Travel Requests module is designed to automate your Travel Requests Approval workflow so as to provide better controls and easier access to your travel requests and approval process. System even alerts the applicant (requestor) on the validity of the Passport & Visa in case the documents are to be renewed within next 6 months
- The Travel Request module has a facility to request for multiple components of a Travel Request application including Air Travel, Train Travel, Hotel Booking, Local Transport, Car Rental, Entry Pass etc.
- Olive SQL has the facility to set up the fields against each of the above components. E.g The Air Ticket component required for the Travel Request application has the fields of Country, City, Customer / Prospect Name, Contact

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Person, Dates of Travel, Reason, Class, No. of Days, Approx Fare, No of People travelling, Persons travelling with etc. Similarly a separate set of fields can be created against the Hotel Accommodation, Local Transport etc.

- Facility to attach a supporting document against each of the Travel Request Components like Air Ticket, Hotel Accommodation etc.
- Facility to write a detailed note on the Purpose / Justification for the Travel, which the approver can view whiel approving the application
- Facility for the follow up action on the Request Component by the employee or company, e.g: whether the Air Ticket needs to be booked by the Company or it is a Self Booked component can be identified. In case the action needs to be taken by the Company, an email can go to the concerned employee for the follow up action like booking a ticket.
- Facility to enter the approx amount against each of the Request Components, which the approver can view while approving the application.
- Employee can apply for the Travel Request in ESS and can fill in the details and can also send for approval using the built in Workflow module for multiple approval levels.
- The approver can view the Travel Request application using the ESS and can also view the past Travel Request applications of the same employee and can approve, reject the application with comments.
- The Travel Request module has been linked to the Reimbursement module, such that some of the information entered in the Request shall be carry forwarded into the Reimbursement.
- Apart from the Travel Requests, the

Reimbursement [Travel & Expense Tracking]

- A significant module to record, track, approve and control the reimbursable expenses of various heads.
- Flexible to mark the various types of Reimbursement Expenses under various expense heads. User can create an expense head like Travel, Petty Cash Expenses, PRO Expenses etc.
- Built in module for the Travel Reimbursement with the standard set of fields and values. Travel activity can be tracked with both Travel Request applications and the Travel Reimbursement applications for approval.
- Each of the Travel Reimbursement (Expense) application can have multiple Reimbursement (Expense) Types (components) and the approval can be linked to the Reimbursement Application itself.
  - Classify the Travel reimbursement application as per your choice, Business Tour, Local Travel, Annual Leave, Installation / Technical Support etc.
  - Create your own types (Components) for the Travel Reimbursements like Air Fare, Lodging / Hotel, Local Transport, Trains / Metro, Meals & Tips, Per Diem, Phone / Internet, Entertainment Expenses etc.
  - Each of the above Expense Type can have user defined fields for entry and reporting. For e.g. Air Fare can have the following fields like Destination, Date of Journey, Date of Return, Class, Ticket Booked by the company, Remarks / Description, Amount etc.
- In case a Travel Request application has been entered by the employee, which is already approved, facility is available to link to the Request application such that the details from the Request application shall be carried forward to the Reimbursement application. The employee will require entering the amount of expenses incurred against each of the Reimbursement component.
- Employee can enter the details of the different Reimbursement Expense Types and can even attach the scanned copy of the invoices / Receipts etc against each of the Expense Type.
- Facility to update the Reimbursement Application through the ESS Workflow for multi level approvals. Each of the approver for the Reimbursement application can view all the details of the components (Expense Types) and can even verify the scanned copy of the Invoice / Receipts. The Approver may set the status of the application as Approves, Rejected, Pending.
- The approver may also see the past Reimbursement expense applications for the same employee for querying. The approver can view the Reimbursement application horizontally showing all the Expense Types in a columnar format with totals of each of the Reimbursement Expense Types. This is a much easier way of displaying and convenient for the approver.
- Facility to link a Travel Request to a Travel Reimbursement application.

Performance Management / Appraisal System (Add On Module)

- A flexible tool to measure and manage the performance appraisals of the employees in your organization.
- Flexible and User Defined Performance Review Cycles. User can set the Period of the Performance Appraisal for multiple group of employees, for eg : 3 months / 6 Months / 1 Year Review etc. Supports adhoc appraisals.
- Supporting two different models of Performance Reviews / Employee Feedbacks. Self Review and then the multiple levels of Manager Review. Direct Manager Level Review of the fixed scopes in multiple levels.
- Very flexible Setup of the Appraisal form in multiple formats, questionnaires.
- Set up / Define the Scope Categories (KPI, Goals, Objectives, Values etc.) in the system like 'Job Knowledge', 'Quality of Work', 'Productivity', 'Judgment', 'Team Work', 'Communication Skills' etc, fully user definable.
- Facility to create the user defined 'Scopes' under each of the Scope Category with your own descriptions etc.

