Olive

[Main Heading]The Realtime Integrated Payroll Software

[sub heading] Detailed Feature List

Olive is a Realtime Integrated payroll software offering a truly flexible payroll  
and HR solution for the companies in Middle East. Olive 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 offers unmatched HRM features on payroll and leaves for any type of industry with complete ease of use!

[sub heading] Main Features

* Fully Realtime Payroll Solution
* No Month End payroll processing or generation
* Truly Integrated HR with Payroll solution
* Automatic Alerts for multiple events
* True Windows application with multi window support
* No Customization Required
* Supports payroll for monthly class
* Minimum Data Entry
* Define any Rule Based payroll as per your requirement
* Complete Leave Records integrated to payroll
* Multi Currency Payroll
* 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 options
  + Graphical reports with Data Export facility
  + Direct export facility of all reports to Microsoft Excel

[sub heading] Employee Level Information

* Maintain complete Employee Records including all personal and official data

o Capture all relevant employee data  
o Attach scanned photograph of the employee  
o Create User Defined Fields of any Data type to store any additional information of the employee.  
o Group these Employee UDF as per your grouping criteria (schema). Create separate group of information

for Contracts, Personal, Travel, Insurance, Work Permit, Medical etc.  
o Facility to directly export the report (formatted) on all Employee User Defined Fields to Microsoft Excel

* Categorize Employees based on Groups
* 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
* 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

* Any additional User Defined Fields in Employee Master
* Automatic computations for mid-month joining and mid month resignations
* Track the name of the Bank and the employee’s Account Number in the bank, supports multiple banks and

accounts to each employee

* Mark Joining Date and Employee Contract Joining Date
* Maintain reference to Corporate / Alternate Employee ID
* Identify the type of payment (mode) for each employee by Cash, Cheque and Bank Transfer.
* 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
* Access other employee related modules like opening balances from Employee Master itself.
* Maintain Employee Dependant’s (family members) complete details also in Olive
* Manage Passport, visa, Health card details of the Employee’s dependants and generate automatic alerts

on the above document expiries.

* 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.
* Take the current Employee Strength (Count) as on any particular date grouped by Division, Department,

Designation, Group or Nationality.

* 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 and Currency wise.

* Facility to take the Turn Over report even for a specific section like only Joining / Only Left / Current etc.

[sub heading] Leave Management

With Olive, 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

o Make the Leave applicable to Males or Females or both  
o Define the Leave Entitlement for an year for each leave type

o Choose your own Leave Accrual (Credit) method 􏰛 Credited on Joining  
􏰛 Credited on Monthly Basis  
􏰛 Credited after each year of service

􏰛 Accumulated  
o Leave Accumulation can be controlled on calendar days or working days o Specify the Leave Entitlement for each leave type  
o Specify each leave as a paid or unpaid leave with automatic salary effect o Allow encashment of a leave type

o Allow carry forwarding of un-availed leaves to next year with maximum cut off limit on the days to carry forward

o Leave taken days can be marked inclusive or exclusive of Weekly off days

* No Need to Calculate Leaves Due and Leaves Taken manually
* Get a full list of employees who are going on leave and who are on leave for any given date range
* Leaves can 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

* 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.

* 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
* 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)

* Complete Leave Trends for all / a group of employees with multiple criteria for

o Leave Applications

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 the Leave Position in Pay slip for employees, if required  
Complete Leave History for any number of years. Facility to maintain the full history of leaves taken (opening) for all employees even if implemented from mid-year.

Online Leave Status Verification with Opening, Taken and Balance for any month Realtime Leave Balance control at the time of leave entry.

􏰛 All applications  
􏰛 Approved but not taken 􏰛 Rejected but taken

Approved, unapproved and Rejected Applications Taken without an approval  
Going on Leave and Resuming Office

[sub heading] Salary Structures

* Define separate Salary Structures with separate Allowances and Deductions for different group of 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 computation of unpaid Leave on any allowance and 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).
  + Define multiple types of Allowances and Deductions (Master / Fixed / Monthly Entered

or Computed)

* + Allows computations of any allowance with user defined formulae
  + 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
* Definition and entry of Allowances and Deduction based on Element sets (Entry Sets)
* Define user defined groups of Elements (Allowances & Deductions) for report views (View Sets)
* 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
* Built in Powerful formula builder with numerous built in functions and variables.
* 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.

[sub heading] Leave Salary

• Set any of the industry standard rules for the Leave Salary.  
o Allow to compute only after 1 year of service  
o Do not allow for Unconfirmed employees  
o Compute for calendar year of service or for a range of dates  
o 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

* 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 with setting of 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  
Automatic calculation with full breakup shown for any leave salary period  
Complete Leave Salary MIS for all or a group of employees with multiple criteria for

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 the current Daily Rate for any employee before computing the Gratuity. Gratuity amount computation available for the current and resigned / terminated employees as on any particular 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 Generate Gratuity Report for multiple selection criteria like  
o Only for Paid Employees  
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 the Absconding Employees from the report or to show the Gratuity List only for the current or Left Employees.  
Compute Monthly Gratuity provisions with ease for posting to your Accounting software  
Reports available in full color with company logo, if required.

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  
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.

[sub heading] Gratuity

* Complete management of Employee Gratuity.
* Set User defined Gratuity Rules as per statutory rules / regulations or as per the

company policy.

* Provision 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 Management Staff and separate rule for Laborers)

* Provision to show the Employee Gratuity for the Current Year and the for the

• Facility to compute the Gratuity on a user defined Daily Rate, different from the one used for the Unpaid computation.

[sub heading] Attendance

* Supports multiple 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 overtiming hours.
* Immediate computation of salary, overtime and related information in real time
* Lookup facility for the Projects / Sites in the Attendance entry module.
* Very powerful attendance list / reports taken for a period or date range and 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 ©.

[sub heading] Project / Site / Job wise payroll

* + Track the payroll on a project wise / Job wise / Site wise basis.
  + Flexibility in entering the attendance for each project wise on a daily basis or on Days

basis.

* + Provision to mark the Project / Site / Job wise tracking for any definite group of

employee.

* + 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.

[sub heading] Leave Travel (Air Tickets)

• Set any of the industry standard rules for the Leave Travel claims  
o Allow to compute only after 1 year of service  
o Do not allow for Unconfirmed employees  
o Compute for calendar year of service or for a range of dates  
o 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

* Provision to make the Leave Travel Payment through salary, and show in the Pay Slip, if required.
* Complete history of all the leave Travel claims, computations and payments to all employees
* Track Leave Travel Application, Approvals and Payments.
* Get a full list of employees whose leave Travel (Air 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

􏰛 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 (Air Ticket) Payments by Cash  
􏰛 All Leave Travel (Air Ticket) Payments with the Travel (Air Ticket)

Compute Monthly Leave Travel (Air Ticket) Provisions online.  
Get Division, Department, Designation or Group wise summary report of Monthly Leave Travel (Air Ticket) provisions.  
Automatic re-computation of Monthly Leave Travel (Air Ticket) provision in the event of a change in Salary from any month.

[sub heading] Payroll

* Generate Employee Department / Designation / Division /Group wise payroll list.
* Define user-defined sets of entry salary elements (Allowances and Deductions).
* Define user-defined sets of Salary elements (Allowances and Deductions) for viewing and reporting.
* Create user defined entry sets with your choice of elements, example – you can make a Entry set for the

entry of overtime details only, excluding all other deductions and allowances.

* + Create your own registers with the help of view sets, example create separate

registers for overtime, provisions, allowances, deductions, Leave Travel only etc.

* + Apply multiple filters on payroll list like, show only for an element value greater/less

than/equal to figure.

* + Print the salary register directly on any Divisions or designations or departments or

groups or even with a combination of two.

* + Print the salary register with provision for employee thumb impression.
  + Generate Month table (calendar wise) for any Allowance or Deduction for any list of

employees.

* See even the average salary 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.
* See the power of Realtime Payroll. Enter / change the attendance or Allowance and see the 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.
* Print Salary Registers in Division wise, Department wise, Designation wise and Group wise summary.
* Take report as a Register for different Monthly Provisions like Leave Salary, Gratuity, Air Ticket etc.
* 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.

* Facility to group the exported View Set in MS Excel format on various parameters like Division,

Department, Designation, Group, Grade, Nationality, Visa Type, WPS Group etc.

[sub heading] Pay Slips

* Print Salary Pay slips for an individual employee or for a group of employees.
* Customized Facility to send Pay slip by email to employees
* Preview pay slips before you print. See allowances, deductions and the Net Salary.
* Print the pay slips in multiple formats, (multiple pre-defined formats are available).
* Show the leave balance and leave taken also in the Pay slip, if required.
* Include the Gratuity Accrued Amount also in the Pay slip, if required.
* Print the Pay Slip in Standard, Horizontal or With Leave formats.
* 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 too and with filters on any allowance or deductions.
* Facility to exclude Unconfirmed Employees and absconding employees from the list of Employees.
* Facility to filter the payslip printing to Employee mode of Payment (Example print only for employees

who are paid by Cash or Bank Transfer etc.)

* See 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.

[sub heading] 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
  + Automatic re-computation of the Leave balance reducing the leaves encashed
  + 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.

[sub heading] Payments

* + Payroll is not just computing the salary and printing Pay Slips, generate 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 !)
  + Facility to record and print the Bank details (Bank Code, Branch Code, Swift), Account Details (Account

No, IBAN, SORT, Beneficiary Name etc.)

[sub heading] Variations / Changes

* + 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.
  + Use the module as a checklist to quickly identify the changes in Net salary between last month (or any

other month) and current month.

* + Find out 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 !) received by each employee. Use this as an effective tool for the

current year appraisal.

* + 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’.

[sub heading] 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.
* 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 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.

[sub heading] 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.

* + Facilities to include blank dates and already expired cases also in the report.
  + Facility to exclude resigned employees from the list.
  + Generate alerts on Employee’s dependants document expiry dates too.
    - Generate alerts on list of employees who are supposed to return from leave in next ‘n’ number of days
    - Alerts on Employee Birthday list
    - 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.

* + - Activate the alert for any specific date or any weekday or on all days.
  + Completely user defined alert setting such that you can set alerts on events like opening the company or while closing a company.
  + 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.

[sub heading] Loans & Advances

* + - Versatile, flexible and user defined loans / advance schemes. Complete management of Employee Loans, Salary Advances and Recurring deductions.
    - Create your own loans and advances schemes with user defined rules.
    - Issue loan/advances to employees on any date with user defined installments and installment amount.
    - Facility to make the payment of the Loan / advance 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, even for mid year payroll implementation.
    - Provision to see the detailed breakup of installments with installment number, date of installment,

installment amount and deduction amount.

* + - Make automatic deduction of installment / deduction amount from the employee salary realtime.
    - Provision to review the Loan / Deduction amount on any date in the current month with multiple methods

of adjustment of reviewed amount

* + - Preview all the loans / advances / deductions taken by the employee or preview the details of any

selected loan / advance scheme.

* + - 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 / Advance. Let the employee specify variable

installment amounts.

[sub heading] Reviews

* + - Manage all the periodic Employee reviews and review plans.
    - Create different 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.
* Excellent for employees whom you may wish to have a salary review on confirmation 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.
* 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.
* 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 review
* Prepare a list of employees whose confirmation is due in the current month

[sub heading] Accommodation (Add On)

* Manage the complete information on Employee Accommodations and track the details periodically.
* Maintain Accommodation Masters on multiple levels of Location (City), Building and 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.

* Easy 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 available in the same Building.

