

Business plus

PAYROLL

& PERSONNEL & TIME ATTENDANCE

- PR : Payroll**
- PS : Personnel System**
- TM : Time Attendance**
- RT : Advanced Rights**
- DT : Disk Transfer**
- AS : Advanced Security Control**

PR : Payroll

The most effective payroll system provides confidence, convenience, consistency and is applicable to all business function.

PS : Personnel System

To improve the Personnel Management System, education background, special skill and knowledge, personal background, performance and penalty record etc.

TM : Time Attendance

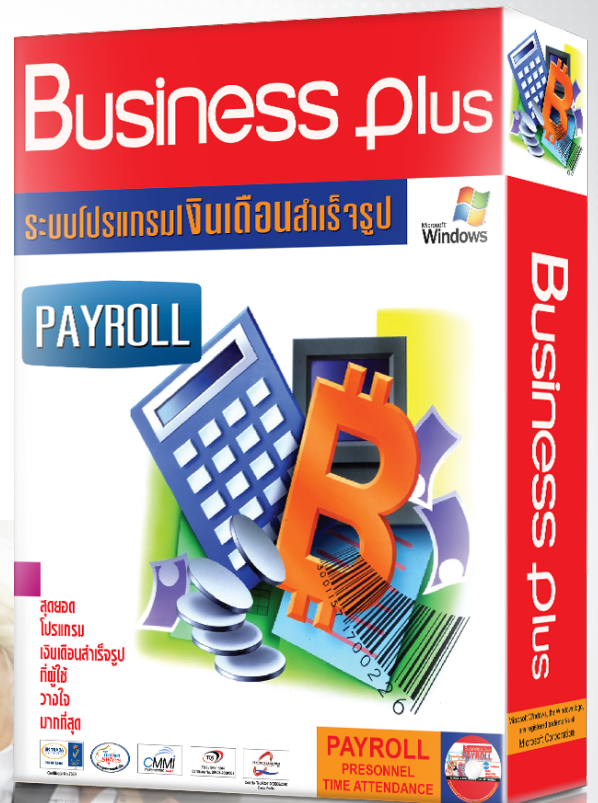
Interface to Time Attendance machines; automatically control all attendance function such as tardiness, absence in the working hour, OT. Data summaries can be linked to the payroll system, reducing the number of steps needed in manual entry.

RT : Advanced Rights

Determining absentee punishment and reward can be complicated. The machine will automatically deduct from the employee salary when absentee rate has exceeded regulation or add incentive when performance is exemplary.

AS : Advanced Security Control

To serve all businesses advantage of tight security, the security for the Payroll System is based on identifying privilege authority for each user level.



พัฒนาซอฟต์แวร์โดย



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PR : Payroll

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Detail Specification of Business Plus Payroll

- Defines the organization as Department or Section depending on company organization chart.
- Provides standard value for commencing Payroll System accurately.
- Defines allowances (exemption), and progressive tax rate and also adapts the format of Revenue Code in case of any changing.
- Modifying Social Security Contribution Rate and adjusting of minimum and maximum wages rate in accordance with announcement by Ministry of Labor.
- Payment of Social Security Fund can be selected automatically from the system.
- Calculates the tax allowance automatically. (included previous records of provident fund and security fund)
- Adjusts for amount of contribution to provident fund by employee or company.
- Defines the Provident Fund Rate based on flat rate or accordance with working period.
- Defines various methods for the disregard net amount of salary, social security fund, tax, provident fund and return / payment.
- Defines the period of payment by monthly, twice a month, weekly or every ten days.
- Adjusts payment period such as starting from the date of 25th this month and end at the date of 24th next month and the payment will be in the date of 30th.
- Salary payment period between full time and part time employee can be defined separately.
- Defines the special payment period (not the same time as salary payment) such as OT, commission, service charge and special bonus.
- Defines the various of calculation method for taxation. (withholding tax: the company pay for once only, the company pay for all, fix payment at 2%, 3% and 5%)
- The system can specify for any special note that will be displayed in Tax Return form (P.N.D).