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- Facility to have the Unit of Measurement against each of the scopes, whether to have it 'Subjective' or 'Quantitative'. The user can define scopes that can be measured 'quantitatively' or as 'subjective'
- The system even provides a facility whether to show any scope to the Employee, Appraiser or both
- Facility to have the scoring against each of the scope by Ratings or Target.
- Performance Measures can be weighted according to their relative importance and priority.
- Facility to create user defined multiple Rating schemes, like numeric, Alphabetic, Grading etc.
- Build user defined Appraisal Templates database with the selection of different Scopes for different Job roles / Titles in the organization.
- Build Template Groups for specific Group of employees with a mix of multiple Appraisal templates e.g: show the KPI and the Competencies or Personal Traits together.
- You may even categorize the Template Groups as per your choice like Staff Performance Evaluation, Worker Performance Evaluation, Key Performance Indicators with multiple formats.
- Facility to assign the Template Groups to employees, single employee or for a group of employees. Filter the list based on Division, Department Wise, Designation Wise or Group Wise
- The Performance Appraisal module is tightly integrated with the Employee Self Service (Web based) so that the Appraisal Template Groups can be published to the employees as per the assigned list.
- The Approvers (multi level) can login to the ESS and give the ratings and comments against each of the Appraisal Form of the employees.
- Facility for the Approver to see the Ratings and comments from previous levels of approvals.
- Facility to set Fixed Constant against each of the Template Groups for the final Pay Out / Incentive computations
- Facility for automatic computation of the Incentive / Final Payout amount based on the given Ratings, Constant.
- Facility to Review the Group Template against each employee and print the filled in Appraisal form with the complete details and ratings in presentation quality formats. *[New]*
- Facility to show the Personality Traits Template Total Scores now and include the Personality Traits Total score in the Total Payout Amount. *[New]*

Employee Recruitment System (Add On Module)

- A flexible and powerful module for the smooth functioning of the recruitment process in your organization.
- Facility to define external Recruitment Agents (or your HR staff) in the system with the option of setting separate user name, password, email for their limited access to the Agent Login (Web based)
- Facility to publish the Vacancies available in your organization with details on Position, Requirements, Number of vacancies, Validity and event the amount of pay offered (not mandatory). Facility to list the complete vacancies bit active and closed ones as a report.
- Agent wise login facility available (Web based) so that they can see the available vacancies published with details.
- Agents can upload the CV's of the candidates through their login and can update the standard Candidate details including the Personal Details, Qualifications, Experience, Photo, Passport Details and scanned image of the related documents.
- The HR Personnel can login to the ESS and can view the list of the candidate details, shortlist the candidates for Interview using the Short listing module. The HR Personnel can also route the short Listed Candidate through the multi level interview process using the standard ESS workflows.
- The Approvers can select the interviewed candidate and put in the comments.
- Facility for the PRO to login to the ESS and do the verification process and update the selected candidate details including the Arrival dates, joining dates etc. The PRO can also put in the application details for the Labour Application, Entry Permit, Medical, Emirates ID, Visa Stamping, Labour Card etc.
- The Recruitment Agents (or HR Personnel) can also see the Short Listed Candidates, selected Candidates etc.
- A query module has been provided to query on the various application status of all the candidates including the Labour Applications, Entry Permit Applications, Medical Applications, Emirates ID Applications, Visa Applications, Labour Card Applications with criteria on All, Approved, Rejected, Pending etc.
- Facility for the generation of HR Reports and Agent Tracker reports. *[New]*
- Facility for the Quota wise candidate selection and facility for keeping candidates into a pool *[New]*
- Facility for the HR team to update the view and update the candidate details from Olive include the upload of all the standard documents required like Photo, Passport Copy, Visa Copy, Entry Permit, Police Certificate, Medical Certificate, Fingerprint, Labour Card, Emirates ID, Educational Certificate copy, Experience Letter, Other Document. *[New]*
- Facility for filtering the candidates based on following criteria. All, Applied against Vacancy, but not shortlisted, Approved, Employees (Employee ID assigned by HR), Selected (All Documents has been approved & uploaded), Confirmed (Confirmed as Company Employee), Rejected (Rejected by any process level). *[New]*

