

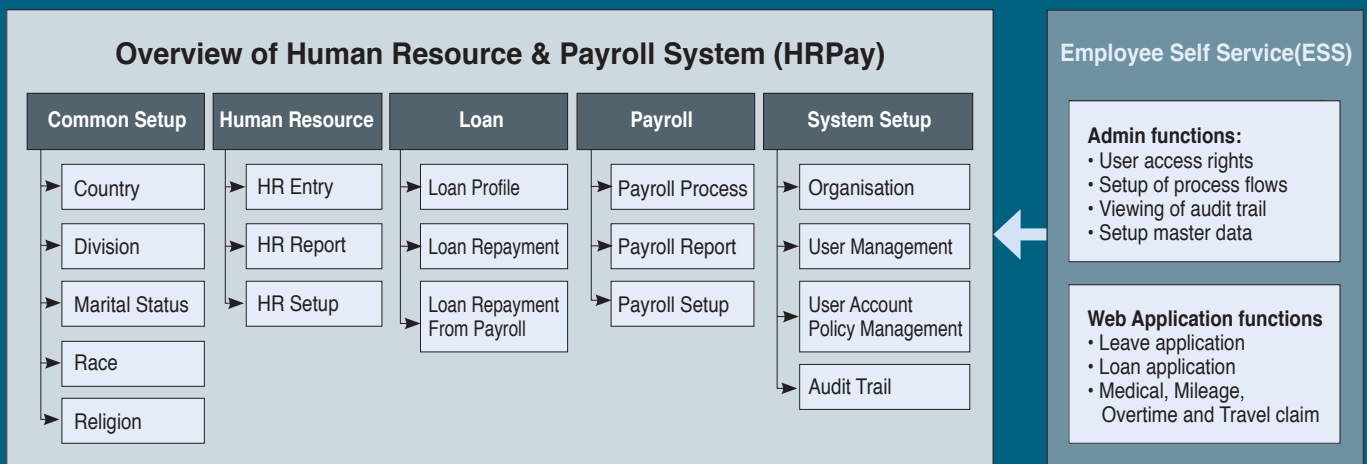


The Tapang ERP Solution Series

Human Resource and Payroll (HRPay) & Employee Self Service System (ESS)

The Human Resource and Payroll and Employee Self Service System is an integrated HR system which streamlines, computerises and automates the traditional HR and Payroll functions of an organisation. The system greatly reduces the high cost of managing an organisation's workforce and their related records and allows the organisation to deal more efficiently with employee documentation and requests.

The system can also be integrated with the Financial Accounting System to further automate and simplify the organisation's payroll and accounting processes.



System Benefits

- Better transaction control input
- Audit records for transactions
- Unlimited creation of earning or deduction types
- User definable criteria for certain earning types
- Employer loan subsidy maintenance
- Maintainable salary scale
- Maintainable contribution charts

- Able to generate Salary Increment process
- Automatic checking against Max Salary Scale
- Configurable yearly medical reimbursement limit
- Allows employees to submit claims, and leave and loan applications online
- User friendly

HR & Payroll Functions and Features

Master File Setup Functions

- Setup of master file data for Country, Division, Marital Status, Race and Religion

System Setup Functions

- Supports setup and maintenance of organisation type and profile, and view of organization tree
- Enables user to view Audit Trail
- Supports setup and management of system users and user access rights by organisation

Loan Functions

- Loan Profile, Loan Repayment (Early Settlement), Loan Repayment From Payroll

Screen of employee loan profile

Human Resources Functions

HR Entry

- Disciplinary Record, Establishment Planning, Insurance Claim, Leave Application & Balance, Leave Initialization, Salary Administration, Service Movement, Staff Medical, Staff Particular, Staff Quarter, Staff Training

HR Setup

- Civil Service Allowance, Clinic Profile, Critical Allowance, Entertainment Allowance, Daily Housing Allowance, Monthly Housing Allowance, Job Code, Leave Entitlement, Reference Table, Regional Allowance, Salary Range, Salary Scale, Staff Panel Clinic, Ward Profile, etc

