HR2001

Human Resources Information System

Developed by S2001 Consultants Ltd.
Over 25 years of experience!

PART 1

Overview

company background

Overview

Company

- Our company was found in 1998
- We provide software development, consultation, implementation and technical support services
- We have offices in Hong Kong and China

Our team

- Our professional consultation team has over 20 years experience in HRIS solutions
- A team of experienced software engineers good at business process, workflow and web applications

Software modules

- Software modules covers personnel, payroll, leave, attendance, appraisal, employee self-service, reporting and 3rd party system interface.
- Each software module can be operated as an individual system, or integrated with other modules.
- Provide software customisation and integration service to 3rd party systems such as accounting, ERP system, time access reader and IoT devices, etc.
- Runs on Microsoft Windows Server, IIS Web Server, Postgre SQL database, support dedicated server, VM server or cloud server.

PART 2

Products

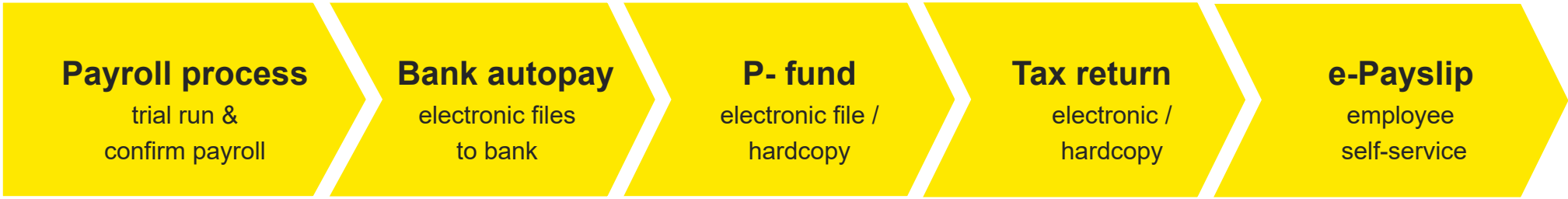
software features

1 Personnel Module + Employee Self-Service (ESS)

- Manage full set of employee profile, change of role, remuneration package, termination, training, etc.
- Quick and easy access to employee information by sorting and filtering, generate personal profile report, export data in Excel.
- Employee self-service - online update personal details.

2 Payroll Module + Employee Self-Service (ESS)

Month-end payroll process automation



- Payroll calculations on basic salaries, wages, fixed or ad-hoc allowances and deductions
- Bank autopay in HK, employee self-service payslip
- China social security contributions & personal tax (中國社會保障繳費和個人所得稅)
- Hong Kong Provident fund statement & tax return IR56B/E/F/G/M
- Macau tax M3M4
- Reporting and import/export data in Excel file
- Web user-interface in English, Traditional Chinese, Simplified Chinese
- Payroll transactions can be mapped to Chart of Accounts and exported to any third party accounting system
- Employee self-services - view/print payslip and tax return, submit claims, etc.

強制性公積金計劃管理局
MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

中华人民共和国
社会保障卡

3 Leave Module + Employee Self-Service (ESS)

1

Apply leave
staffs use smartphone or PC to check leave balance and to apply leave

2

Email notifications
system auto generates email notifications to senior staffs for approval

3

Approve & reject
senior staffs approve and reject leave applications

4

Final approval
Managers make final approval or reject applications

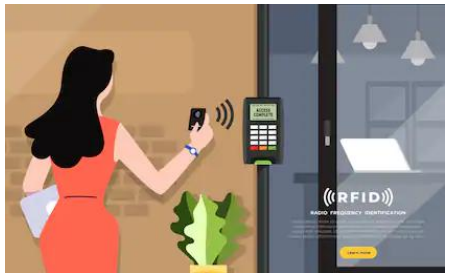
5

Reject notification
system auto-generates email notifications to applicants.

Start

- Provide employee self-service web-portal to apply leave, check leave balance, etc.
- Support multi-level leave-approval process
- HR users can setup leave types, leave entitlements, leave balance, leave forfeit, generate leave compensation calculations and leave reports.

4 Time Attendance Module + Employee Self-Service (ESS)



Clock in — Support RFID or biometric reader

Late arrival — System captures clock-in/out data & calculates late arrival duration

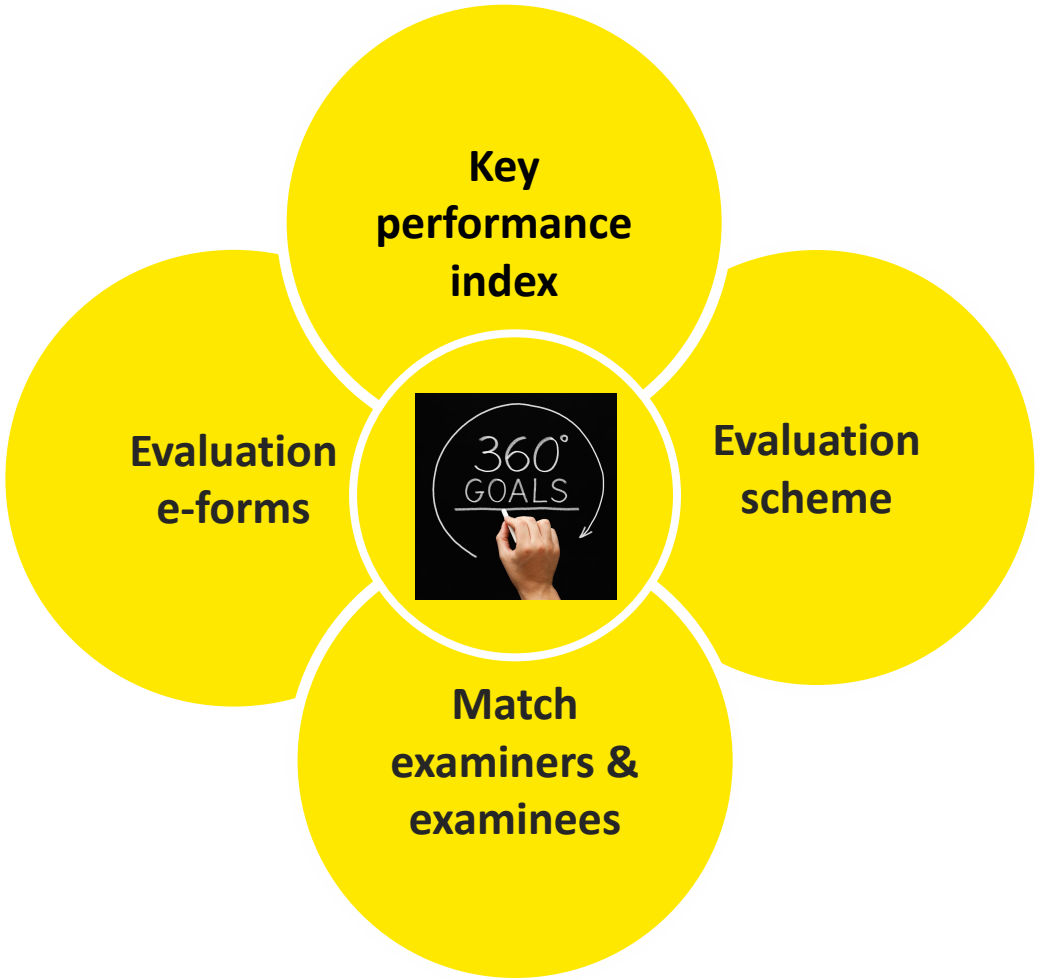
Lunch clock in/out — Support fixed or flexi lunch hours

Early leave/ OT — System captures clock-in/out data & calculates early leave duration

Clock out/in — Support multiple sets of clock-in and clock-out times for the same day, include overnight shift

- ESS portal allows employees to apply overtime, view shift/roster table and attendance reports.
- ESS portal allows supervisors to manage roster schedules and to approve overtime and attendance records.
- System generates late arrival deductions, overtime allowances, time sheets and exception attendance reports.
- Support third party RFID/NFC/QR code and biometric readers for capturing attendance records automatically.

5 Performance Appraisal Module + Employee Self-Services



1. Evaluation scheme

allow admin users to create multiple evaluation schemes for different departments and purposes.

2. Evaluation questions

Evaluation questions can be prepared in Excel files and import into appraisal system to generate e-forms.

3. KPI

KPIs and marking scheme/points can be imported into appraisal system for auto-calculations.

4. Match examiners & examinees

Allows admin users to setup and match examiners and examinees.

6 Employee Self-Service (ESS)

Update personnel details such as contact details and qualifications, etc.

Apply annual and sick leave, overtime allowance, submit form, etc.

Check shift and roster timetable, logging work time and hours, etc.

Change staff login ID and password

- Employee self-service portal can free up HR time and increase efficiency.
- Provide custom-fit workflow and approval process to meet customer's needs.
- User-interface supports PC and mobile phone.

7 Reporting & Data import/export

Ready-made reports

- Provide built-in reports with sorting and filtering.
- Provide standard Excel import and export function in all software modules.

Import & export in Excel file

- HR users can export data of all modules from the system into Excel files, and import data into the system via Excel file.

Custom-design reports

- We provide report customisation service.
- Support third party reporting tools such as Microsoft SQL Azure Reporting, Crystal Reports.