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System

- Print Employee Mailing and Permanent Address Labels from system in multiple formats.
- Print Salary Labels for any period for any group of employees. Print the Net Salary Labels for Employee cards or even Daily Rate for filing purposes.
- Print the company labels too with employee detailed information to be used for printing cards.
- Print Labels in Division, Department, Designation and Group wise list and filter on multiple criteria.
- Built in Integrated Data Backup and Restore facility
- Built in Database management utilities for verification and rebuilding of indexes
- Close current period to proceed to the next period (month). Revert to an earlier period, if required with security.
- Built in controls and checks available while closing a Period (Month), so as to
  - Block the Closing of a period, if any employee payroll / pay slip is not locked
  - Block the Closing of a period, if any employee is not paid thru Olive SQL.
  - Automatic unlocking of the Pay Slip Lock for an employee on the Reverse Payroll JV generation. *[New]*
  - 'Block generation of Pay Slips by email for Un-locked employees'. A good facility to control the accidental delivery of Pay slips by email for employees whose payroll is not yet locked *[New]*
- Facility to process the payroll for any / all employees offline too
- Facility to automatically carry forward all the allocation percentages to next month (period)
- Show different Employee Alerts at user defined settings on days and date
- Set Currency, decimals, denominations and effective controls with Company configurations
- User Definable Password. Password controls available to allow a weak, Intermediate and Strong password setting.
- Built in Leave Accrual rule for a group of employees as per the Labour law.
- Hide a company from the system temporarily and recall / re-attach the same at any time.
- Create User Defined Fields at the company level to store information like Trade License No., Date of Expiry, Bank Info. Etc. Create any number of fields of standard data types like String, Number, Date, Logical etc and even group them under different schemes.
- Define multiple Annual Public Holiday sets in the system for different groups of employees and apply the same in Attendance rules and even print the Detailed Annual Holiday List for each calendar year
  - Exciting data navigation tools like fast scrolling of records, navigation buttons etc.
  - Search facility within Report Preview, search for a specific employee record within a report preview
  - Get a series of employee related standard reports like, contact list with phone numbers, email list, Agent wise report, Employee Card etc. Export to Microsoft Excel too.
  - Facility to enter the opening Provisions for Leave Salary, Leave Travel and Gratuity so that you can start the payroll implementation from any calendar month.
- Standard Document Templates with company information in the footer. Templates include, Employee Joining form, Employee Leave Application forms, Interview Sheet, Exit Interview sheet.
- Easy to start the payroll for your company from any time of the calendar year
- True multi window application - Eg: Open Employee Leave Screen while the Employee Pay Slip is open
- Supports multiple companies as separate entities or as multiple subsidiaries. Supports multiple Divisions / Departments / Groups in a single company
- Define Numeric or Alphanumeric ID's for your Employees. Supports Auto-increment of the Numeric and Alpha Numeric ID's. Supports multiple auto numbering of Employee Id in different user defined formats. The user has the facility to set the prefix, suffix and body length for auto numbering employee ID
- Built in facility to Import different types of data directly from an external Microsoft Excel file
  - Import Employee Master data
  - Import Employee Dependants data
  - Import Employee Master Salary Elements data
  - Import Employee Monthly Attendance data
  - Import Employee Monthly Salary Elements data
  - Import Employee Opening Leave data
  - Import Employee HR data only
  - Import the Employee UDF (User Defined Fields) data
  - Import Employee daily Attendance with Project / Site data
  - Import Employee Review data
  - Import Employee Leave Adjustment data
  - Import Employee Time Sheet data (in Olive SQL Rate x Qty model) *[New]*

- Export the reports to multiple formats like Microsoft word, Microsoft Excel, Text etc.
- Facility to generate selective reports in standard PDF format directly from the system.
- Supports Realtime and offline payroll processing (Reprocess salary for all employees after making changes to any rule defined)
- Facility to add remarks at each of the Allowance and Deduction level, which can be printed in customized pay slips and even on the Payment Advices

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- Strong MIS capability built into the system to get the Salaries above, Below, between a range of figures, to get month tables of salaries and even to get the average salaries of all employees or for a Division, Department, Designation, Group etc. So generate the average salary charts with variances for drivers, labourers, managers, engineers etc.
- Facility to have transactions for User Defined Fields created at the Employee level, suites well for maintaining Insurance details & transactions, Memos etc.
- Generate User Defined Fields (UDF) based reports directly to MS Excel, with the flexibility to choose your columns (fields) for the report.
- Facility available to categorize the employees based on the Visa Type, available in selective reporting modules too
- Generate Grade wise reports for all employees
- Easy implementation of payroll for Monthly, Daily and Hourly Rated employees. You may compute any allowance / reimbursement based on number of days worked or on number of Hours worked.
- Facility to show the current date and time and the user name in the reports preview.
- Supports Wage Protection System as per the format of Ministry of Labour, United Arab Emirates
- Direct generation of SIF (Salary Information File) formats for the WPS compliance. Generate the file with multiple conditions and multiple formats.
- Facility to generate Employee Salary / Address / Company labels with user defined text entered and printed in multiple formats
- Facility to maintain Billing Rates of employees, good for man power companies to track the billings and margins
- Facility to show your company logo in the Olive desktop itself in different screen positions and facility to change the background color of the Olive desktop to suit to your tastes
- Facility for fast scrolling of employees available in all employee list windows in forward and backward directions, Run thru a list of employees as fast as possible.
- Built in Right click menu facility on all Employee Ids in all modules, navigate to the other related modules in one click. While viewing an employee's personal information, right click to see his / her Leave / Payroll / Pay slip / Gratuity / Review in one click. A real time saver !
    - Excellent Filtering facility in most modules, where you can filter all the entries or reports for a specific list of employees based on the Division, Department, Designation, Group, Grade, ID etc.
    - Supports Muslim Hijri dates for various dates in the Employee module and the alert shall automatically be shown based on these Hijri dates as required in Saudi Arabia.
    - Built in module for Shortcut Keys in Olive–User can activate the frequently used modules in Olive SQL using any of the pre-defined keys and key combinations (Function keys and combinations)
- Complete Integration with Olive Asset Management Pack (Separate Module for Asset Creation, Asset Issue (tracking) and Asset wise expenses tracking)
- Complete Integration with Olive ChequePrint Pack (Separate pack for Cheque Printing & Tracking)
- Facility to control the file size to upload into Olive SQL as Documents or photographs. Good for IT Departments to enforce a rule on the size of files uploaded in Olive SQL so as to reduce server clutter.
- Facility to block attachment of various file types that may harm your computer / server. You may block attachment of files (for document copy and photographs) with the type .exe, .com, .dll etc.
- Olive SQL supports two different models of Payroll implementation – Standard Model and Rate x Qty model. The Rate x Qty model can be used for complex payrolls where there are maximum of payroll elements and has complicated exchange rate conversion.
- Supports a maximum of 5 Sub Period (Multi Payments) within a single Period in Rate x Qty model of Payroll. You may break a single month payroll into multiple sub Periods. Sub Periods is a good mechanism to process payroll of past months in the current period, with separate pay slips and reports.
- Facility to break each Sub Period into multiple Sub Sets in Rate x Qty model, where by each Sub Set can have separate rates and quantities against each element. An excellent mechanism for complex payroll with different exchange rates applied for different payroll periods. All Sub set values will automatically summed for the Sub Period Pay slips.
- Comprehensive reporting for Olive Rate x Qty model too. Facility to generate Entry Checklist reports, Report showing the days worked against each element in each project for all your contractors / employees.
- Generate Registers and YTD Reports for a set of Elements like Allowances, Deductions, Statutory Deductions and contributions in a columnar format under Rate x Qty model, naturally with the totals.
- Facility to activate the employee transfer from one company to another using the same employee Id.
- Facility to activate Tab / Page of each window to show in a different color for quick navigation *[New]*
- Facility to change the Period Processing Date by the user in case you wish to follow batch processing of payroll
- Built in Audit Trail facility for selective master and entry modules to track the changes done to the field level data by each user. Audit trail even tracks the deletion of the respective data. *[New]*
- Built in Audit Trail report to show the changes / deletions done by each user on selective modules in a graphical report format. *[New]*
- ... and many more.