(return/payment for OT, bonus, allowance expense, shift expense and any other service expense etc)



- Defines the condition for tax calculation, social security fund and Provident Fund.
- Defines the tax estimation of return/payment, in term of annually type, flexible type and occasionally type in accordance with the Revenue Department regulation.
- The special formula can be assigned for calculating on the complicated condition of return/payment. Employee late to work for 2 times can be defined as half working day absent. Employee who gain 12 months diligent allowance can get special bonus etc.
- Identify the various calculation methods for return/payment estimation. When probations pass or estimated by the actual working day, the new employee or resigning employee will be paid by actual working day.

Employee biography Qualification

- Recording the employee biography including photos and printing the employee card.
- Creating for the next running identification code of new employee automatically.
- Serving the tax calculation for all type of employment such as monthly, daily, hourly, piece work or outsource employment for withholding income tax return (P.N.D3) and calculated the payment on job cost basis.
- Reducing the step of recording for constancy income or constancy debit calculation position wages, service expenses can be saved only in the first time, then the program will be calculated automatically for the following.
- Recording the history with detail of employee guarantee.
- Identifying employee status such as still working, resigning or leaving in term of symbol that can be notified easily.
- Defining for the deduction of any internal loan, installment automatically and can be ceased off when completely payment.
- Recording all information of resigning employee. If any employees who have already resigned return back to the company, there can be used all previous information continuously.
- Support for other foundation such as Provident Funds, Government Pension Fund, Private School Teacher Fund or any other investment following by the regulation of Labor Ministry for tax allowance.

Permanent Job Qualification

- Records return/payment of employees in several methods, to record one return/payment for several employees, each employee can record many types of return/payment.
- Support to separate section / department or branch for the return/payment recording.
- Collection for the total contribution of the provident fund, before current year, before using the program or before to be the employee.
- Specifying the commerce's date for Provident Fund such as start calculation when they turn to be permanent employee.
- Defines the new condition or new formula for the salary promotion automatically, such as adjusting new rate of salary 10% for all employees.
- Recording for all kinds of employee resignation, annual leave, maternity leave or priesthood leave.
- Easy to transfer data from the Text file or Excels file format.(adjust the new salary rate in the Excels file and the data can be transferred automatically)
- Defining any reason for employee's resignation. Although they can be presented in the insure person expiration form.(S.S.O 6-09)
- Calculation any of area without payment for resigning employee such as overtime or commission etc.
- Calculation of payroll, tax, Social Security Fund, Provident Funds, loaning, collateral, standing correctly in accordance with Revenue Department Regulation.
- The system can be performed quickly, reducing the return or payment at the year end.

- Verifying for any erroneous of the taxation calculation (if any), they can be recalculated manually.
- Presents all the tax calculation in detail for each employee.
- Separates the disk for the particular branch that would be prepared for Social Security Office.
- Serving for employee salary transfer to many banks.
- Transmitting data of employee salary for bank transferring to each branch into particular disk, the system also providing for bank transferring on difference case such as transferring for temporary worker on 25th and permanent worker on 30th.

Report and Display of Basic Qualification

- Printing report can be selected to any branch / section / employees and also can define any period as required.
- Providing with the standard analysis report on executive summary and personnel department report.
- Screening and selecting various types of reports for printing.
- Providing with the standard report editor function for your own editing both Thai and English version such as salary payment summary, salary payment receipt, comparison report and priority report etc.
- Creating any report format by using Crystal Report program, in addition to any others system providing report.
- Exporting soft file data by selecting standard program such as MS Word, MS Excels and HTML etc.

