

V10 Human Resources Management System

Today, companies are hard to operate in the serve business environment. In order to stay at the leading edge of the business, enterprise must be keen to obtain competitive advantages in operation cost control. Payroll has been considered as one of the major expense in a business. An enterprise should be equipped with the right tool for the human capital management.

FlexSystem Human Resources Management System does more than processing paycheck for workforce. The rich features system helps the company to profile and analyse its staff records so as to manage the human capital effectively. The solution is specially designed to ensure the highest flexibility, thus enable to handle requirements, such as different languages, currencies, tax jurisdiction, labour law and so on.

Integrated Environment

As a member of FlexSystem Enterprise Solutions suite, the system can be integrated with other business applications to cover every aspects in the operation. It directly transfers the data to FlexSystem FMS to avoid data retype and calculation. It can also guarantee the data integrity, which always gives the accurate and reliable payroll figures for cost allocation and budget control with ease.

Scalable

The system is based on modular design in which each module is built with specific functionalities and can be fully integrated, thus eliminating unnecessary procedures whereas improving system performance. A company can start its payroll automation project with minimum components, including Personnel Administration, Payroll Processing, Leave Administration and Taxation Management. And there are also many optional modules, such as Attendance Control and other human resources management modules, according to the company development and requirement at a different stage.

Flexible

The system is based on a parameter design so as to ensure the highest flexibility. Such high flexible computing structure provides the company plenty of room in fine-tuning the system to suit for the operation practices. Different policy setting, such as payroll cycle, MPF contribution, taxation requirements, allows the system to be reconfigured in case of any changes in operation process.

Easy To Use

The system makes use of the Graphic User Interface (GUI) design, even inexperienced computer users can also operate it in a hassle-free manner. Apart from normal cursor key movement and menu selection, screens are intelligently arranged to provide user a familiar environment, hiding the users from dumsy working steps, thus flatten the learning curve and shorten the daily operation time.

Localized

The system is built on the vision for the global market. It supports different currencies to handle salaries and payments in multi-currencies. The flexible policy setting allows the system to comply with the taxation and labour law requirements in different countries. With different language version available, the system can implement most of the countries, such as Hong Kong, PRC, Macau and Taiwan.

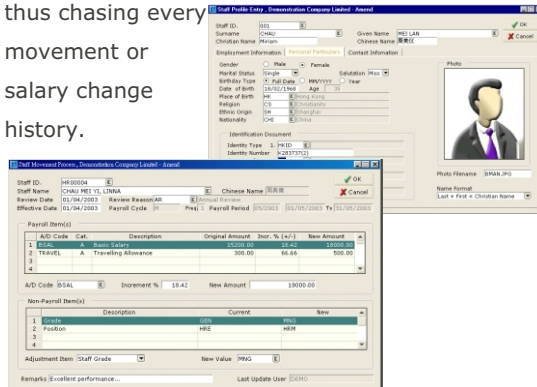
Analytical

Payroll is one of the major expenses of a business. With sophisticated analytical functions and our proprietary Internet-enabling technology - Ultra Thin-Client, management can obtain crucial decision factors, such as payroll budgeting, department headcount, from the reliable information at anytime, any place.



Personnel Administration Module

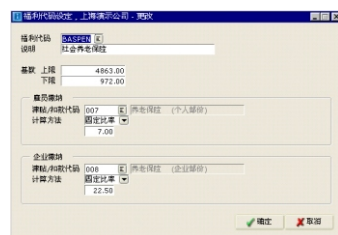
Personnel Administration Module acts as a centralized pool to keep all the staff background information, so that the management can review the records with ease. In order to ensure the data accuracy and reliability, user can make amendments, such as insert or delete the records, thus chasing every movement or salary change history.



- Maintain the details of staff profile, including personal particulars, contact information, photo, salary, fringe benefits, employment history, academic, qualification, skill competence, training, disciplinary and family member record
- Provide staff movement history such as promotion, inter-department transfer and salary review
- Termination date and termination reason are recorded for tax form printing
- Calculate the final payment and year-end payment according to Employment Ordinance or company policy
- Support unlimited number of staff records

Benefits Administration Module (PRC)

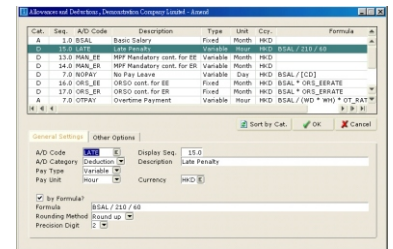
- Support Social Security based on mainland China such as Basic Pension, Housing Fund, Medical Insurance, Unemployment Insurance and so on
- User defined Social Security contribution rates according to different provinces in PRC



Payroll Processing Module

Payroll Processing Module supports the input of payroll and adjustment, transactions as well as payroll processing. With flexible payroll setting, including payroll formula, commission calculation, autopay arrangement, MPF & ORSO contribution, the system can be reconfigured to suit for different kinds of payroll practices.