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Country Specific Features

Olive has been emerging as a global payroll and HR solution and has been successfully implemented and used in different countries, mostly in the Middle East and South East Asian countries. Olive has been successfully implemented in many countries catering to the local statutory and MIS requirements. Here is a list of some of the country specific features of Olive …

Papua New Guinea

- Supporting Fortnightly Payroll within each calendar month. Generate Pay Slips and Salary Registers against each of the Sub Periods (fortnights)
- Complete Multi Currency Support for both local and expats payroll with the facility to change the Currency from any specific Month or Sub Period
- Facility to enter Time Sheets of past month along with the current fortnight (or separately) and generate a single or different Pay Slips for each of the fortnights.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Tax computation as per the PNG statutory requirements.
- Facility to set / manage user defined Tax tables for each year for multiple tax scales with the facility to set A factor, B Factor, Number of Dependants etc.
- Facility to apply the user defined Tax table from any calendar date. System shall automatically apply the appropriate tax tables while the Time Sheet data is being processed.
- Facility to set the Taxable Income, completely user defined. User can choose the allowances and deductions to be formed as part of the Taxable Income.
- Complete management of Employee and Employer Nasfund computation.
- Facility to show the Employee Nasfund Deduction only or Show Employee Nasfund Deduction and the Employer Nasfund Contributions together in Pay Slips.
    - Built In Additional Reports available, other than the standard reports
        - o Time Sheet Summary Report
        - o Nasfund Monthly / Fortnightly Statements
        - o Nasfund CSL (Graphical as per Statutory format)
        - o Nasfund Form SF8
        - o Statement of Earnings (Annual)
    - o Salary Registers (Earnings, Deductions, Contributions, Financial Register, Tax Register)
    - o Entry Checklist Reports
    - o YTD Reports (Earnings, Deductions, Contributions, Financial Register, Tax Register)
- Facility to set the Total Nasfund Income, completely user defined. User can choose the allowances and deductions to be formed as part of the Total Income for Nasfund.
- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Sub Period (Fortnightly / Monthly / Weekly) reporting facility
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send by email.
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- … and many more.

Philippines

- Complete Multi Currency Support for local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports weekly, 15 days and Fortnightly Payroll within each calendar month. Generate Pay Slips and Salary Registers against each of the Sub Periods (Weekly, 15 Days or fortnights)
- Facility to enter Time Sheets of past month along with the current month (or separately) and generate a single or different Pay Slips for each of the Sub Periods.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Tax computation as per the Philippines statutory requirements.
- Facility to set / manage user defined Tax tables for each year for multiple tax scales with the facility to set Exemption, Base Tax, Additional Tax for different Employee status like ME, ME1, ME2 etc.
- Facility to start the new Tax Table effective from any specific calendar month / date