Example of Report

- Printing any bank transfer report and petty cash payment report, note exchange, salary receipt and salary payslip either form and non-form.
- Printing any reports, document and forms for the Revenue Department.
 - PND.1
 - PND.1K
 - PND.91 Personal Income Tax.
 - Withholding Income Tax.
- Printing any reports, document and forms for the Social Security Fund Office
- Social Security Fund contribution Report.
 - The insured person working report Form.
 - The insured person registration Form.
 - The insured person List.
 - The insure person acknowledgement Form.
 - The insure person expiration Form.
- Printing any reports document and forms for Department of Labor Protection and Welfare such as employee list.
- Printing yearly wages and employment report for Workmen's Compensation Fund.
- Printing company internal report such as employment report, salary summary report in any period, new or resign employee summary report etc.
- Printing any working letter of certification, salary letter of certification for employees as require
- Display or printing for standard format comparison graph report illustration of by selecting any appropriate type of graph representation such as the comparison for late working, overtime or absent etc.

Example of Analytical Report for Management

- Summary for the analytical information and employee performance appraisal reports and compare for service year and absentee either by report or graph.
- Defining any period for represent analytical report as above to be supporting information for management decision making.

PS : Personnel Management System

This module would be provided with convenience function for personnel department in terms of records for all personal employee information. This function could record both previous information as example of working experience, qualification background, special skill & knowledge, copy of ID card or driver license, house mapping etc. Otherwise, keeping necessary current information such as special consequence, report of promotion for salary adjusts and new position and training record etc.

- System is provided with employee personal information gathering included photo, dependent information and emergency contact person etc.
- Record the history for employee promoted information. Moreover, the system also could automatically transmit employee data via transferring to another section / department.
- Keeping records for any of employee special training such as the date of training, the training topic and the training institution. The system allows unlimited inputting as many as the number of employee data in each course.
- Keeping records for any special rewards, any goodness or mistakes of employees unlimitedly.
- Keeping records for employee's special skills and knowledge such as language, computer and so on, together with the performance appraisal.
- They are entered separately into each level such as excellent, good, fairly good etc.
- Keeping records and comparing for unlimited of employee education background and qualification.
- Providing standard choice for any convenience recording such as;
 - the education level and institution.
 - special skills and knowledge :- computer, typing and language
- Flexible for memorizing any other employee information such as driver license, car identification number, the suffering of allergy etc.
- Copying and saving employee documentary based on the electronic file format for reducing hard copy document and also for easier seeking.
- Completely provided for standard daily report that would be essential for management comparison and analysis including the expense for special training.

SUMMARY REPORT ON OVERTIME PAY
 SUMMARY REPORT ON LATE ARRIVALS AND EARLY DEPARTURES
 SUMMARY REPORT ON TIME-CARD MISSING DATA
 SUMMARY REPORT ON ABSENCES
 SUMMARY REPORT ON SICK, PERSONAL, ORDINATION, MATERNITY, ANNUAL
 SUMMARY REPORT ON OTHER INCOME SOURCES

Example of Report

- Salary adjustment letter
- Employee personal information / education report.
- Employee personal information / salary adjustment and promotion report.
- Summary of employee education level including graph display.

TM : Time Attendance System

This module would provide with convenient function for personnel department to collect employees in - out time attendance checking. This program can transmit all data from the TM machine to calculate the total of working days, late, absentee, absent on working hour, adding /deduction. The systems also automatically calculate and summarize over time based on policies and regulations of each company. The benefit of using our system can be coordinated effectively with almost of any brand and version of machines.

Basic Qualification

- Program is massively flexible and user friendly, shift scheduling system principle from simple process until complexity process.
- User can arrange the shift scheduling by themselves.
- Easy for defining and arranging the complexity of shift scheduling as require.
- Support for both regular working hour as the office and the rotating times shift as in hospital and manufacturing.
- Support for fixed working schedule, the employee historical data can be transferred into the system automatically.
- Support for many types of working time table and shift schedule, weekly or monthly alternate between morning and afternoon shift.
- Easy to arrange for rotating shift.(temporary ship can be assigned) Arrangement for the shift scheduling as normal shift, overnight shift and 24 hours rotating shift.
- Support for some employee who would like to change, swap and also circulate the shift. The program can calculate automatically for the payment.
- Arrangement for shift scheduling and time record. (regular shift, over time, late or absent on working hour)
- Definition of special discipline for time stamping. The exception can be defined for some particular field.
- Definition of various type of wages rate for shift working, one times, two times, half or one and a half times etc.
- Definition of special shifts such as holiday shift or over time shift.
- Definition for working time such as 8.00 am is referred as start working time, after 8.15 am means late, within 8.15 shall be recorded. The system can arrange for special premiums or food compensation.
- Definition of the shift regulation, overtime rates (1 times, 1.5 times, 2 times, 3 times) shift premiums, food compensation, late deduction, absent deduction, private leave , sick leave.
- Definition of the method of decimal incrementing or decrementing calculation.
- Defining your own annual holiday illustrate on each company.
- Defining the different weekly holiday for each employee.

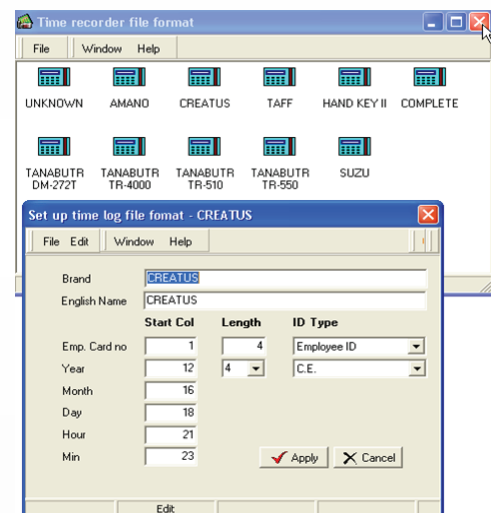
General Qualification

- Easy to inform the shift workers of time table.
- Recording for any reasons that employees did not stamp the card or come to work late.
- Specification of period or detail of over time in order to prevent error of work report.
- Specification of program in case of over time payment with or without approval.

- Recording of the approved over time payment.
- Verification of the employee who are not entered in the time attendance.
- Specification of work report at any period to identify the work day, late, absent, O/T etc.
- Convenience to print out the employee ID card including barcode.

Connecting and transmitting data Qualification.

- Connection with every version and all brands TM machines.
- Service records for 8 times / day with time attendance machine.
- Acquisition of data from the Time Attendance machine based on text file.
- Specification of data for transmitting as each section or by whole company data.
- Unlimited record for connecting between Time Attendance and access control in one day. Program could be acquired for the first and last connection automatically.
- In case of the out of order machine, program can be captured data from CStamp program and transmit to Time Attendance machine easily.
- Service for many types of business that would have more than one branch. All data can be transmitted into the center office accurately.
- Specifying the range of employees ID, transmitting date to payroll system similarity and manipulate data such as OT or absence flexibility.
- On screen display capability and also could be printed out from both inkjet and laser jet printer.



- Printing the analysis summary report for the data connecting and transmitting from Time Attendance.
 - Report of the details of time attendance.
 - Summarization of the absence data, leave, late including the reason.
 - Analyzing the result data in graph format.
 - Details report of non record from time attendance.
 - Report details of sickness, maternity and annual leave.
 - Report details of over time.
 - Summary report of details of non record from time attendance.
 - Summary report of details of sickness, maternity and annual leave.
 - Summary Report of all situation plus evidences from time attendance.

Example of Analytical Report for Management

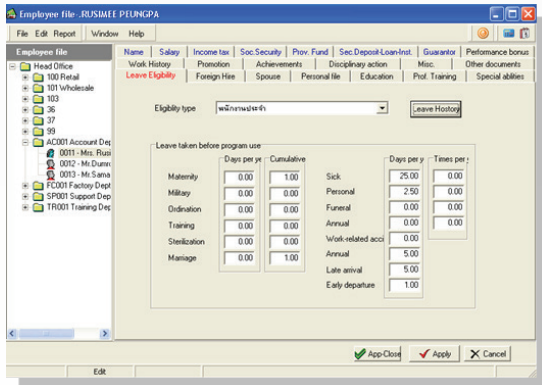
- Analytical report for the statistic of the absence and leave for all section company.
- Report of man power consideration.

RT : Advanced Rights

Privilege of Leaving and Allowance system The privilege of the high grade leaving.

The convenience of the system assist for the automatic calculation of deduction by calculated from the existing history of employee's absentness, annual leaving and lathing in every level. Thus, this system will be useful for decreased searched time of employee's history and support for the salary calculation.

- Defining types of privilege for leaving in every position level.



- Defining the types of privilege for leaving following with the employee's regulation such as maternity leave, military leave, training, marriage leave, illness leave and annual leave etc.
- Defining the total amount of the privilege day of leaving, automatically.
- calculated by
 - Illness leave: there would be defined the privilege day of leaving, from 1 year, from time to time etc. and also could be defined for particularly in any of discipline for employee who have exceed automatically.
 - Maternity leave: there would be recorded for the whole period of employment such as twice a year and less than 45 days etc.
- Defining the disciplinary action and deduction in case the privilege is exceeded. On the other hand data could be recorded for the total exceeding privilege without deduction and also could be retrieved for the additional formula etc.
- System will record any deduction automatically via the exceeded privilege such as the maternity leave exceed over 45 days, the system would be automatic calculated for the deduction.
- Defining the formula for deduction in case of the privilege is exceeded.
- Recording the privilege leaving history of each employee every year.
- Collecting the privilege of annual leaving.
- Acquiring and displaying the total balance or total amount of the privilege leaving for each employee.
- Analyzing any type of report relevant to the privilege of leaving for employee performance assessment.

- Defining the allowance related to position or service year.
- Defining the allowance as flat rate and progressive rate.
- System would be calculated the allowance in accordance with regulation.
- Recording the allowance payment in each year.
- Recording for the allowance payment history and keeping continuity calculation.

DK : Disk Transfer

- The convenience of the system prepared data in diskette and other standard formats, and also supported for transferring data though internet system to the Revenue Department or the other financial firm.
- Convenient and accurate approach for transferring data such as PND. 1, PND. 91 though the diskette or internet system for the Revenue Department.
- Preparing the summary report of provident fund and transferring data in term of diskette for
 - BBL Asset Management Co. Ltd.
 - The provident Funds for AIA
 - The Provident and Security Fund (AIF)
 - Tisco Asset Management Co. Ltd.
 - The SCB Provident Fund
 - The Ruang Khoa Flexible Equity Fund
 - Bank Thai Provident Fund Management
 - Provident Fund of bank of Ayuddha (BAY)
 - The Thanachat Provident Fund
- Completed report for the Provident Fund.
- In case of any special formatting diskette necessary, our sales department would be informed.

AS : Advanced Security Control

- This system would be convenient for massive business end user payroll system as well as the special privilege security control before accessing to any different level. Our system provided, the privilege of the User ID & Password, accessing to each menu or the privilege of enquiry, create, delete or modify in different user ID. Moreover this system could be served for the accessing to the essential data protection such as payroll, promote, penalty etc.
- Defining the employee classification up to 9 levels.
- Defining the privilege access for employee in different level.
- Defining the privilege access only for the responsible group.
- Defining the different privilege access in modules such as payroll system or personnel system etc.
- Defining the privilege access of inquiry data depend on each employee's responsibility.
- Defining the privilege access in term of the salary rate.
- Defining the privilege access of salary preparation separately between management level and staff level etc.

The privilege of the diligent allowance

- The convenience of the system assists with the automatic calculation of employee's history. The diligent allowance would be provided only for employees who are not absent. Thus, this system will be useful in decreasing search time of employee's history and support for the salary calculation.
- Unlimited definition for the diligent allowance rate or relevant conditions.
- Defining for any complicated formulas or the regulation regarding to the condition of the absentee.