- User-define allowances and deductions calculation method which can be fixed or varied with pay unit such as days, hours, minutes and piece rate



- User-define payroll formula, e.g. commission, overtime payment, no-paid leave, sick leave deduction, provident fund contribution
- Calculate monthly salary of new joined or ceased service staff on pro-rate basis
- User-define rounding method and precision digits
- Support multiple payroll cycle, e.g. monthly, daily, bi-weekly and so on
- Support payroll periods with different date range
- Allow different payment methods : cash, cheque and autopay
- Fully integrated with FlexSystem FMS

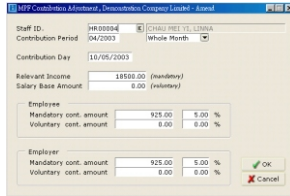
Autopay Transfer

- User-define autopay group including individual allowance and deduction items for payment transfer
- Prepare autopay instruction by using floppy disk or Bank Pay-In Instruction Statement
- Transmit autopay interface file to the major banks in Hong Kong, including Hongkong Bank, Hang Seng Bank, Standard Chartered Bank and banks in Mainland China
- The diskette file format is compatible with the Construction Bank PRC, Bank of China PRC and Pudong Development Bank etc.

Mandatory Provident Fund (MPF)

- User-define MPF contribution policy, including the contribution method, increase the contribution percentage according to years of service
- Allow user to pre-set scheme policy to cater for future changes in MPF regulation

- Auto-generate Employee and Employer MPF contribution transaction when they become eligible to enroll the MPF Scheme



- Generate MPF Remittance Statement in file or paper format for the submission to the major MPF service providers in Hong Kong, such as Hongkong Bank, Hang Seng Bank, Standard Chartered Bank, Bank of Consortium Trust, Principle and so on

Provident Fund Scheme (ORSO)

- User-define contribution fund rate of employee and employer according to years of service
- Calculation of Provident Fund Scheme for different employees, join date and different rate e.g. 0%, 5% or 7% can be defined
- Based on different types of salary to calculate the contribution amount

IRD Tax Return Module

IRD Tax Return Module is specially designed for preparing the returns to the Hong Kong Island Revenue Department. It automatically generates different tax forms, including 56B, 56E, 56F, 56G and 56M, in compliance with the IRD requirements

- User-define tax column of individual earning and deduction items onto tax return
- Particulars of tax items can be adjusted due to change of IRD requirement
- Maintain the additional tax information of staff can be printed out as attachment (e.g. Place of residence, Overseas Company etc)
- Generate different standard IRD tax forms
- Produce IR56B diskettes and control list in compliance with IRD requirements
- Tax adjustments of staff can be made before final printout
- Allow user to control whether the employee has to pay HK and PRC tax

Taxation Management (PRC)

- Support tax forms printing "Individual Income Tax Withholding Return" for different provinces in PRC
- User-define personal income tax rate, quick-fix calculation and cities expenses deduction according to the range of tax income

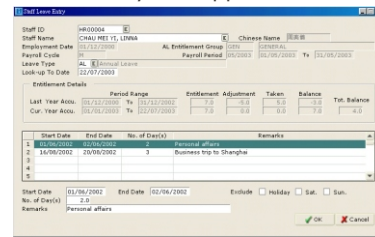
Leave Administration Module

Leave Administration Module projects a full picture of staff leave history. It supports the

leave records, leave policy, automatic leave

deduction and adjustment,

so as to determine the staff leave entitlement and deduct the actual leave from it automatically.