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- Facility to set the Taxable Income, completely user defined. User can choose the allowances and deductions to be formed as part of the Taxable Income.
- Social Security (SSS) and Social Security Loan computation as per the Philippines Statutory requirements.
- Facility to set / manage the user defined Social Security System (SSS) tables with the feature to set the Social Security, EC and Total Contributions for different wage levels.
- Facility to start the new SSS Table effective from any specific calendar month.
- Facility to set the SSS Income, completely user defined. User can choose the allowances and deductions to be formed as part of the SSS Income.
- Phil Health (PHIC) computation as per the Philippines Statutory requirements.
- Facility to set / manage the user defined Phil Health (PHIC) Rate tables with the feature to set the Total Monthly Premium, Employee and Employer share for different wage levels.
- Facility to start the new PHIC Rate Table effective from any specific calendar month.
- Facility to set the PHIC Income, completely user defined. User can choose the allowances and deductions to be formed as part of the PHIC Income.
- Pag Ibig and Pag Ibig Loan computation as per the Philippines Statutory requirements.
- Facility to set / manage the user defined formula for Pag Ibig Rate.
- Facility to set the Income for the computation of Pag Ibig, completely user defined. User can choose the allowances and deductions to be formed as part of the total Income for the computation of Pag Ibig.
- Built In Additional Reports available, other than the standard reports
  - Time Sheet Summary Report
  - SSS – Form R5 (Graphical as per Statutory format)
  - SSS – Contribution Summary (Monthly / Fortnightly / 15 days) Statements
  - SSS – Employee File
  - SSS Loan – Contribution Summary (Monthly / Fortnightly / 15 Days) statements
    - SSS Loan – Form ML-1
    - SSS Loan – Remittance Form (including Transmittal List)
    - SSS Loan – LMS
    - Pag Ibig Form M1-1 (Graphical as per Statutory format)
    - Pag Ibig – Contribution Summary (Monthly / Fortnightly / 15 days) Statements
    - Pag Ibig Loan Form P2-4 (Graphical as per Statutory format)
    - Pag Ibig Loan – Contribution Summary (Monthly / Fortnightly / 15 days) Statements
  - Phil Health Quarterly Remittance (Graphical as per Statutory format)
  - Phil Health – Contribution Summary (Monthly / Fortnightly / 15 days) Statements
  - Tax Form 1601-C (Graphical as per Statutory format)
  - Tax Form 1601-F (Graphical as per Statutory format)
  - Tax Contribution Summary (Monthly / Fortnightly / 15 days) Statements
  - Statement of Earnings (Annual)
  - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Tax Register)
  - Entry Checklist Reports
  - YTD Reports (Earnings, Deductions, Contributions, Financial Register, Tax Register)
- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Sub Period (Fortnightly / Monthly / Weekly) reporting facility
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send by email.
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- ... and many more.

South Korea

- Complete Multi Currency Support for local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports standard Monthly and weekly, 15 days and Fortnightly Payroll within each calendar month. Generate Pay Slips and Salary Registers against each of the Sub Periods (Weekly, 15 Days or fortnights)
- Facility to enter Time Sheets of past month along with the current month (or separately) and generate a single or different Pay Slips for each of the Sub Periods.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Tax computation as per the South Korea statutory requirements.

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- Employee Employment Insurance and Employer Employment Insurance computation as per statutory or user defined requirements.
- Facility to set the formulae for the computation of the Employment Insurance (Unemployment Insurance) (Both Employee and Employer) as per the user requirements.
- Facility to set the Social Security Income, completely user defined for the computation of the Employment Insurance. User can choose the allowances and deductions to be formed as part of the SSS Income.
- Employee National Health Insurance and Employer National Health Insurance computation as per statutory or user defined requirements.
- Facility to set the formulae for the computation of the National Health Insurance (Both Employee and Employer) as per the user requirements.
- Facility to set the Social Security Income, completely user defined for the computation of the National Health Insurance. User can choose the allowances and deductions to be formed as part of the SSS Income used for the computation of the National Health Insurance.
- Employee Long Term Care Insurance and Employer Long Term Care Insurance computation as per statutory or user defined requirements.
- Facility to set the formulae for the computation of the Long Term Care Insurance (Both Employee and Employer) as per the user requirements.
- Facility to set the Social Security Income, completely user defined for the computation of the Long Term Care Insurance. User can choose the allowances and deductions to be formed as part of the SSS Income used for the computation of the Long Term Care Insurance.
- Employee Industrial Accidental Insurance and Employer Industrial Accidental Insurance computation as per statutory or user defined requirements.
- Facility to set the formulae for the computation of the Industrial Accidental Insurance (Both Employee and Employer) as per the user requirements.
- Facility to set the Social Security Income, completely user defined for the computation of the Industrial Accidental Insurance. User can choose the allowances and deductions to be formed as part of the SSS Income used for the computation of the Industrial Accidental Insurance.
  - Built In Additional Reports available, other than the standard reports
    - Time Sheet Summary Report
    - Statement of Earnings (Annual)
    - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Tax Register)
    - Register - Employment Insurance
    - Register – Long Term Care Insurance
    - Register – Industrial Accidental Insurance
    - Register –National Health Insurance
    - Entry Checklist Reports
    - YTD Reports (Earnings, Deductions, Contributions, Financial Register, Tax Register)
- Facility to set the Total Nasfund Income, completely user defined. User can choose the allowances and deductions to be formed as part of the Total Income for Nasfund.
- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Sub Period (Fortnightly / Monthly / Weekly) reporting facility
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send Pay Slips by email.
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- ... and many more.