PART 3

Services

25+ years of experience

Professional Services

Consultation

We listen, understand and give advice

Solutions

We offer solutions to meet customer needs

Implementation

We guide, implement and train users

Support

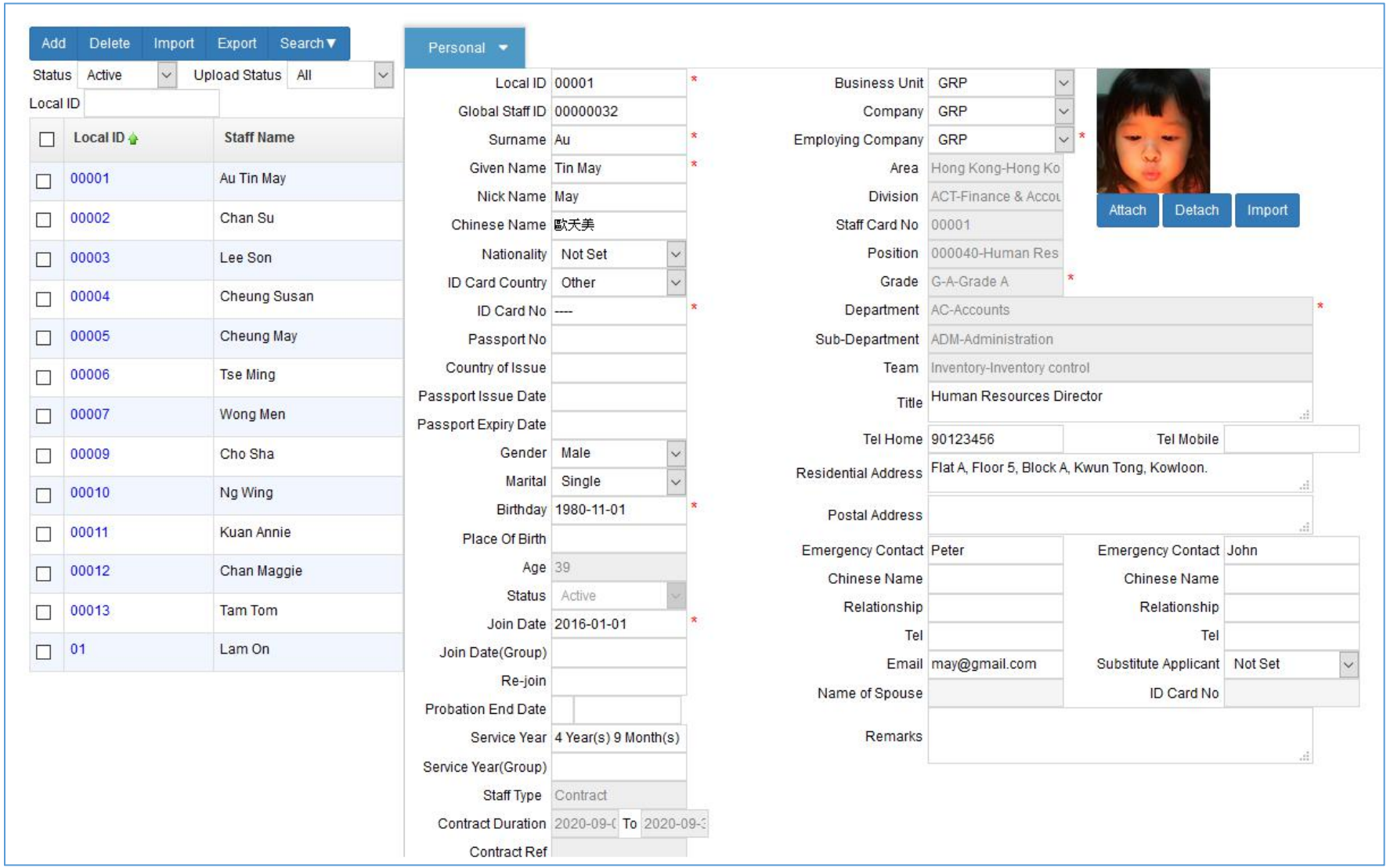
We answer hotline and fix problem promptly