- Pre-define standard level type, such as annual leave, sick leave, maternity leave etc.
- Allow user to define leave policy, including the cut-off method, leave entitlement, maximum carried forward according to government regulations or company policy
- User-define annual leave entitlement for different staff grade and years of services
- Keep track of the leave record of employee by management approval and automatic generate annual leave, sick leave entitlement according to leave policy
- Leave deduction can be automatically calculated by pre-set formula
- On-line enquiry the balance of different types of leave based on cut-off date
- Calculate the actual days taken by employees, excluding weekends and public holidays
- Advanced leave is allowed even exceed entitlement as at the date of application
- Negative balance of leave can be deducted on salary payment in case of terminated staff
- Unused annual leave days can be brought forwards to next year up to maximum days and settle the remaining leave or cash payment
- Allow user to adjust the opening balance of annual leave entitlement, cancellation of leave applied and leave changed

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Attendance Module

Attendance Management Module provides an effective time attendance monitoring with multiple shift patterns, real-time attendance reports and directly interfaced with external time recording devices.

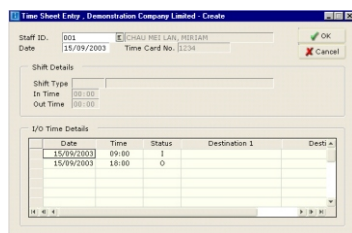
The module is fully integrated with Leave Administration and Payroll Processing modules, thus eliminating the time-consuming and error-prone manual data input.



Shift Group: Demonstration Company Limited - Amend
Description: General Staff

Week Day	Shift Type	Description
Monday	OFF	Office Hour (09:00 - 17:50)
Tuesday	OFF	Office Hour (09:00 - 17:50)
Wednesday	OFF	Office Hour (09:00 - 17:50)
Thursday	OFF	Office Hour (09:00 - 17:50)
Friday	OFF	Office Hour (09:00 - 17:50)
Saturday	SAT	Saturday Shift (09:00 - 13:00)
Sunday	OFF	Off Duty

- Interface with external time recorder devices such as fingerprint, magnetic strip reader and electronic time recorder machines
- Allow multiple shift type, shift pattern, such as fixed time, morning, afternoon, night shift and flexible working hours
- Allow user to define attendance status and rules according to company policy such as late arrivals, early departures, absences, over-time and leave taken
- User-define roster schedule on Saturday or Long/Short Week
- Support multiple holiday types. Saturday Holiday, Public Holiday, Labor Holiday, Company Holiday



Time Sheet Entry - Demonstration Company Limited - Create

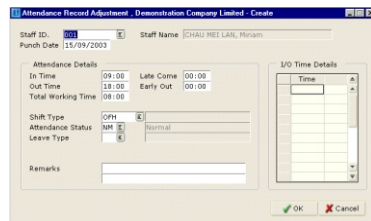
Staff ID: 001 CHAU HEE LAN, MRSIAM
Date: 15/09/2003 Time Card No: 0234

Shift Details
Shift Type: [Empty]
In Time: 00:00
Out Time: 00:00

Date	Time	Status	Destination 1	Dest 2
15/09/2003	09:00	I		
15/09/2003	18:00	O		

- Approved in/out time details will be posted to other modules in order to calculate extra working hours treated as OT or compensation leave, lateness, absence, no pay leave, salary deduction based on pre-defined formulas

- Provide comprehensive employee query function for real time attendance monitoring
- Allow user manually enter in/out time of staff due to malfunction of time recorder in emergency case
- Provide manual adjustment of attendance record by authorized personnel. It maintains audit trails of all modifications to attendance records of staff
- Allow user to handle shift change due to typhoon, rainstorm warning, customer rush order or production deadlines



Attendance Record Adjustment - Demonstration Company Limited - Create

Staff ID: 001 Staff Name: CHAU HEE LAN, MRSIAM
Punch Date: 15/09/2003

Attendance Details
In Time: 09:00 Late Come: 00:00
Out Time: 18:00 Early Out: 00:00
Total Working Time: 08:00

Shift Type: OFF
Attendance Status: NH Normal
Leave Type: [Empty]

Remarks: [Empty]

Key Features

- Keep track of staff profile, movement history
- User definable payroll formula, including commission, overtime payroll, pension contribution, leave deduction calculation
- Support multiple pay units, such as days, hours, minutes, and piece rate
- Support multiple payroll cycles, such as monthly, daily, bi-weekly
- User definable payroll period with different date ranges
- MPF & ORSO handling
- Autopay arrangement
- Multi-currency
- Tax calculation and approved exports to HK IRD/PRC government
- Integrated with FlexSystem FMS

FlexSystem Limited
Block A, 4/F., Eastern Sea Ind'l Bldg
29-39 Kwai Cheong Rd., Kwai Chung
New Territories, Hong Kong
Tel : (852) 2967 9020
Fax : (852) 2967 1789
http: www.flexsystem.com
email : info@flexsystem.com

