

**HGB Group**

Name : Puth Sithy
Tel : 095 666 458
Email : sithy.puth@hgbgroup.com
Address : Phnom Penh, Cambodia

Quotation

HR Management System

System Features

Employee Profile Management Module

This module will have these features:

- Employee
- Education Background
- Service History (Experiences)
- Award
- Disciplinary
- Travel Abroad
- Promotion and Demotion
- Salary and Benefit Change
- Transfer
- Employee Contract and Approval
- Termination
- Announcement

Leave Management Module

This module will have these features:

- Leave Scheme Setup
- Leave Scheme Assignment
- Extra Leave
- Apply Leave
- Leave Approval (HOD) and (HR)
- Leave Bring Forward
- Leave Posting Cut Off
- Leave Setting

Recruitment Module

This module will have these features:

- Main Power Request
- Main Power Request Approval (HOD) and (HR)
- Job Description
- Job Advertising
- Application
- Test Form
- Test Approval (HOD) and (HR)
- Interview
- Confirm Employee and Contract

Training Module

This module will have these features:

- Course Setup
- Course Announcement
- Applicant Approval
- Course Registration
- Course Complete
- Course History

Appraisal Module

This module have these features:

- Appraisal Type
- Appraisal Scheme
- Scheme Assignment
- Performance
- Performance Approval

Time Attendant Module

This module will have:

- Attendance Reason
- Daily Shift Pattern
- Monthly Shift Pattern
- Employee Shift Pattern
- TAMS Sites
- Request Overtime
- Shift Group
- Upload File to Server
- Download Daily Log
- TAMS Settings

- Daily, Weekly, Monthly Attendance
- Transaction Closing
- Terminate and Resignation
- Attendance Reason Approval
- Daily Amendment Approval
- Request Overtime Approval
- Daily Access Log
- Disciplinary Card

Payroll Module

This module will have at least the following features:

- Payroll Settings
- Compare Salary Configuration
- Download TAMS
- Production Incentive
- Other Incentive
- Employee Claim Salary
- Employee Deduction
- Borrowing
- Payroll Sheet and Slip
- Salary Tax
- National Social Security Fund
- Compare Reports

Self Service Module

This module will allow employee to do something themselves.

- HR Announcement
- Apply Leave
- Checking Time Attendance
- Check Disciplinary

User Management

This module will have the following features:

- Manage user
- Create new user
- Manage user role
- Manage user permission
- Manage user password
- Manage user login

System Setting

This module will store all configuration for the whole system such as:

- Position
- Department
- Leave Scheme
- Document type
- Request type
- Group
- and so on

Technologies and Languages

To produce this application with strong security, reliable, scalable and good performance, we will use the following technologies and languages:

- Front End
 - HTML, CSS, JavaScript, jQuery, AJAX
- Back End
 - C#, ASP.NET
- Database Server
 - MS SQL Server

Deployment and Testing Process

We will use agile development methodology for this application development. The process and duration can be roughly draft as below.

No	Description	Duration
1	Deploy to server	1 week
2	Connect to network and fingerprint	1 week
3	Testing	2 weeks
	Total	4 weeks

Maintenance Process

After delivering the system, we will be responsible for maintenance for 6 month on the following parts:

- Correcting bugs or fault of the program
- Minor changes requested

- Other parts may include based on the real situations and negotiation

We are also responsible for additional development as well, but additional fee will be charged.

Training

The training will be conducted after the system delivery.

Travel and Accommodation

If we have travel to province, we will charge thirty dollars per day meal, accommodation and travel ticket.

Project Price

No	Item	Quantity	Price
1	HR Management System	1	\$ 10,000.00
	Total		\$ 10,000.00

Note:

1. All payment to will be paid after project delivery.
2. Fifty percent of payment will be paid after agreement.
3. This quotation is confidential.

December 03, 2017

Customer

Seller