HR Report

- Active/Inactive Staff List, Confirm/Unconfirmed Staff, Establishment Planning, Increment Certificate, Increment Proposed, Insurance Claims Matrix, Job Code Listing, Leave Application/Statement, Leave Balance, Maximum Salary Step Staff, Staff Biodata, etc

Screen of employee particular

Payroll Functions

Payroll Entry

- Annual Increment Calculation, Export Data, Increment Posting, Month End Posting, Salary Adjustment, Salary Administration, Salary Calculation, etc

Payroll Report

- Bank Allotment, Bank Allotment Summary, Cash Payout, Day Work, Deductions, Earning/Deduction Adjustment, Earning/Deduction Code, Earning/Deduction Summary, EPF, SOCSO, Income Tax, Exceptional Payment, Payee List, Payroll (Individual), Payslip, etc

Payroll Setup

- Bank, Control File, Earning & Deduction Code, Employer Profile, EPF, GL JV Code Mapping, Income Tax Contribution Table, JV Code, Mileage Setup, Payee Profile, Payroll Reference Table, SOCSO, Staff Allocation, Threshold Setting

Process Month Year	Staff Category	Exceptional	Processing Status	View Last Process Log	Last Processing Date
092011	Monthly Paid	<input type="checkbox"/>	Processing completed.		27-09-2011 04:31:31 AM
102011	Monthly Paid	<input type="checkbox"/>	Processing completed.		28-10-2011 06:56:47 AM

Screen of payroll salary calculation

HR and Payroll Report Features

- Staff biodata
- Bank allotments
- Cost distribution by station, department or overall
- EC form and employer tax return list
- Salary reconciliation for General Journal entry
- Standard Statutory requirement reports: EPF, SOCSO, Income Tax, etc
- Budget reports for following year's salary

Security Features

- User access based on logon ID and Password
- Configure frequency of password changes per year
- Access control by module, function, record, and report
- Configurable Record access rights: Read, Modify, Add/Modify/Delete, Confirm, or Full
- Audit Trail

Employee Self Service System

ESS was designed to simplify the task of the HR Department. Employees may access the system via the intranet. They are then able to make requests and fill in the relevant forms online. Confirmations are given via email. As everything is done electronically, the amount of paperwork is drastically reduced.

ESS Admin Functions

- Setup of user access rights for ESS web application
- Setup of process flows and employee process flows for ESS web application
- Viewing of audit trail
- Setup of reference code/master data for:
Mileage rate, Overtime rate, Overtime hour setting, Travel claim item

ESS Web Application Functions

- Enable employees to submit leave applications, loan applications and claims and check processing status online.
Leave application, Staff Loan application, Medical claim, Mileage claim, Overtime claim, Travel claim

Mileage Claim Application

Fields marked with an asterisk (*) must be filled in.

A. Personal Information

Name :	Teo Chai Chan	Pay Number :	004
Section :	SAINS > System Development unit	Designation :	Programmer

B. Vehicle Information / Address

Vehicle Type :	<input type="text" value="Motorcar"/>	Make of Vehicle :	<input type="text" value="HONDA"/>
Registration No. :	<input type="text" value="QAY1256"/>	Vehicle Capacity (c.c):	<input type="text" value="2000"/>
Address (Office) :	<input type="text"/>		
Address (Residential) :	<input type="text"/>		

C. Mileage Claim Details

No	Travel Date*	Time Depart* (hhmm) Time Return* (hhmm)	Route Travel* Duties Description*	Mileage Claimed* (KM)	Remarks	Delete
1	<input type="text"/>	<input type="text" value="0900"/> <input type="text" value="1300"/>	<input type="text"/>	<input type="text" value="0"/>		

D. Mileage Rate / Total Claim

Vehicle Class	Distance Start	Distance End	Rate (RM per KM)
B	26698	26735	0.30
C	27023	27078	0.55
D	27254	27292	0.70

Total Mileage Claim (KM)

View Total Amount Claim (RM)

Screen of Mileage Claim Application

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For demo and enquiries, please contact:

