

Employee Relation System (ERS-Welfare)

ระบบเว็บไซต์แรงงานสัมพันธ์ ส่วนการขอสวัสดิการพนักงาน

The maternity



Patients in



Travel



Dental fees



An accident



Tuition Children

Outpatient



WF Welfare System

WELFARE ON THE WEB



Username : 590201

Password : ••••••••

Language : Thai English

➔ Login

⊙ Register :: ⊙ Forgot Password :: 🛠 Administrator :: 📄 Audit and Summary Report

Description	Privilege(times)	Used(times)	Balance(times)	Privilege(Price)
⊙ Accident	5	1	4	10,000
⊙ Outpatient (Employees)	2	0	2	5,000
⊙ In-Patients (Employees)	2	0	2	10,000
⊙ Dental (Employees)	2	1	1	5,000
⊙ Maternity (Employees)	2	0	2	20,000

excess for employees. Other busy steps for HR would be collected and followed all approval document to every step approver. Not an easy task to realize approval payable to just only one employee. How about all employees ??

Business Plus Employee Relation System (ERS-Welfare) is design to help for these processes. Employees can request for their own welfare benet without ll in the paper forms. Just input data request into the welfare system such as accidental, medical treatment, maternity etc. This system can help to simplies most of HR work process and allow exibility in the operation since the request the welfare, approval, monitoring benet right before approval. There can accommodate an approval by online then system will send an e-mail notication to employees immediately once the approval fully completed. Then transfer all the records to the payroll system to calculate the benet paid to employee automatically. Major Functional as details below;

As we know that Employees is the one of key success for the business company and also assist the organization to be more effectively and efficiency. Relates to taking care of the well being of employees except salary and wage that would be the main essential for employees. However, Welfare would be the one also. Based on HR working process presently, the one factor that would cause Employee Engagement and Staff Retention another factor is Employee Benefit that would be achieving more. And in order to make employees feel like working with the company longer. Therefore, all organizations need to think about the various of Welfare.

Welfare is the one responsibility of HR who has to control the regulation and payment process correctly so that employees can receive compensation base on the regulation of the organization. All steps to do if not even using the software,HR have to spend a lot of time to manage every process or every paper document such as Employee Request Forms, Benefit Receive, search for the benet been entitled or



General Functions

- Support various types of Welfare up to 10 categories.
- Welfare Employee Benet can be specied in the Business Payroll System then will be displayed in the Business Plus Employee Relation System (ERS-Welfare) directly for employees.
- There have a monitoring to display the welfare benet of the employees are entities as number of times per year, amount per year and amount per times.
- The system prevents calculation error from paying excess of welfare benet receive. For Example, each employees can receive only 20,000 Baht of the medical expense, already used 15,000 Baht and still have balance remaining 5,000 Baht. Next time if they would like to use approximately 6,000 Baht. The system can prevent from exceeding.
- Facilitates after requested and approved, the result can transfer to Business Plus Payroll and prepare for salary and welfare benet payment to reduce duplication of effort.
- The system has the protection of data transferred before payment by specied for the users, approval and authorize transfer person.
- There have very useful reports such as
 - Report that can check welfare benets that entitles to used and outstanding balance.
 - Report that can check welfare benets for each Department with the percentage comparison for benet used. For executive management consideration and planning eligibility.
 - Report that compare the used of benet each year. By comparison each Department and each Type of benet used to analyze amount of welfare benet used.

WF Welfare System

User Info. Welfare Info. Request List History Approve Info.

WELFARE ON THE WEB
Request for the Welfare

Employee No : 100 Name : Sira Chatpoj Department : Admin Position : Admin

Details of transaction record for Welfare Used.

Description	Privilege(times)	Used(times)	Balance(times)	Privilege(THB)	Balance(THB)	Amount(times)	Amount(THB)
Accident	5	1	4	10,000.00	8,500.00	2,000.00	0

Attach File : Medical Certificate [File type: jpg, jpeg, pdf and file size up to 5 MB] / Payment Date : 09/08/2016

Save Back

Request Welfare Benet Qualication (Employees)

- Employees can check their own Welfare Benet such as number of time per year, the amount per year or per times included authentication of welfare benet amount of used and balance.
- More Convenience for HR, Employees can fill in the request form through the online webpage by their own right away and also can attach document for approver's consideration such as medical certificate, medical expense receipt etc. Benet can be useful for both employees and HR on tracking and approval. And forward to the next approval level and reduce paper document significantly.
- Employees can track their status of reimbursement welfare benet such as "wait for approve" or "not approve" once the approver already considered and approved completely. Then employees can check the status through the web directly. Reduce process, time and quicker check the result.
- Employees can receive the approval result via auto e-mail automatically.
- Employees can recheck their history record.