Singapore

- Complete Multi Currency Support for local and expats differentiation with the facility to change the Currency from any specific Month or Sub Period
- Supports standard Monthly and weekly, 15 days and Fortnightly Payroll within each calendar month. Generate Pay Slips and Salary Registers against each of the Sub Periods (Weekly, 15 Days or fortnights)
- Facility to enter Time Sheets of past month along with the current month (or separately) and generate a single or different Pay Slips for each of the Sub Periods.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Tax computation as per the Singapore statutory requirements.
- Facility to set / manage user defined Tax formula for each year.

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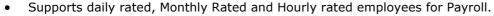## The Realtime Integrated Payroll Software
Detailed Feature List

- Facility to start the new Tax Table / formula effective from any specific calendar month / date
- Facility to set the Taxable Income, completely user defined. User can choose the allowances and deductions to be formed as part of the Taxable Income.
- CPF Computation as per the Singapore Statutory requirements.
- Facility to set / manage the Statutory Central Provident Fund (CPF) tables with the feature to set the Employees Share and the Employers Share for different wage levels and Age levels.
- Facility to start the new CPF Table effective from any specific calendar month.
- Facility to set the CPF Income, completely user defined. User can choose the allowances and deductions to be formed as part of the CPF Ordinary Wages and CPF Additional Wages.
- Skill Development Levy (SDL) Computation as per the Singapore Statutory requirements.
- Facility to set / manage the Statutory SDL rate tables with the feature to set the Employers Share for different wage levels.
- Facility to start the new SDL rate effective from any specific calendar month, in case of a change in rates.
- Facility to set the SDL Income, completely user defined. User can choose the allowances and deductions to be formed as part of the total Income used for the computation of SDL.
- Singapore Indian Development Association (SINDA) Computation, Chinese Development Association Contribution (CDAC), Mosque Building and Mendaki Fund (MBMF) as per the Singapore Statutory requirements.
- Facility to set / manage the Statutory SINDA, CDAC, MBMF rate tables with the feature to set the Employee Share for different wage levels.
- Facility to start the new SINDA, CDAC, MBMF rate effective from any specific calendar month, in case of a change in rates.
- Facility to set the Total Income used for the computation of the above, completely user defined. User can choose the allowances and deductions to be formed as part of the total Income used for the computation of SINDA, CDAC, MBMF.
- Built in IR8A Adjustment module so that the users can handle exceptional scenarios with manual ease.
- Built In Additional Reports available, other than the standard reports
  - Time Sheet Summary Report
  - Statement of Earnings (Annual)
  - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Tax Register)
  - Register - CPF
  - Register – SINDA
  - Register – SDL
  - Register – CDAC
  - Register – MBMF
  - Tax Form IR8A (Graphical as per Statutory format)
  - Tax Form IR8S (Graphical as per Statutory format)
  - CPF Submission File facility
  - IR8A Submission File facility
  - Appendix 8A
  - Entry Checklist Reports
  - YTD Reports (Earnings, Deductions, Contributions, Financial Register, Tax Register)
- User Defined Register setting facility (user can create their own registers as per their choice)
- Direct integration with ESS (Employee Self Service) so that the employee can view / download their current and past pay slips. Employees can also view /download the filled-in IR8A form submitted for each year to IRAS *[New].*
- This is a great feature for the company as they just need to verify the IR8A form for all the employees for the calendar year, post it to the ESS as PDF documents. Employee can view / download the new IR8A form for the given calendar year. System will maintain the IR8A documents for all the past years.
- Facility to generate the different Registers in MS Excel formats.
- Sub Period (Fortnightly / Monthly / Weekly) reporting facility
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to print the Pay slips, send Pay Slips by email and direct upload on to the ESS.
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- ... and many more.

Thailand

- Supports Monthly, Weekly, Fortnightly Payroll (within each calendar month). Generate Pay Slips and Salary Registers against each of the Sub Periods (fortnights)
- Supports daily rated, Monthly Rated and Hourly rated employees for Payroll.
- Complete Multi Currency Support for both local and expats pay roll with the facility to change the Currency from any specific Month or Sub Period

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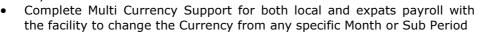## The Realtime Integrated Payroll Software
Detailed Feature List

- Facility to enter Time Sheets of past month along with the current fortnight (or separately) and generate a single or different Pay Slips for each of the fortnights.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips in Olive Rate x Qty model
- Tax computation as per the Thailand statutory requirements for Expats
- Facility to set / manage user defined Tax tables for each year for multiple tax scales.
- Facility to apply the user defined Tax table from any calendar date. System shall automatically apply the appropriate tax tables while the Time Sheet data is being processed.
- Facility to set the Taxable Income, completely user defined. User can choose the allowances and deductions to be formed as part of the Taxable Income.
- Facility to track the Onshore and Offshore salary components.
- Built In Additional Reports available, other than the standard reports
  - Time Sheet Summary Report
  - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime Register, Tax Register)
  - Entry Checklist Reports
  - YTD Reports (Earnings, Deductions, Contributions, Financial Register, Tax Register)
- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Sub Period (Fortnightly / Monthly / Weekly) reporting facility
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send Pay Slips by email.
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- ... and many more.