* Record and maintain the Unit (Room No) Name, Start Date, End Date, Capacity, Annual Rent, Deposit

[sub heading] Journal Voucher

Paid and Remarks at the Unit level too.

* 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 in any Building.
* Generate reports on the Employees in each Unit within a Building / City.
* Alert on the Lease expiry of any Building / Unit based on the Lease End Date.
* Facility to classify any accommodation based on type of Employee. (Managerial /

Staff etc.)

* Powerful Payroll Journal Voucher generation facility to export / integrate data to most external Accounting applications
* Facility to link a General Ledger Code against each of the Allowance and Deduction element. You can mark it as a Receipt or a Payment 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 payroll Journal Voucher.
* 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.
* 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 create multiple Journal vouchers based on JV Sets, one for Salary, one for Reimbursement, one

for 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.

[sub heading] Multi Currency

* Multi Currency Payroll with facility to define all foreign currencies and 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.
* Facility to change the currency of an employee from any month, the history remains in 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.

[sub heading] Service Manager (Add On Module)

* One of the most advanced Add on components of Olive, and introduced first in the market, a truly revolutionizing concept.
* Service Manager is an Add On module installed on your File Server. Once activated, it runs continuously on the server looking for timed events.
* Includes five different types of Services in Service Manager

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 the scheduled date and time, or on recurring dates. No need for any user to login to Olive to see the alerts applicable for him. All the alerts available in the Alert Manager are available in the Service Manager Alert Services too.
  + 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.
  + 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 5th of the month and the Service Manager will automatically send you the same report by email to you 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 do 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.
* No need to login to Olive for the Reports / Alerts anymore. Absolutely time and cost saving. A great feature for those people who are traveling and do not get much time to open the application periodically.
* Employee Service can reduce the cost of the office communication drastically and naturally offers better employee satisfaction too.

[sub heading] Time Attendance System (Add On Module)

* 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 directly integrated to the payroll and get the required processed information from Olive.

* Facility to take the TAS data on single or multiple punch in – punch outs.
* Facility to use the Employee ID used in Olive or the ID mentioned in your Time card
* Built in Shift module to define multiple shifts and its 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.

* Link the shift to each employee for a range of dates or leave it open ended.
* Facility to import the raw attendance data from TAS machines into the Olive attendance review tables.
* Built in Attendance Review module to see the processed attendance data for any employee for each

calendar date.

* See the attendance data in different colors for Off days, Public Holidays, missing punches etc.
* Manually review the attendance for any missed punch in and punch outs for any date and for any employee
* Generate different built in reports for attendance

o Latecomers Detail Report o Early Leavers Details  
o Attendance Report

o Missing Punch Report o Manual Punch report o Overtime Report  
o Punch Report

o Monthly Attendance Report

o Monthly Overtime Report

* Generate the above reports in a grouped format using multiple primary and secondary groups
* Automatically integrate the Normal overtime, Holiday Overtime into the Payroll for computations.
* Update the Leaves module directly from the Attendance review with absences.

[sub heading] 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 the current period to proceed to the next period (month). Revert to an earlier period, if required with security.
* 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
* 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.

* Print the Detailed Annual Holiday List
* Exciting data navigation tools like fast scrolling of records, navigation buttons etc.
* Search facility within Report Previews, 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

o Import Employee Master data  
o Import Employee Dependants data  
o Import Employee Master Salary Elements data

o Import Employee Monthly Attendance data  
o Import Employee Monthly Salary Elements data o Import Employee Opening Leave data  
o Import Employee HR data only

* Export the reports to multiple formats like Microsoft word, Microsoft Excel, Text etc.
* 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.

* 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 the UDF based reports directly to MS Excel, with the facility to select your columns (fields) for the report file.
* 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.

* 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 show your company logo in the Olive desktop itself in different screen positions
* Facility for fast scrolling of employees 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 / Payslip / Gratuity in one click. A real time saver !

* + 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.
  + 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)
* ... and many more.