WF Welfare System

User Info. Welfare Info. Request List History Approve Info.

WELFARE ON THE WEB
Welfare Request Approved

Employee No : 200 Name : Department : Approve Position :

Welfare Information Used : Waiting for Consideration

Document No.	Date	Name	Status
WF201607-00016	26/07/2016	Sira Chatpoj Type : Dental(Employees)(Time 2/2)(Waiting) = 2,000.00 THB	Waiting for Approve(1)

Approved History : All

Document No.	Date	Name	Status
WF201607-00015	08/07/2016	Sira Chatpoj Type : Accident(Time 3/5)(Paid by salaries) = 1,500.00 THB	Waiting for Approve(2)

Approve Welfare Benet Qualication (Approver)

- Approval for each Department or Division can define an unlimited number of approval level which along to the organization chart.
- Convenience for the approver who have to go for the business trip frequently and cannot approve in time of payment period. System can set up Group of Approver which each group can approve up to 5 person. There can give authorize to other in the same group approve instead.
- Authorize approver can know immediately when employees request and fill in the form by the approval required.
- Approver can "Approve" / "Not Approve" / Cancel the request of Welfare Benets
- Authorize approver can check welfare benet used and balance both on the screen and generate report for the consideration before approve.
- Authorize approver can check attach le that employee have already submitted with the request form.

System Authorize Setting for each level of users

- Before getting start, Employees have to register then the system can check the benet for each person.
- Applicable to login by using the username and password / forgot password / change password.
- Setting the welfare benet separately by user / by authorized approver / by transferring person. And also define relevant information.
- Determine user authorization approver, access and approve based on benet request from the organization chart.
- Applicable to set the permission for each user group to examine each report.

WF Welfare System

Group Approval Line Approval Approval Authority Administrator Transfer Person Audit and Report Admin(Config.)

WELFARE ON THE WEB
Specify Group of Employee Benefits Approval

Employee No : Name : ผู้ดูแลระบบ(Administrator) Department : Position :

Group approval :

Code	Approval Group Name(Thai)	Approval Group Name(English)	Total
0001	กลุ่มผู้อนุมัติระดับหัวหน้างาน	Group Approved Employee Monthly	2
0002	กลุ่มอนุมัติระดับผู้จัดการ	Group Approved Employee Diary	2
300	กลุ่มผู้อนุมัติระดับพนักงานทั่วไป	Employee	1

New



Transferring to the Business Plus Payroll

- Applicable to transfer all request data that pass the approval from employees to the Business Plus Payroll directly.
- Applicable to recheck the history of data transfer to the Business Plus Payroll.



Benets of Program

- Improve the convenience for welfare benet request of employees and reduce the paper used.
- Reduce time and HR operation task which can be optimized to provide HR work process to be more efficiency.
- Allow employees to submit the request and approver approve the record from anywhere, anytime based on real time even employees stay outside such as auditor or hiring by Job site etc. which the Self Service convenience and modern.
- Assist the approver who not usually stay in the ofce which no coordinate approver can be very convenient approve from anywhere, anytime based on real time and employees can receive the result immediately.

WF Welfare System

User Info. Welfare Info. Request List History

WELFARE ON THE WEB

List of Welfare Request

Employee No : 100 Name : Sira Chatpoj Department : Admin Position : Admin

Welfare Information Used : Waiting for Approve

Document No.	Date	Type	Status	Amount(THB)
WF201607-00016	26/07/2016	Dental(Employees)(Time 2/2)[Waiting]	Waiting for Approve(1)	2,000.00

Welfare Information Used : All

Document No.	Date	Type	Status	Amount(THB)
WF201606-00001	22/06/2016	Accident(Time 1/5)[Paid by salaries]	Transfer is Completed	1,500.00
WF201606-00002	22/06/2016	Accident(Time 2/5)[Waiting]	Cancel	1,500.00
WF201606-00003	22/06/2016	Accident(Time 3/5)[Waiting]	Cancel	1,500.00
WF201606-00004	22/06/2016	Accident(Time 4/5)[Waiting]	Cancel	1,500.00

- Reduce time for HR, once employee submit the request and the approval pass. Then HR can transfer the amount of money through Business Plus Payroll immediately.
- Reduce HR issues to clarify current welfare benet or welfare benet balance for employee questions. The system allow employees by Self Service check welfare benet received and remaining balance without having to contact HR.
- Applicable to monitor document quickly by e-mail notication system that will be sent an e-mail to inform the authorized approver directly once the request transaction coming. On the other hand in case document pass the approval , employees also receive and e-mail notication also.