PART 4

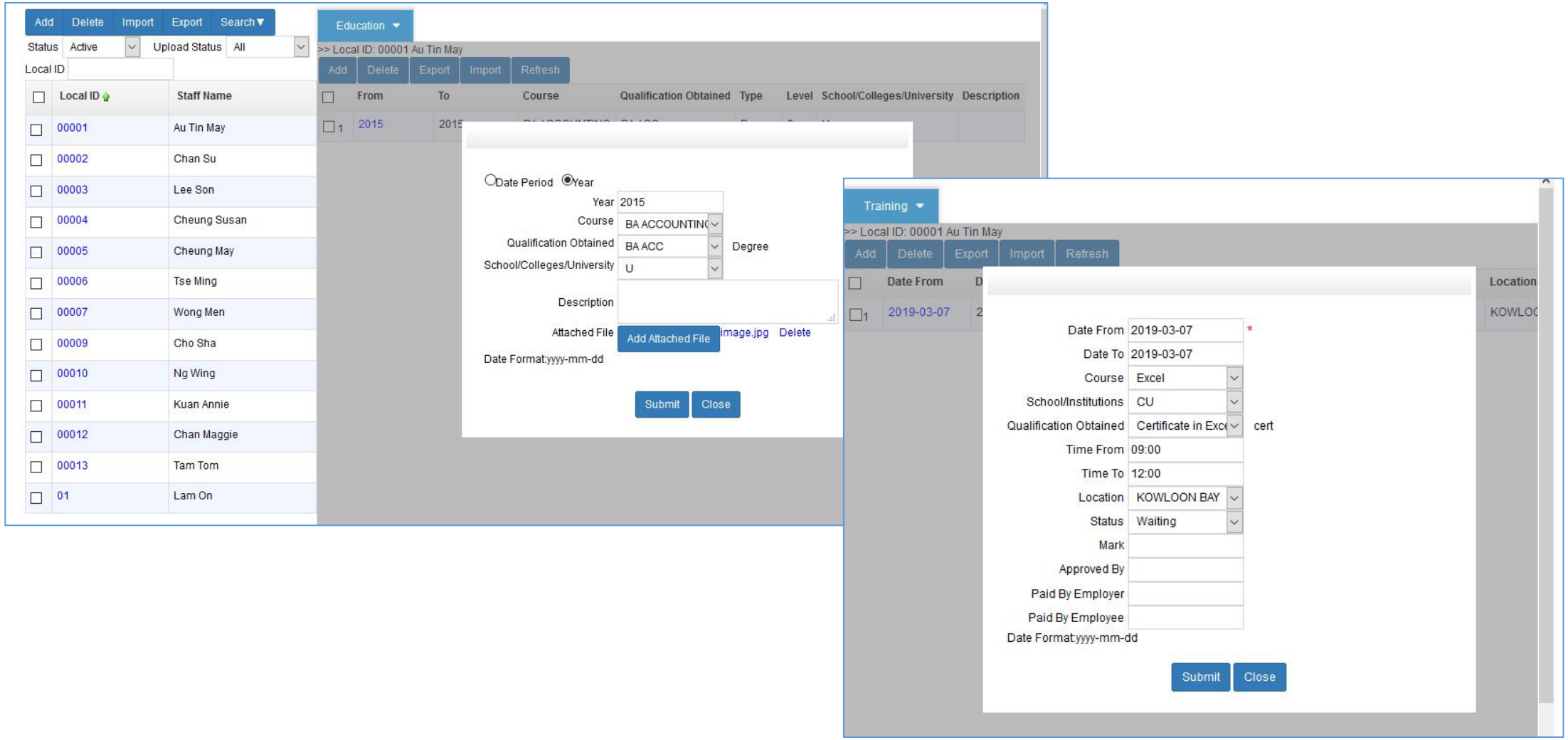
Screenshots

Web user interface

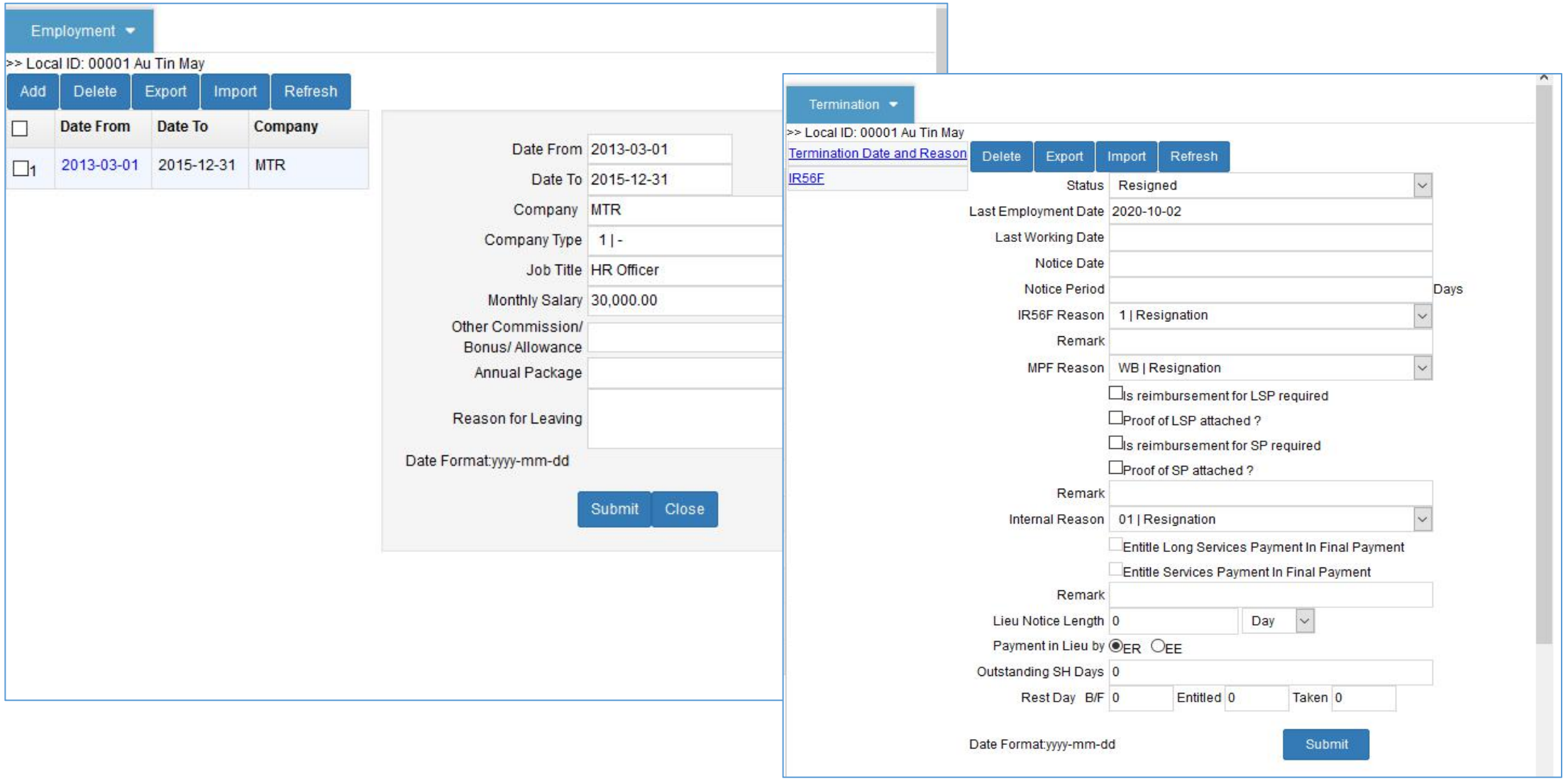
Personnel module > Personal Profile



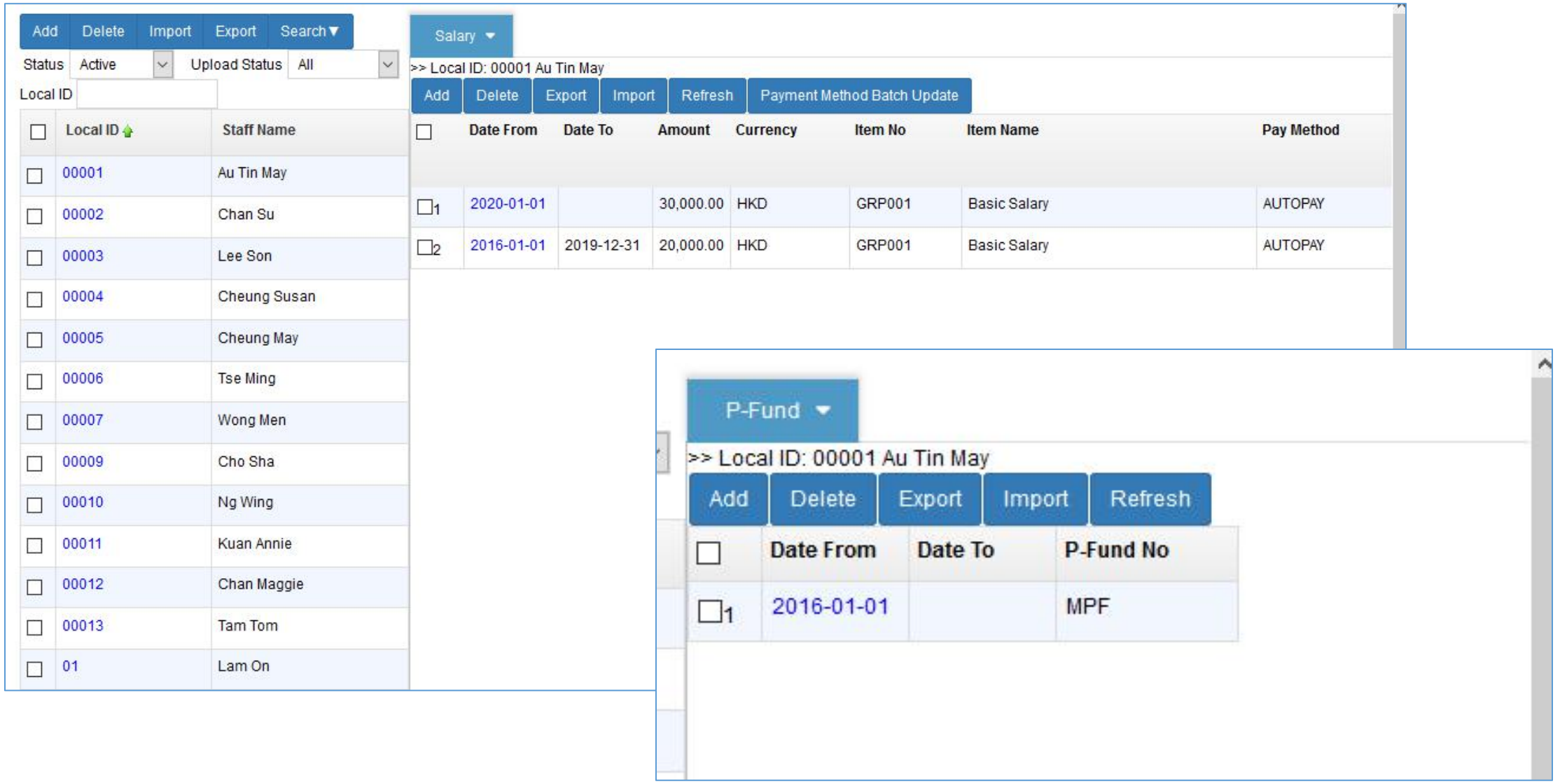
Personnel module > View education & training background



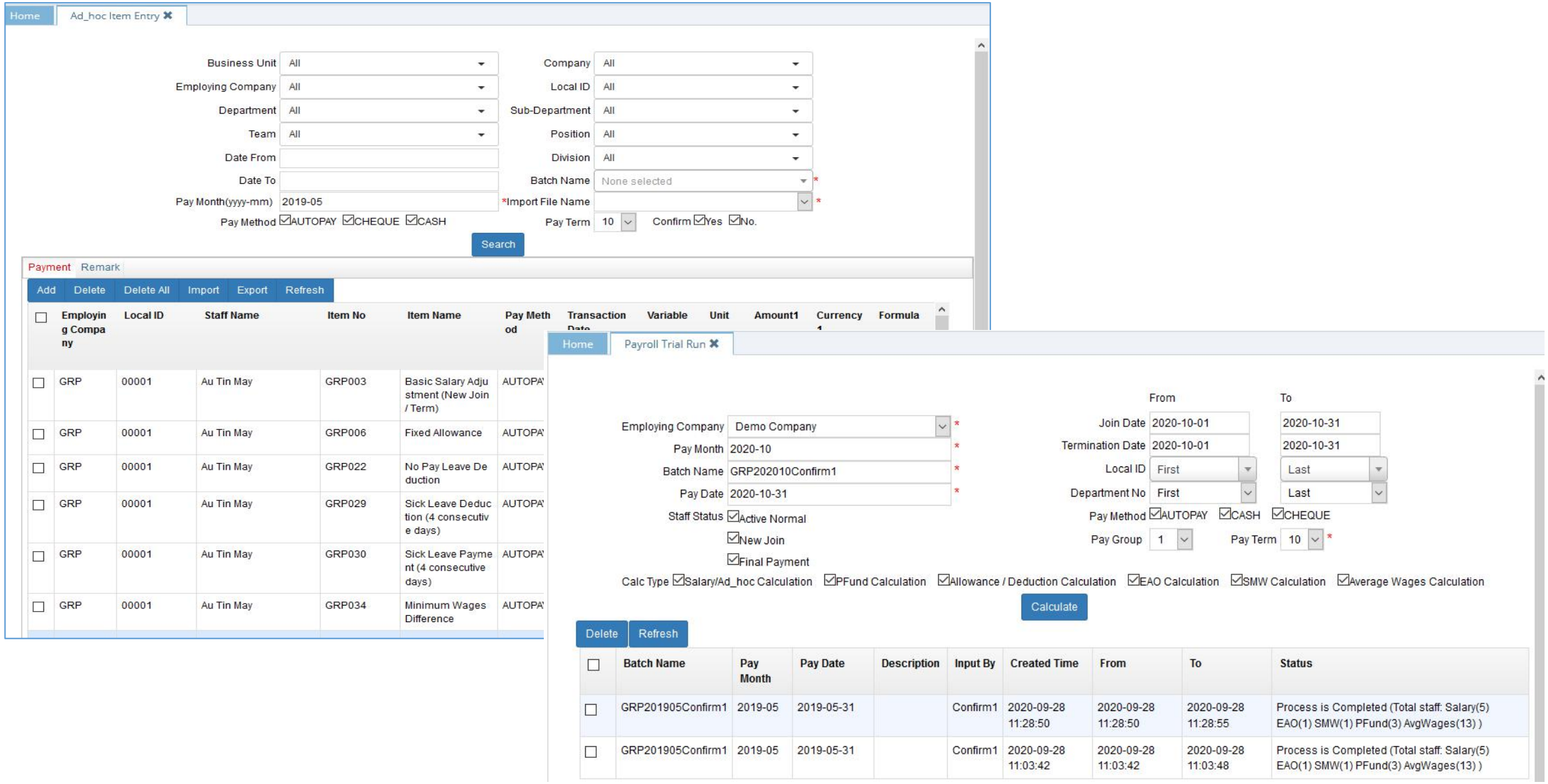
Personnel module > View employment history & termination info



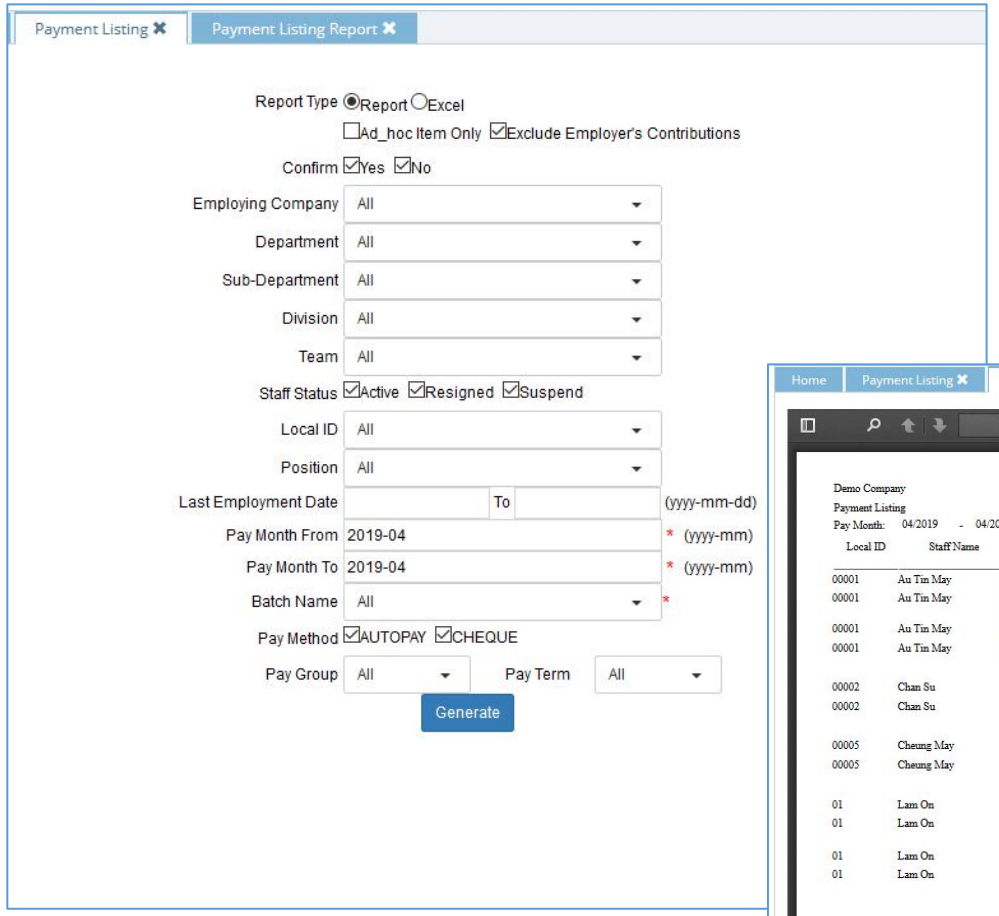
Personnel module > View salary change & P-Fund