Saudi Arabia

- Supports Monthly Payroll. Generate Pay Slips and Salary Registers against each of the Sub Periods (if any)
- Supports daily rated, Monthly Rated and Hourly rated employees for Payroll.
- Complete Multi Currency Support for both local and expats payroll with the facility to change the Currency from any specific Month or Sub Period
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips in Olive Rate x Qty model
- Gosi computation as per the Saudi Arabia statutory requirements
- Facility to set / manage user defined Gosi Rate tables for each year, in case of a rate change later
- Facility to set the Total Income used for the computation of Gosi, completely user defined. User can choose the allowances and deductions to be formed as part of the Total Income used for monthly Gosi deduction
- Gratuity computation as per the Saudi Arabia statutory requirements
- Supports the payment file generation for various banks and exchange houses
- Supports the WPS Payment file generation as per the Statutory requirements.
- Facility to set / manage user defined Gratuity Rate tables for different group of employees based on years of service of the employee.
- Facility to give advance against gratuity and deduct from total gratuity payable
- Facility to track the Onshore and Offshore salary components.
- Built In Additional Reports available, other than the standard reports
  - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime Register, Gosi Register)
  - Accrued Gratuity
  - Monthly Gratuity Provision
  - Employee Gratuity Breakup and Payment
  - Entry Checklist Reports
  - YTD Reports (Earnings, Deductions, Contributions, Financial Register, Gosi Register)
- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send Pay Slips by email.
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- ... and many more.

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Qatar

- Complete Multi Currency Support local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports the standard Monthly and weekly, 15 days and Fortnightly Payroll (within each calendar month). Generate Pay Slips and Salary Registers against each of the Sub Periods (Weekly, 15 Days or fortnights)
- Facility to enter Time Sheets of past month along with the current month (or separately) and generate a single or different Pay Slips for each of the Sub Periods.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Gratuity computation as per the Qatar statutory requirements
- Facility to set / manage user defined Gratuity Rate tables for different group of employees based on years of service of the employee.
- Facility to give advance against gratuity and deduct from total gratuity payable
- Built In Additional Reports available, other than the standard reports
  - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime, Reimbursements)
  - Accrued Gratuity
  - Monthly Gratuity Provision
  - Employee Gratuity Breakup and Payment
  - Entry Checklist Reports
  - YTD Reports (Earnings, Deductions, Contributions, Financial Register)
- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send Pay Slips by email.
  - Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
  - Supports the Payment file generation for the Banks and Exchange houses.
  - Supports the framework for the WPS system for Qatar with the latest support for EVP records within SIF file.
  - ... and many more.

IRAQ

- Complete Multi Currency Support local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports the standard Monthly and weekly, 15 days and Fortnightly Payroll (within each calendar month). Generate Pay Slips and Salary Registers against each of the Sub Periods (Weekly, 15 Days or fortnights)
- Facility to enter Time Sheets of past month along with the current month (or separately) and generate a single or different Pay Slips for each of the Sub Periods.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Tax computation as per the Iraq statutory requirements for Expats
- Facility to set / manage user defined Tax tables for each year for multiple tax scales.
- Facility to apply the user defined Tax table from any calendar date. System shall automatically apply the appropriate tax tables while the Time Sheet data is being processed.
- Facility to set the Taxable Income, completely user defined. User can choose the allowances and deductions to be formed as part of the Taxable Income.
- Built In Additional Reports available, other than the standard reports
  - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime Register, Reimbursements, Tax)
  - Employee Gratuity Breakup and Payment
  - Entry Checklist Reports
  - YTD Reports (Earnings, Deductions, Contributions, Financial Register, Tax Register)
- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Currency Wise reporting facility

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- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send Pay Slips by email.
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- … and many more.

Kuwait

- 3 Decimal Support for all the Payroll currency computation and reports
- Complete Multi Currency Support local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports the standard Monthly and weekly, 15 days and Fortnightly Payroll (within each calendar month). Generate Pay Slips and Salary Registers against each of the Sub Periods (Weekly, 15 Days or fortnights)
- Facility to enter Time Sheets of past month along with the current month (or separately) and generate a single or different Pay Slips for each of the Sub Periods.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Gratuity computation as per the Qatar statutory requirements
- Facility to set / manage user defined Gratuity Rate tables for different group of employees based on years of service of the employee.
- Facility to give advance against gratuity and deduct from total gratuity payable
- Built In Additional Reports available, other than the standard reports
    - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime, Reimbursements)
    - Accrued Gratuity
    - Monthly Gratuity Provision
    - Monthly Air Ticket and Leave Salary Provisional Statement
        - Employee Gratuity Breakup and Payment
        - Entry Checklist Reports
        - YTD Reports (Earnings, Deductions, Contributions, Financial Register)
    - User Defined Register setting facility (user can create their own registers as per their choice)
    - Facility to generate the different Registers in MS Excel formats.
    - Currency Wise reporting facility
    - Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send Pay Slips by email.
- Bank Payment File generation facility for various banks
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- … and many more.