The General Advantages of Business Plus Payroll System

Fully supplementary & multipurpose Payroll System based on Windows to serve all type of businesses by using the most up to date technology

- Service for Client / Server
- Working on PC and Operating System (O/S) based on Windows 98se, Window ME, Windows 2000, Windows XP, Windows Vista, Windows 7 or higher.
- Serving for LAN network based on Windows 2000, 2003 or higher.
- Open system, interfacing to various databases such as MS Access, MS.SQL, DB2, Oracle8i, Firebird, My SQL, etc.
- Easy for implementation and installation.
- Support for both Thai & English version.
- Easy to use, providing Help menu function for all screens.
- When problems occur while working, user can send us a screen including any question by e-mail immediately.
- High speed system.
- Unlimited data acquisition.
- 100 % accuracy.
- Serving with electronic manual, calculator, calendar and online help based on Windows qualification.
- Easy for searching, copying, deleting information and also skipping between Thai & English character.
- Serving all function for searching by employee code, employee name, personal identification number, taxpayer identification number.
- Providing the function for user to adjust menu themselves dexterously.
- Providing the copying and capturing function effectively.
- Providing the copying function, the important data can be secured and program shall recover automatically.
- Serving the security control function to define the authority level for each user depending on the position and responsibility such as some user can add, edit or delete but the less can do only enquiry.
- Easy for changing your own password.
- Recording for users via access in each functions.
- Choosing the way to display the report on screen or printing with both inkjet or laser printer.
- Serving both import and export data functions, transferring data to fax, e-mail and internet, and also can export data to other program such as MS Excel, Word etc.
- Connecting Time Attendance system from Business Plus program to any others brand of Time Attendance system easily.

The Advantages of Payroll & Time Attendance system for special business types

Contracting Business / Job sites / Job cost

- Summarization of job cost distributed by section of each employee.
- Acquiring and transmitting employee data from site to site accurately.
- Rapid calculation for big enterprise and many of man power.

Garment or Free lance business / Direct payment on piece work.

- Employees can input data such as name, section, branch by using MS Excel program.
- Convenience to transfer data from Excels to our system.

- Comparing the cost from lowest employment rate with the cost of piece work from Excel.
- Recording each employee production capability for statistic and productivity analysis.

Hospital / Shift working / Rotating shift

- Specification and record for the work time table.
- Recording all data such as working time table in only one screen.
- Flexible shift change capability.

Hotel

- Service charge payment separately from the salary.
- Service for all types of working time table, 24 hours, rotating shift, changing the shift or shifting holiday.
- Planning of work schedule in advance at your own requisition.

Office (Regular working hour)

- Easy and convenience, the program provided all standard functions report forms and calculation procedure in accordance with legality or other public serving.
- Reducing the process of data compiling from the time attendance.

Manufacturing / Factory

- Service for all types of working time table, rotating shift or changing the shift.
- Defining the standard calculation method of premium for various type of shift work.
- Approval of over time working process are simple and without error.

After Sales Service

- Answers all problems by telephone. (In & After working time)
- Service Problem by Online method such as Modem, Internet, ADSL, VNC, etc.
- Serving Expert Helpdesk for solving all problems sufficiently.

In House & Outside Training

- Warm welcome for all customers to trendy in house training centre.
- Serving specialist to support customers needs in customer house.
- Training for maintenance system and also problem solving tendency.
- Reserving enough specialists to support customers inside – outside company.

Why customers confidently choosing our BUSINESS PLUS system

- Firmness and Popularity more than 20 years.
- Our knowledgeable and skillful program development team.
- Quality focus with our highly experiences service team.
- Ease of use, accuracy for 100 % and high quality programming.
- Excellent quality, simple application and consistent in accordance with Rule and Regulation of Revenue Department.
- Recognition from most of well-known company for the whole country.
- Consistent with more than 10,000 customers standing.
- Higher program flexibility than other business system's boundaries.

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