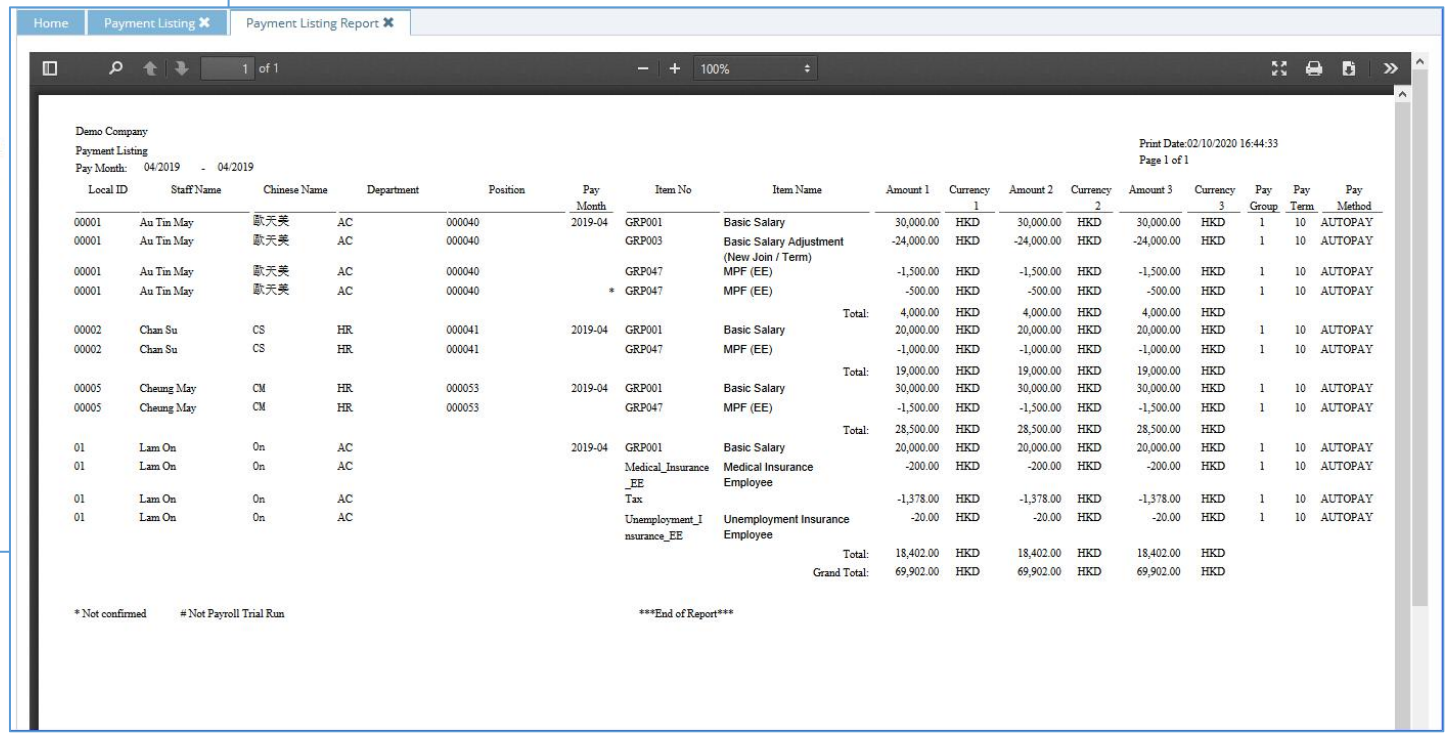


Payroll module - Ad hoc transaction entry & payroll trial run



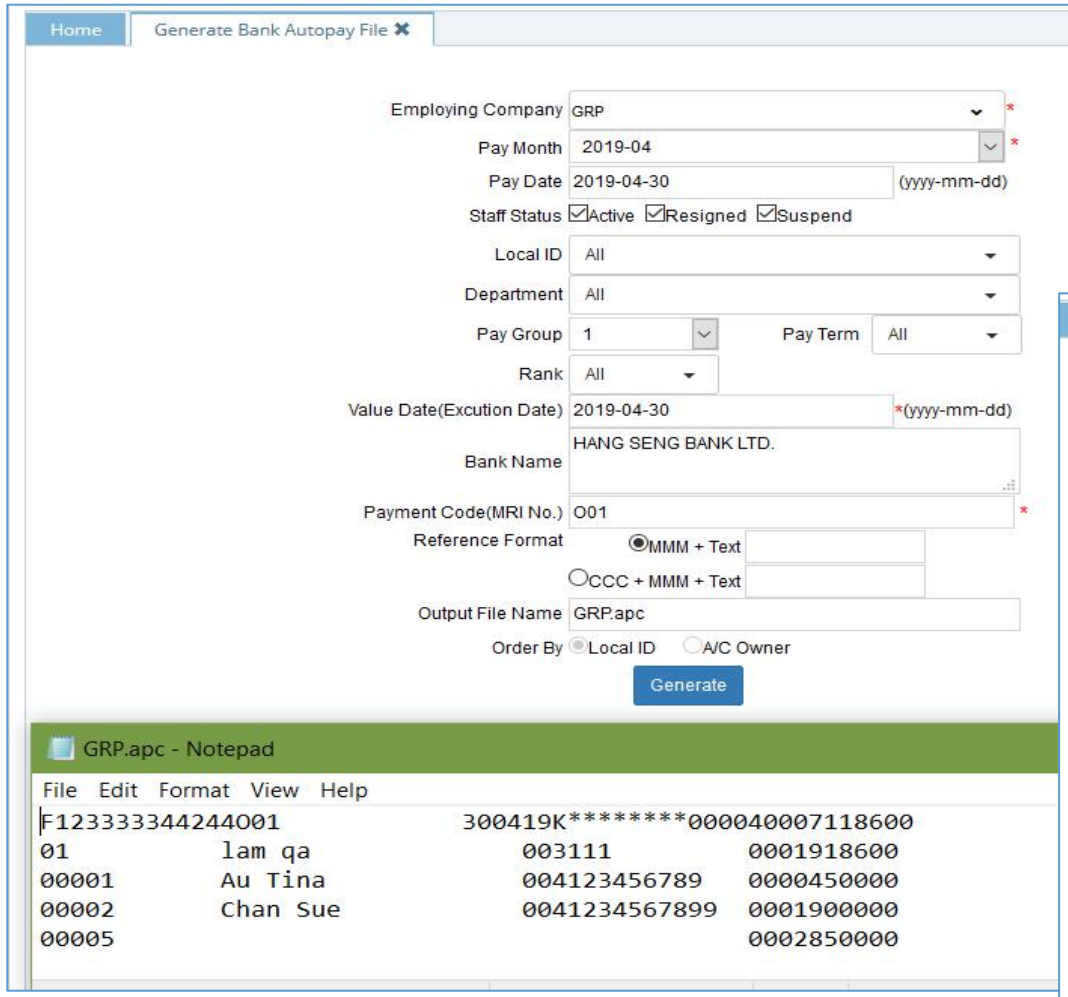
Payroll module - Generate payment listing report