บริษัท ตัวอย่างโปรแกรม อี-บิซิเนส พลัส จำกัด
รายงานสรุปการใช้จ่ายสวัสดิการตามแผนปี 2558 และ 2559
ประเภทการใช้จ่าย福利 : ทั้งหมด

ลำดับ	ประเภท	จำนวน (คน)	ปี 2558			ปี 2559						
			จำนวน (คน)	จำนวน (บาท)	จำนวน (บาท)	จำนวน (คน)	จำนวน (บาท)	จำนวน (บาท)				
สาขา - ทั่วประเทศ												
1	ประกันสุขภาพ	1	1	14	20,800.00	20,800.00	1,485.71	0	0	0.00	0.00	0.00
2	สวัสดิการชดเชย	8	8	148	196,700.00	24,587.50	1,329.05	3	8	7,900.00	2,633.33	987.50
3	อุบัติเหตุ/ประกัน	1	1	19	19,900.00	19,900.00	1,847.37	0	0	0.00	0.00	0.00
รวม		10	10	181	237,400.00	65,287.50	3,862.13	3	8	7,900.00	2,633.33	987.50
สาขา - บางกอก												
1	ประกันสุขภาพ	6	6	114	129,800.00	21,633.33	1,188.60	1	2	950.00	950.00	475.00
2	ชดเชย	5	5	84	115,800.00	23,160.00	1,378.57	1	1	950.00	950.00	950.00
รวม		11	11	198	245,600.00	44,793.33	2,517.17	2	3	1,900.00	1,900.00	1,425.00
สาขา - สุโขทัย												
1	ชดเชย	2	2	39	40,700.00	20,350.00	1,043.59	0	0	0.00	0.00	0.00
2	อุบัติเหตุ	9	9	173	206,400.00	22,933.33	1,193.06	0	0	0.00	0.00	0.00
รวม		11	11	212	247,100.00	43,283.33	2,236.65	0	0	0.00	0.00	0.00
สาขา - สกลนคร/ร้อยเอ็ด												
1	ประกันสุขภาพ	1	1	19	20,800.00	20,800.00	1,315.79	0	0	0.00	0.00	0.00
2	อุบัติเหตุ/ประกัน	9	9	185	209,900.00	23,322.22	1,272.12	0	0	0.00	0.00	0.00
รวม		10	10	194	230,700.00	44,122.22	2,587.91	0	0	0.00	0.00	0.00

There could not that Business Plus Employee Relation System (ERS - Welfare) can help the organization modernized, employees satisfaction and friendly user, quicker and also reduce HR document process. Finally, HR will be able to manage and develop the organization's mission and vision to be more effectiveness.

System Requirement

1. Server Requirements

No.of Employees/ Equipment Size	1 - 1000 Employees	1000 - 2000 Employees	1000 - 5000 Employees	Up to 5000 Employees
CPU	Intel Xeon 4C	Intel Xeon 4C	Intel Xeon 4C	Intel Xeon 4C
RAM	4	8	16	32
HDD	300 GB	300-500 GB	200-1000 GB	1000 GB
Optional	-	HDD BackUp	Raid 5 (HDD*3) +HDD BackUp	Raid 5 (HDD*5) +HDD BackUp
OS	Windows Server 2008 or Upper			
Database	MSSQL 2008 R2 or Upper			
IIS Web Server	IIS Version 7 or Upper and Add Features IIS Version 6 + .Net Framework + ASP.NET			
.Net Framework	.Net Framework Version 3.5 /4.0 / 4.5			
CR Runtime	CRRuntime_v.13.0.2.x or Upper (SAP Crystal Reports runtime for .Net 4.0)			
Mail Server	Gmail.com, Hotmail.com or Company E-mail			
Network bandwidth requirements				
In case Internal Web	100/1000 Mbps	100/1000 Mbps	100/1000 Mbps	100/1000 Mbps
In case ExternalWeb	10 Mbps	10 Mbps	20 Mbps	>20 Mbps

2. Client Requirements (Approver / HR / User)

No.of Employees/ Equipment Size	Approver	HR	User
CPU	Intel Core i3	Intel Core i3	Intel Core2Duo
RAM	4	4	2
HDD	300 GB	300 GB	100 GB
OS	Windows 7	Windows 7	Windows 7
Browser	Google Chrome (version 35) or Internet Explorer 8 or Mozilla Firefox (version 28)		

* Be deprived of " VIRUS COMPUTER"

Basic Information System

- Type of Program : Web Application
- Network Connection : TCP/IP
- Develop Language : ASP.NET C#
- Display Language : utf-8 (ไทย)

Software Development by



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