Bahrain

- 3 Decimal Support for all the Payroll currency computation and reports
- Complete Multi Currency Support local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports the standard Monthly and weekly, 15 days and Fortnightly Payroll (within each calendar month). Generate Pay Slips and Salary Registers against each of the Sub Periods (Weekly, 15 Days or fortnights)
- Facility to enter Time Sheets of past month along with the current month (or separately) and generate a single or different Pay Slips for each of the Sub Periods.
- Facility to apply and record different currency exchange rates for different Time Sheet periods within a month.
- Facility to show YTD figures of all the Allowances and Deductions in Pay Slips
- Facility to track the Onshore and Offshore salary components as well as to track the Local and Expats separately.
- Gratuity computation as per the Qatar statutory requirements
- Facility to set / manage user defined Gratuity Rate tables for different group of employees based on years of service of the employee.
- Facility to give advance against gratuity and deduct from total gratuity payable
- Built In Additional Reports available, other than the standard reports
    - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime, Reimbursements)
    - Accrued Gratuity
    - Monthly Gratuity Provision
    - Employee Gratuity Breakup and Payment
    - Entry Checklist Reports
    - YTD Reports (Earnings, Deductions, Contributions, Financial Register)

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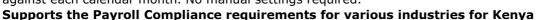
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The Realtime Integrated Payroll Software
Detailed Feature List

- User Defined Register setting facility (user can create their own registers as per their choice)
- Facility to generate the different Registers in MS Excel formats.
- Currency Wise reporting facility
- Local Currency, Foreign Currency and Dual Currency Pay Slips available in Graphical Preview, MS Excel and PDF Formats. Facility to send Pay Slips by email.
- Supports the custom pay slips to be shown in 4 different languages for companies with employees from different countries (India, Pakistan, Sri Lanka, Bahrain) etc.
- Flexible and powerful integration of Time Attendance System rules in Olive (interfacing with TAS machines)
- Flexibility to consider the Overtime from Shift Out time or from the Total Work hours as per statutory requirements
- Facility for the Compliance Payroll Reports for the Time Attendance data
- Supports the Olive Standard model and the new Rate x Qty model of data entry, storage and reporting
- ... and many more.

Kenya

- Complete Multi Currency Support for local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports the Rehire facility for employees
- Supports the rotating 26 working days rule for each calendar month, so that the system shall automatically set the period for 26 based on the working days rule against each calendar month. No manual settings required.
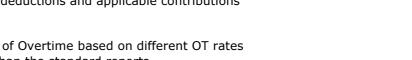- **Supports the Payroll Compliance requirements for various industries for Kenya**
- Tax computation as per the Kenyan statutory requirements.
- Auto computation of the following statutory requirements
  - N.S.S.F Deduction
  - N.H.I.F Deduction
        - P.A.Y.E Deduction
        - Tax
    - Supports the computation of different types of Overtime based on different OT rates
    - Facility to show 2 Pay Slips in a side by side preview, so as to tear one part for employee and one part for company
    - Built In Additional Reports available, other than the standard reports
        - Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime, Reimbursements)
  - Facility to generate the registers for N.S.S.F, N.H.I.F, P.A.Y.E deduction for a group of employees grouped on Division, Department, Designation, Group and Grade.
- Facility to generate the different Registers in MS Excel formats.
- Excellent interface with Time Attendance machine data for attendance supporting multiple shifts in a single company.
- Facility to record the Bonus hours against each employee and for each date.
- Ideally suited for the Garments manufacturing industry requirements.
- Facility to import the master and transaction data from MS Excel for high volume of employees
- Flexible and powerful integration of Time Attendance System rules in Olive (interfacing with TAS machines)
- Flexibility to consider the Overtime from Shift Out time or from the Total Work hours as per statutory requirements
- Supports the Compliance requirements for attendance related issues for various export countries
- ... and many more.

Jordan

- Complete Multi Currency Support for local and expats with the facility to change the Currency from any specific Month or Sub Period
- Supports Monthly / Daily rated payroll requirements.
- Supports the Payroll Compliance requirements for various industries for Jordan
- Tax computation as per the Jordan statutory requirements.
- Auto computation of the following statutory deductions and applicable contributions
  - Social Security
  - Tax
- Supports the computation of different types of Overtime based on different OT rates
- Built In Additional Reports available, other than the standard reports

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Detailed Feature List

- o Salary Registers (Earnings, Deductions, Contributions, Financial Register, Overtime, Reimbursements)
- o Facility to generate the registers for Social Security (Employee deduction & Employer contributions) for a group of employees grouped on Division, Department, Designation, Group and Grade.
- Excellent interface with Time Attendance machine data for attendance supporting multiple shifts in a single company for various groups of employees.
- Facility to record the Bonus hours against each employee and for each date.
- Facility to generate the different Registers in MS Excel formats.
- ... and many more.

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