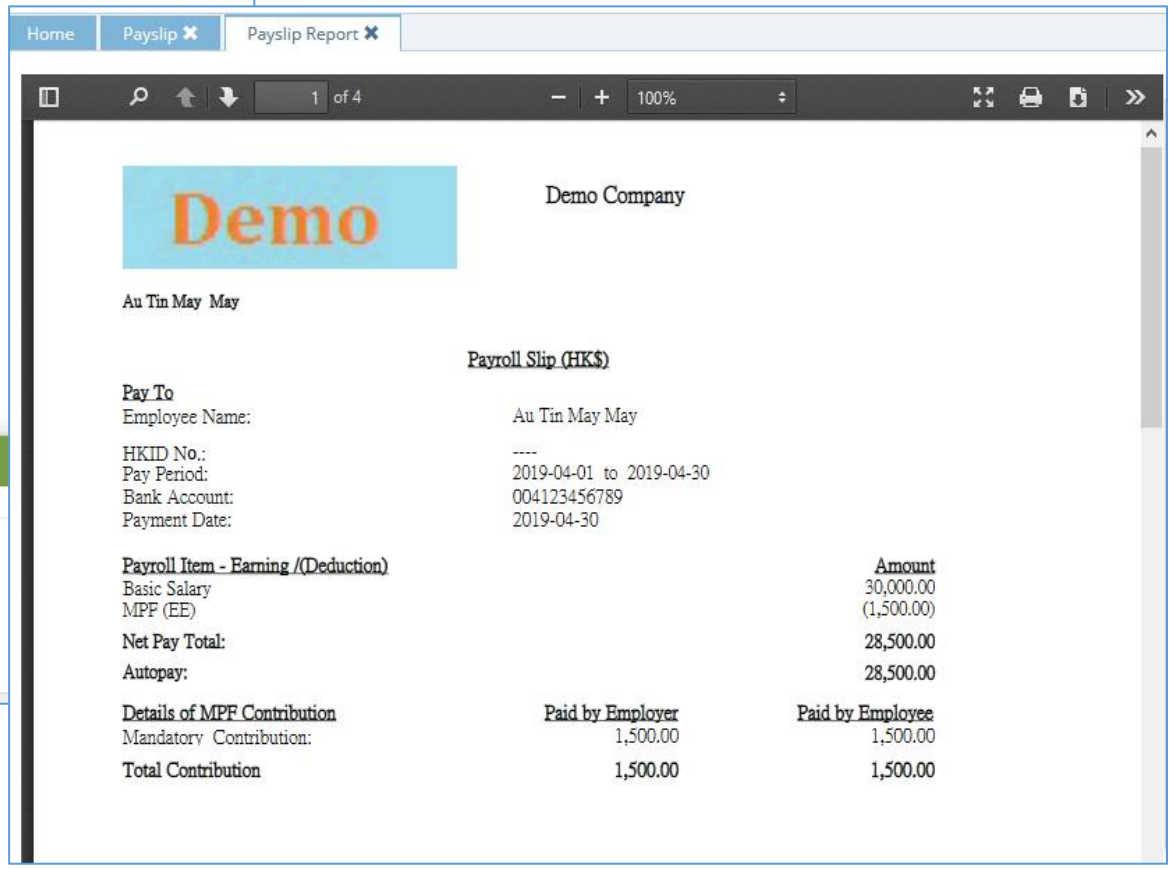




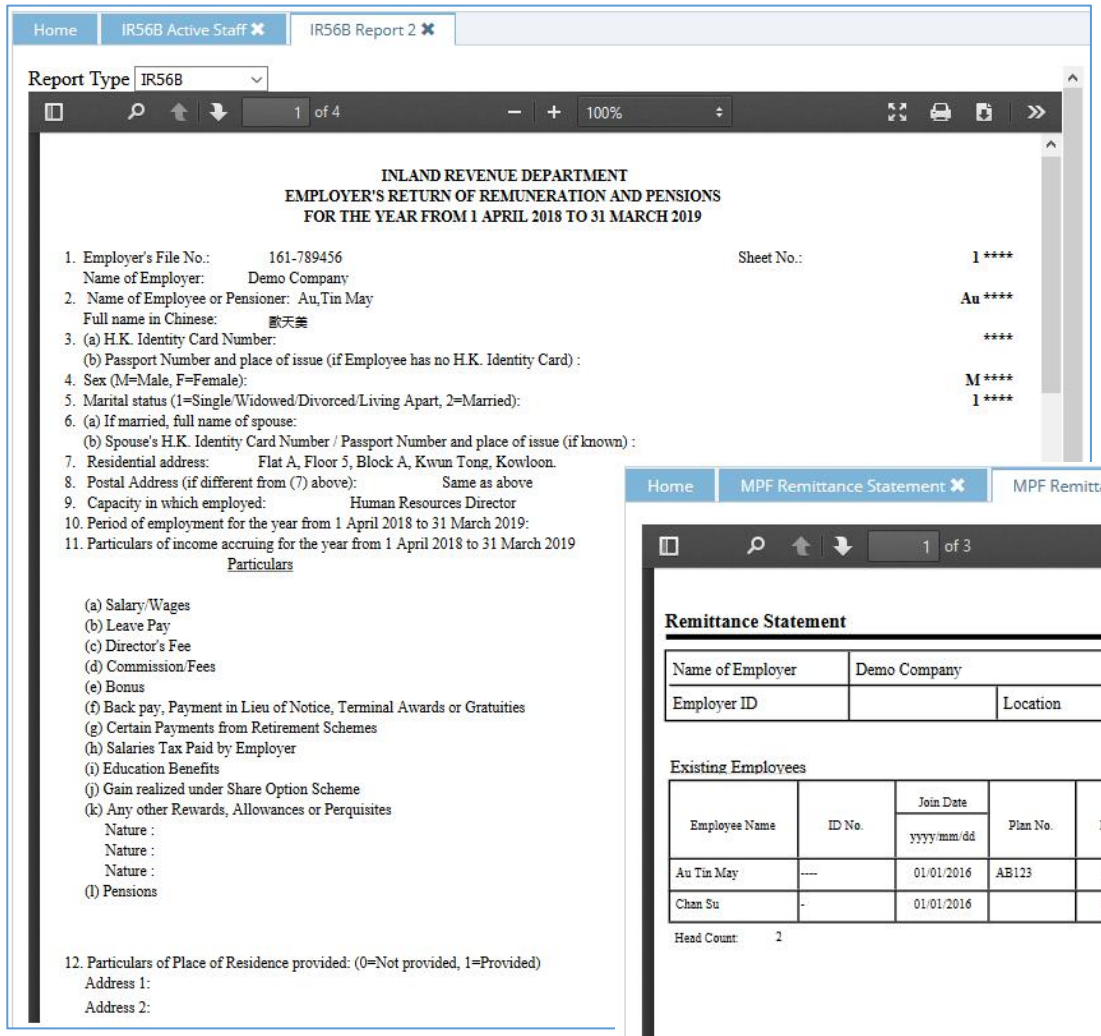
Local ID	Staff Name	Chinese Name	Department	Position	Pay Month	Item No	Item Name	Amount 1	Currency 1	Amount 2	Currency 2	Amount 3	Currency 3	Pay Group	Pay Term	Pay Method
00001	Au Tin May	歐天美	AC	000040	2019-04	GRP001	Basic Salary	30,000.00	HKD	30,000.00	HKD	30,000.00	HKD	1	10	AUTOPAY
00001	Au Tin May	歐天美	AC	000040		GRP003	Basic Salary Adjustment (New Join / Term)	-24,000.00	HKD	-24,000.00	HKD	-24,000.00	HKD	1	10	AUTOPAY
00001	Au Tin May	歐天美	AC	000040		GRP047	MPF (EE)	-1,500.00	HKD	-1,500.00	HKD	-1,500.00	HKD	1	10	AUTOPAY
00001	Au Tin May	歐天美	AC	000040	*	GRP047	MPF (EE)	-500.00	HKD	-500.00	HKD	-500.00	HKD	1	10	AUTOPAY
							Total:	4,000.00	HKD	4,000.00	HKD	4,000.00	HKD			
00002	Chan Su	CS	HR	000041	2019-04	GRP001	Basic Salary	20,000.00	HKD	20,000.00	HKD	20,000.00	HKD	1	10	AUTOPAY
00002	Chan Su	CS	HR	000041		GRP047	MPF (EE)	-1,000.00	HKD	-1,000.00	HKD	-1,000.00	HKD	1	10	AUTOPAY
							Total:	19,000.00	HKD	19,000.00	HKD	19,000.00	HKD			
00005	Cheung May	CM	HR	000053	2019-04	GRP001	Basic Salary	30,000.00	HKD	30,000.00	HKD	30,000.00	HKD	1	10	AUTOPAY
00005	Cheung May	CM	HR	000053		GRP047	MPF (EE)	-1,500.00	HKD	-1,500.00	HKD	-1,500.00	HKD	1	10	AUTOPAY
							Total:	28,500.00	HKD	28,500.00	HKD	28,500.00	HKD			
01	Lam On	On	AC		2019-04	GRP001	Basic Salary	20,000.00	HKD	20,000.00	HKD	20,000.00	HKD	1	10	AUTOPAY
01	Lam On	On	AC			Medical_Insurance_EE	Medical Insurance Employee	-200.00	HKD	-200.00	HKD	-200.00	HKD	1	10	AUTOPAY
01	Lam On	On	AC			Tax		-1,378.00	HKD	-1,378.00	HKD	-1,378.00	HKD	1	10	AUTOPAY
01	Lam On	On	AC			Unemployment_Insurance_EE	Unemployment Insurance Employee	-20.00	HKD	-20.00	HKD	-20.00	HKD	1	10	AUTOPAY
							Total:	18,402.00	HKD	18,402.00	HKD	18,402.00	HKD			
							Grand Total:	69,902.00	HKD	69,902.00	HKD	69,902.00	HKD			

Payroll module - Generate bank autopay file & payslip





Payroll module - Generate MPF statement & tax return form


Home | IR56B Active Staff | IR56B Report 2

Report Type: IR56B

1 of 4 — 100%

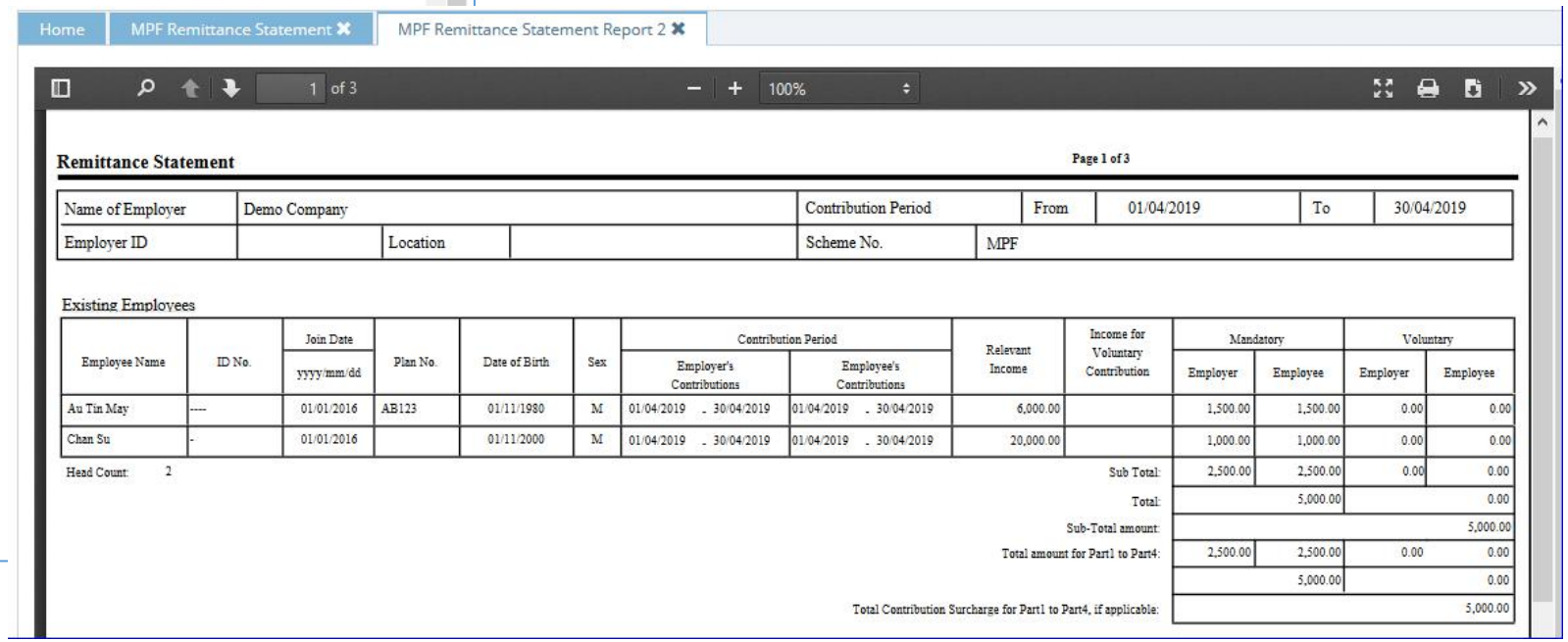
INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019

1. Employer's File No.: 161-789456 Sheet No.: 1 ****
   Name of Employer: Demo Company
2. Name of Employee or Pensioner: Au,Tin May Au ****
   Full name in Chinese: 歐天美
3. (a) H.K. Identity Card Number: ****
   (b) Passport Number and place of issue (if Employee has no H.K. Identity Card) :
4. Sex (M=Male, F=Female): M ****
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married): 1 ****
6. (a) If married, full name of spouse:
   (b) Spouse's H.K. Identity Card Number / Passport Number and place of issue (if known) :
7. Residential address: Flat A, Floor 5, Block A, Kwun Tong, Kowloon.
8. Postal Address (if different from (7) above): Same as above
9. Capacity in which employed: Human Resources Director
10. Period of employment for the year from 1 April 2018 to 31 March 2019:
11. Particulars of income accruing for the year from 1 April 2018 to 31 March 2019

Particulars

(a) Salary/Wages
(b) Leave Pay
(c) Director's Fee
(d) Commission/Fees
(e) Bonus
(f) Back pay, Payment in Lieu of Notice, Terminal Awards or Gratuities
(g) Certain Payments from Retirement Schemes
(h) Salaries Tax Paid by Employer
(i) Education Benefits
(j) Gain realized under Share Option Scheme
(k) Any other Rewards, Allowances or Perquisites
Nature :
Nature :
Nature :
(l) Pensions

12. Particulars of Place of Residence provided: (0=Not provided, 1=Provided)
    Address 1:
    Address 2:


Home | MPF Remittance Statement | MPF Remittance Statement Report 2

1 of 3 — 100%

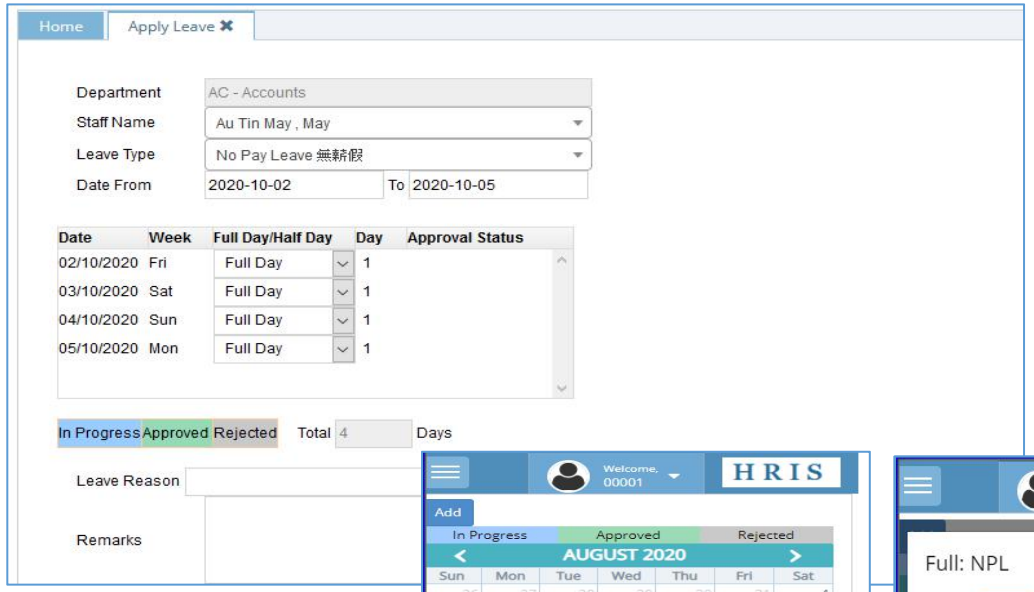
Remittance Statement Page 1 of 3

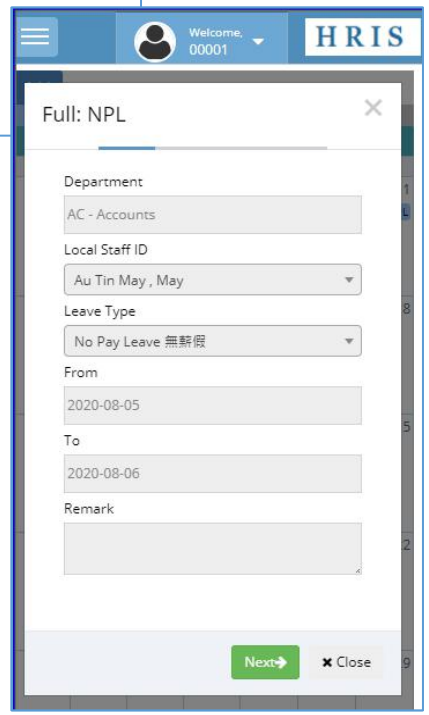
Name of Employer	Demo Company			Contribution Period	From	01/04/2019	To	30/04/2019
Employer ID		Location		Scheme No.	MPF			

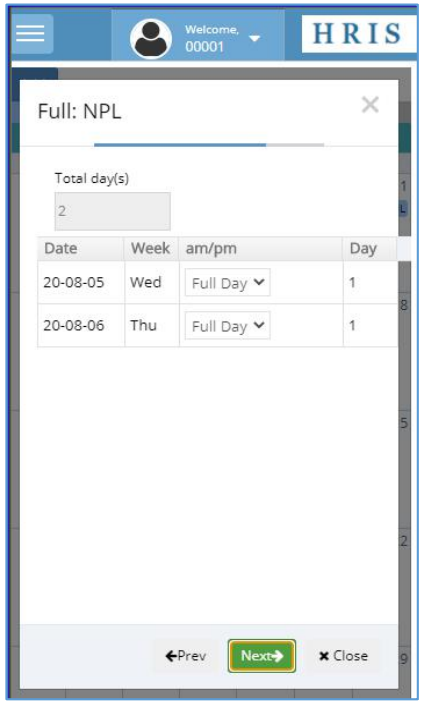
Existing Employees

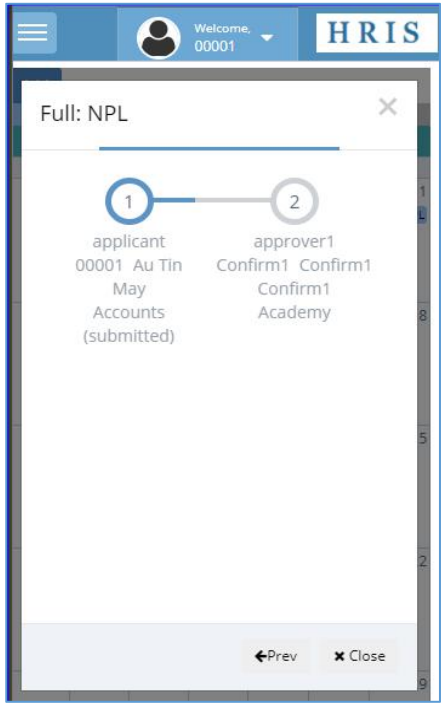
Employee Name	ID No.	Join Date yyyy/mm/dd	Plan No.	Date of Birth	Sex	Contribution Period: Employer's Contributions	Contribution Period: Employee's Contributions	Relevant Income	Income for Voluntary Contribution	Mandatory: Employer	Mandatory: Employee	Voluntary: Employer	Voluntary: Employee
Au Tin May	----	01/01/2016	AB123	01/11/1980	M	01/04/2019 - 30/04/2019	01/04/2019 - 30/04/2019	6,000.00		1,500.00	1,500.00	0.00	0.00
Chan Su	-	01/01/2016		01/11/2000	M	01/04/2019 - 30/04/2019	01/04/2019 - 30/04/2019	20,000.00		1,000.00	1,000.00	0.00	0.00
Head Count: 2									Sub Total:	2,500.00	2,500.00	0.00	0.00
									Total:		5,000.00		0.00
									Sub-Total amount:				5,000.00
									Total amount for Part1 to Part4:	2,500.00	2,500.00	0.00	0.00
											5,000.00		0.00
									Total Contribution Surcharge for Part1 to Part4, if applicable:				5,000.00

Leave module - Leave application from PC & mobile phone (ESS)

