



PAYplus – (Profile)

TrueBooks® Payroll & HR Management System, "PAYplus" is an accurate, feature-rich and affordable Payroll & HR Management platform for organizations of all sizes and categories. This versatile system, which is integrated with Financial Accounting, enables you to integrate payroll & human resources processes with your business operations and thereby managing its entirety of applications to increase the overall performance of the organization. System provides many features including processing of group wise payroll, multiple overtime rates, Pay slip generation, Dependent profiles, annual leave processing, time sheet transactions etc & facilitates various MIS and user defined reports.

This product is designed to accommodate the future requirement of any business and can be easily customized & configured to suit any specific industry requirements.

TrueBooks® Payroll & HR Management System can be deployed both as a single user or a multi user. The system is capable of working with MS Access, MS SQL server, or Oracle as the database. The number of users and transactions the system can handle depends upon the database and the hard disk capacity. We recommend MS Access for single user or Desktop version and MS SQL or ORACLE for multi-user or Enterprise version.

PRODUCT FEATURES

Employee profiles

Dependent profiles

Employee Grouping

Department / Job codes / Cost centers

Employee photograph capturing

Interoperability with Time and Attendance Control Devices (Optional)

Multi Users (depends upon the database)

Dynamic user defined parameters

Data entry with minimum keystrokes



Facility to create opening balance of:-

- Advances, Leave due, Salary due

Time Sheet Entry

- Daily, Weekly, Monthly

Time Sheet Check list & Batch posting

Overtime processing

- Overtime Rate-1, Rate-2, Rate-3

Payroll processing

- Group wise, Weekly, Monthly, Daily

Special payroll processing (for festivals, Bonus etc...)

Advances and Loan processing

Pay slip generation

Customizable document formats (Pay slips, Vouchers etc...)

Customizable report formats (Salary statements, Job-wise listing etc...)

Annual Leave Processing

Annual Leave Scheduling (Optional)

Employee Termination (Optional)

Employee Bonus and Incentive processing

Employee document maintenance (passport, permits, licenses etc....)

Employee document expiry date reminders

Dependents Information (Wife, children, parents, housemaid etc...)

Employee Air ticket eligibility

Dependents Air ticket eligibility



Output To Screen, Printer, Text files, Fax & Email

Generation of payroll Journals (for updating FA Account ledgers)

Interoperability with existing applications (online integration with FA systems) (Optional)

Printing Registers and Listings

- Salary Statements

Pay Slips

- Project/Job Wise Payroll expenses

Month end process

Data Backup/Restore

Data Export/Import (optional)

SALIENT FEATURES

- Provides the user to create unlimited number of employees and employee profiles. Employees can be grouped based on their Profiles or User defined groups.
- The system has the option to enter opening balance of each employee transactions related to Advance/Loans, Leave due days etc, when starting for the first time.
- The product is designed to facilitate batch posting for all the transactions, so that the user gets the benefit of verifying the transactions before posting to the ledger.
- The screens are designed in such a way to capture the data with minimum keystrokes, so that data-entry is done faster and accurate.
- The system gives you the facility to enter Timesheet transactions on a day-to-day basis, weekly or monthly. The system validates the timesheet entry before processing payroll for that particular period.
- The system allows calculating three types of overtime rates. These are Rates-1, Rates-2 and Rates-3. The user may define these rates the normal rate, holiday rates and national festival holidays rate.
- The system provides the facility to process payroll group-wise, profile-wise or nationality wise.
- The system enables the user to print pay slips either immediately or later.



- The system also generates a Salary Statement to enable the user to verify and tabulate the salary disbursement.
- The system is capable of handling departments, cost centers and pay points, to enable the user to print reports based on the above parameters.
- The system provides the option to enter Job/Project codes, while capturing Time sheet entries, so that later the user can generate project wise reports.
- The reports can be directed to the screens, printers, text files, fax machines or emails.
- Enables the user to manage advances and loans, given to employees.
- The facility to administer any other extra deductions such as (penalties and fines charged by officials, fixed asset damage incurred by the employee etc..)
- Ability to customize user-defined documents such as Pay slips and salary related statements.
- The system allows the user to process Annual Leave related transactions. While entering the leave schedules, the system will validate the eligibility of the employee, based on the pre-defined parameters setup in the employee master (such as leave frequency, air ticket eligibility, dependents air ticket eligibility etc.)
- The system also keeps track of the history of the annual leave details such as Last availed date, Last resumed date, Total number of days due etc...
- While processing the dependents eligibility, the system will validate the eligibility requirements of the dependents such as leave frequency, air ticket eligibility of Adults (wife, parents, housemaids) Child and Infants.
- The system allows the user to implement salary increments based on the profiles or groups.
- The system can maintain and monitor the details of the employee related documents and its transactions related to expiry dates. The user will be reminded of the documents nearing expiry dates based on the set interval in the setup module. ***(This module can be used effectively to monitor the expiry dates of company related documents such as Commercial registration, vehicle registration, insurance policies etc... (Optional)***
- The system has the ability to print legal forms on pre-printed stationeries, to make life easier for Public relation officers.
- The Month End process will close the current period and the system will advance to the next period. System will calculate the leave accrued for each employee as of the month and update the system. The system will generate a report on the employee documents, which are going to expire on the next period.



- The system provides a powerful and flexible user security by way of setting up of user profiles by the administrator. This enables the administrator to assign privileges for each user for accessing different screens and modules.
- All the standard reports can be produced based on period, departments or job codes. The standard reports available in the system are as follows:
 - Project wise report
 - Employee wise report
 - Employee documents
 - Timesheet status
 - Employee vacation status
 - Payslip status
 - Salary statement
 - Loan/Advance status report
 - Dependants report
- Apart from the standard reports the system can also generate various registers and master listings, which are mentioned below:

Listings

- Job codes
- Cost centers
- Profiles
- Payslip transactions and transaction types
- Credit note register
- Country codes
- Documents



The system provides the administrator to have a firm control over the system by administering the following tools:

Data Backup & Data Restore

Security implementation

- User profile setup (creating master details of each user)
- User group permission setup (assigning privileges)
- User group management (modifying the existing privileges)
- User password maintenance (modifying and resetting passwords)

Printer setup (Dot-matrix, Inkjet and Laser)

Additional Options available in the system upon request: -

- Data Import / Export
- Interoperability with existing systems and databases
- Short Messaging Service (SMS)

System Requirements

Software:

Production Servers:

Windows 2000 Server or Advanced Server, Windows 2003 Server Or Greater (We do not recommend that XP be used as a server)
SQL Server 2005, or SQL Server 2005 Express with the SQL Server Management Studio Express or MS Access.

Client Machines:

No special hardware requirements for the client's machine. If the system can run MS office application without problems then it should work fine with TrueBooks applications.. A Local Area Network Connection and a fast Internet Connection is recommended. Client machines will require minimum 5GB hard drive space for the application to run smoothly.

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Hardware:

Production Server:

Pentium IV Systems 1ghz + with at least 1GB Ram, 200MB for the Applications

Disk Space (estimated):

At least 5MB for application, 50MB for the starting database, but leave yourself room to grow depending upon your transaction volume.

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Note:

Product Profile is subject to modifications without prior notification.

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