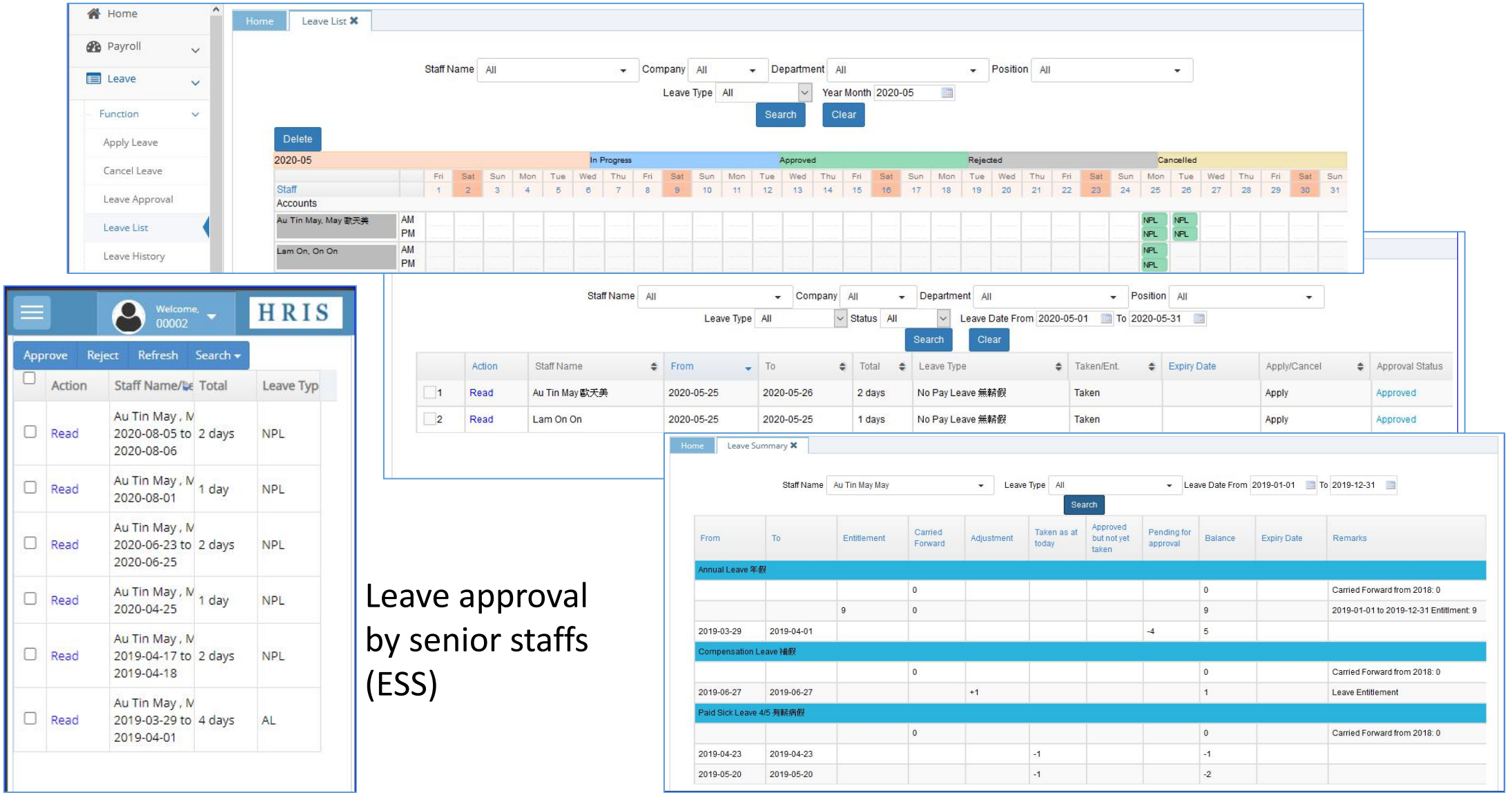






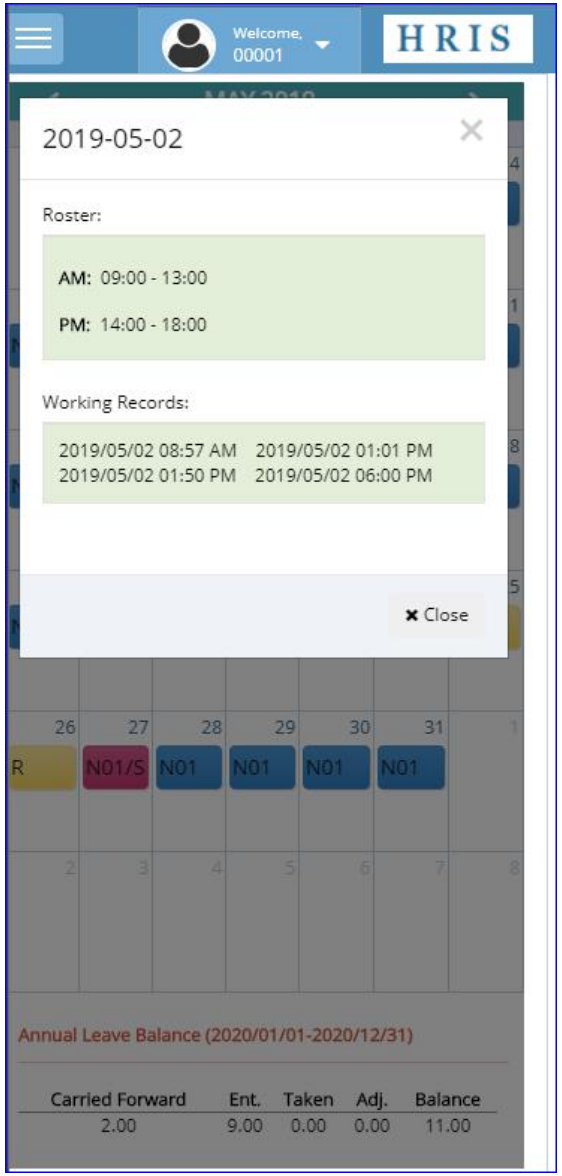


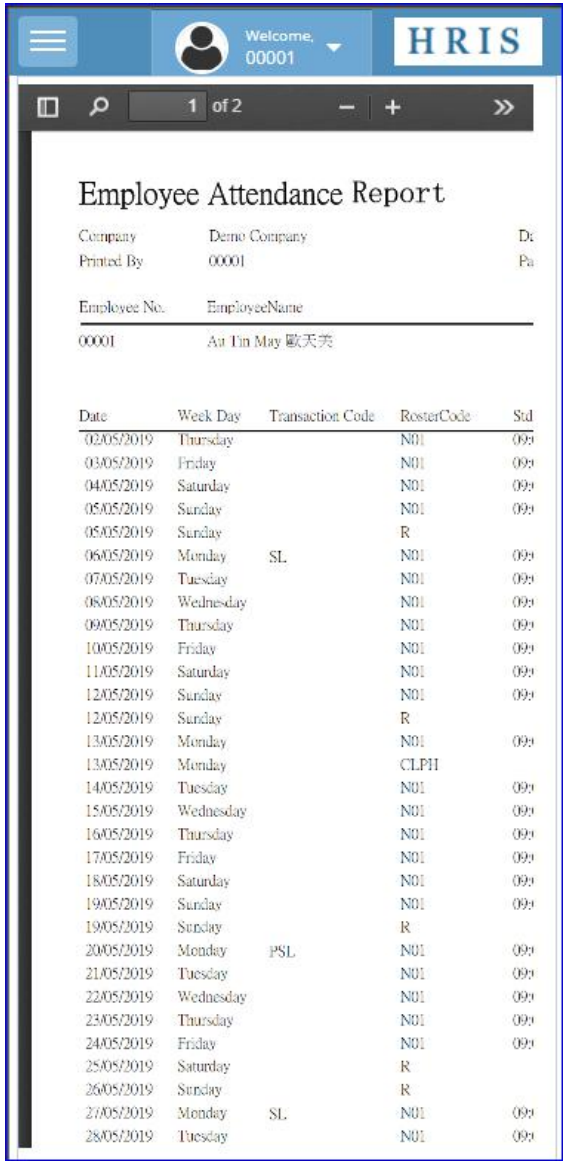
Leave module - Leave application details, history & summary

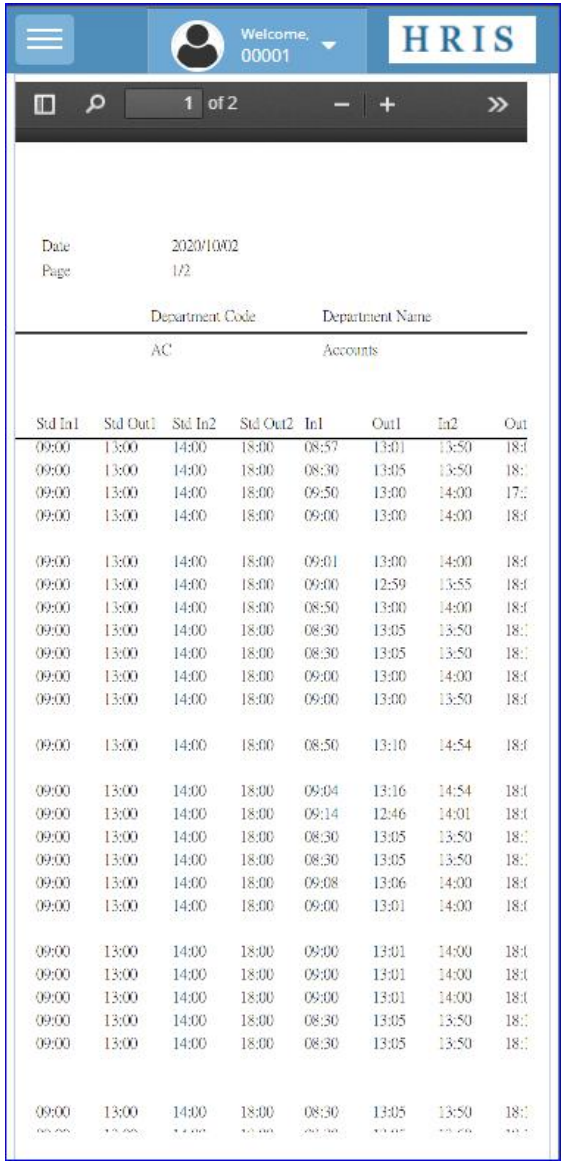


Leave approval by senior staffs (ESS)

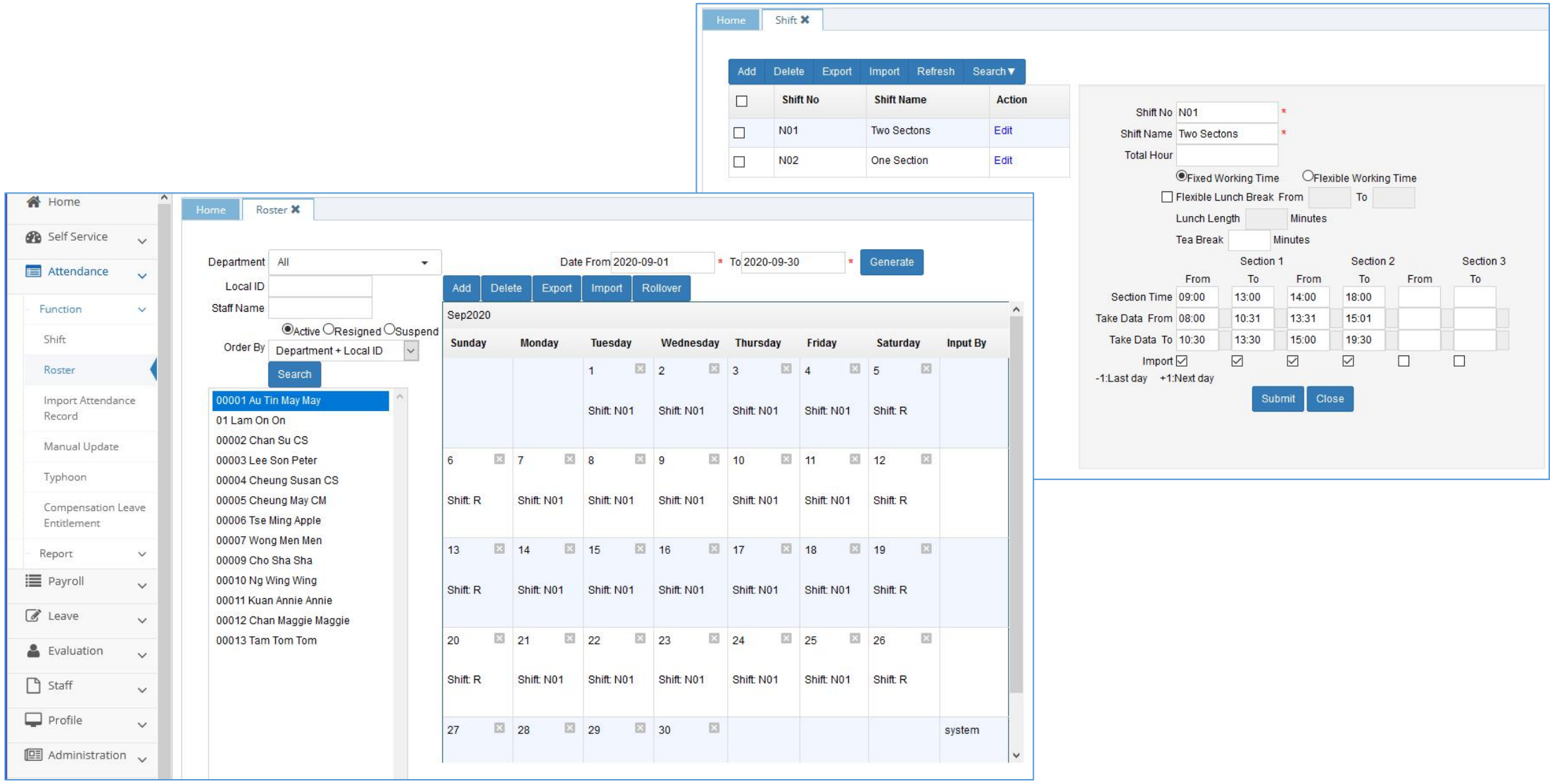
Attendance module - View roster & report from phone (ESS)



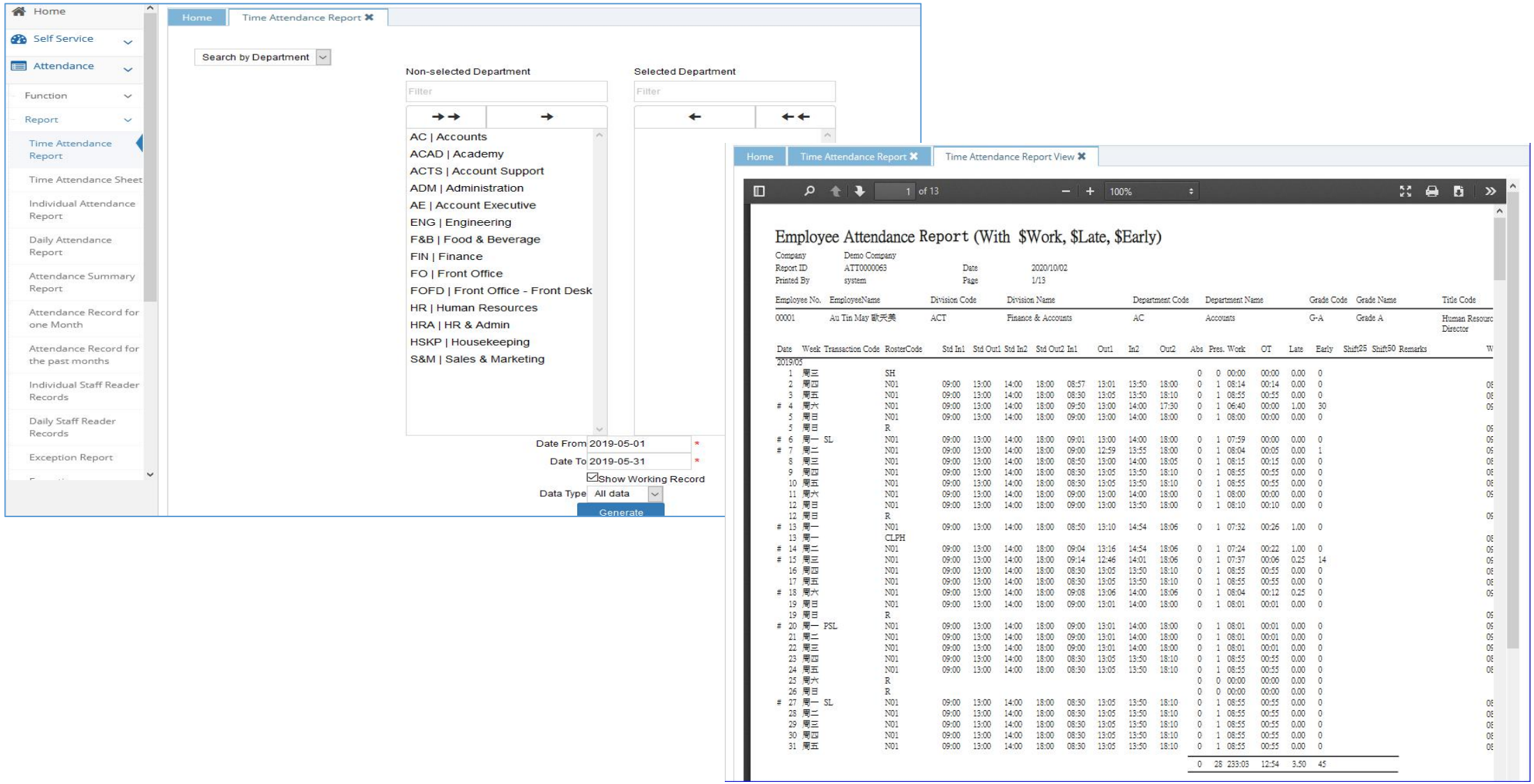




Attendance module - Setup shift & roster



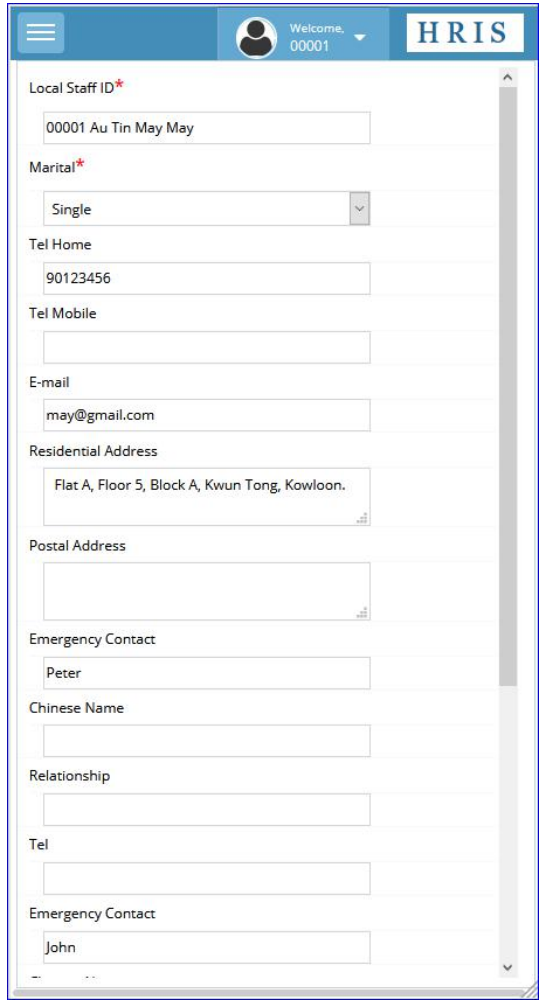
Attendance module - Generate attendance report

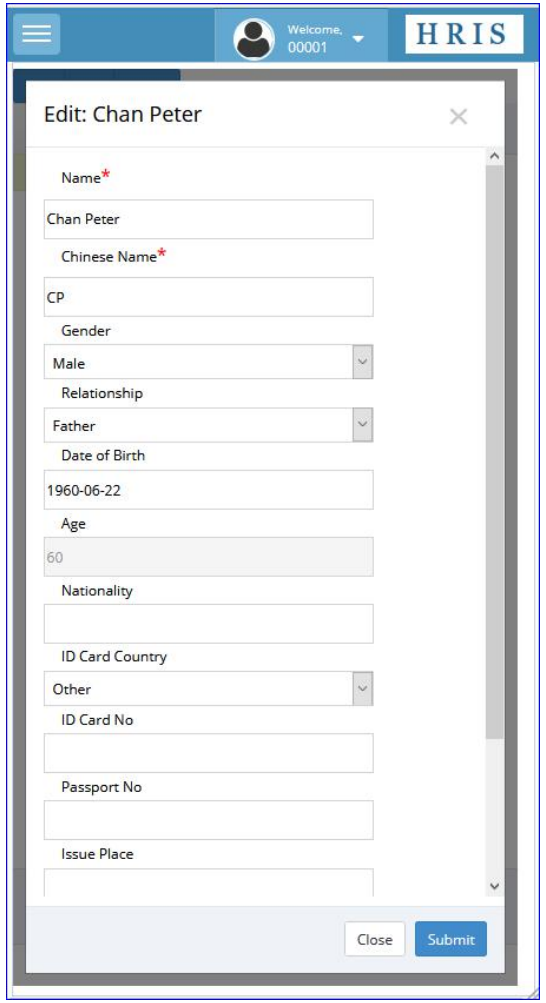


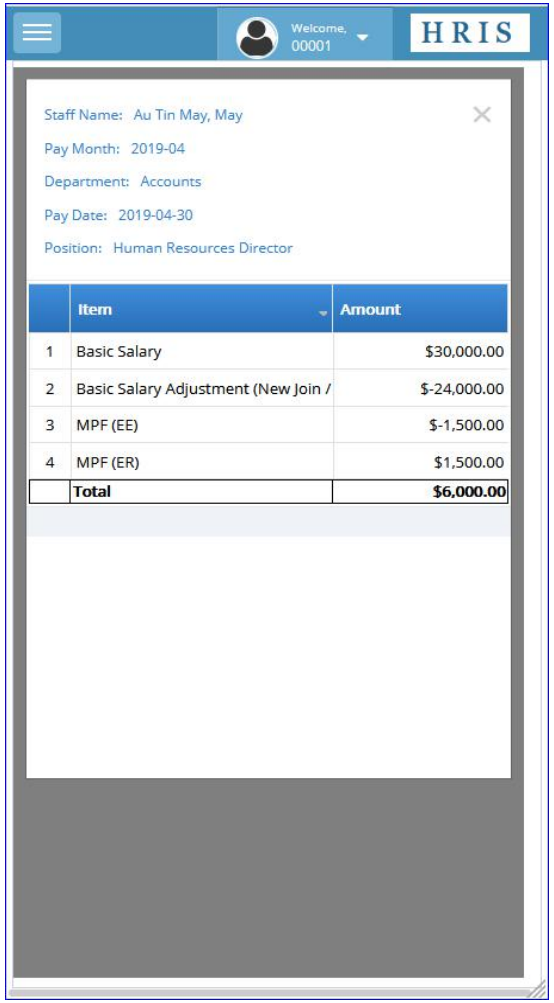
Employee self-service (ESS) - Update & view info from phone

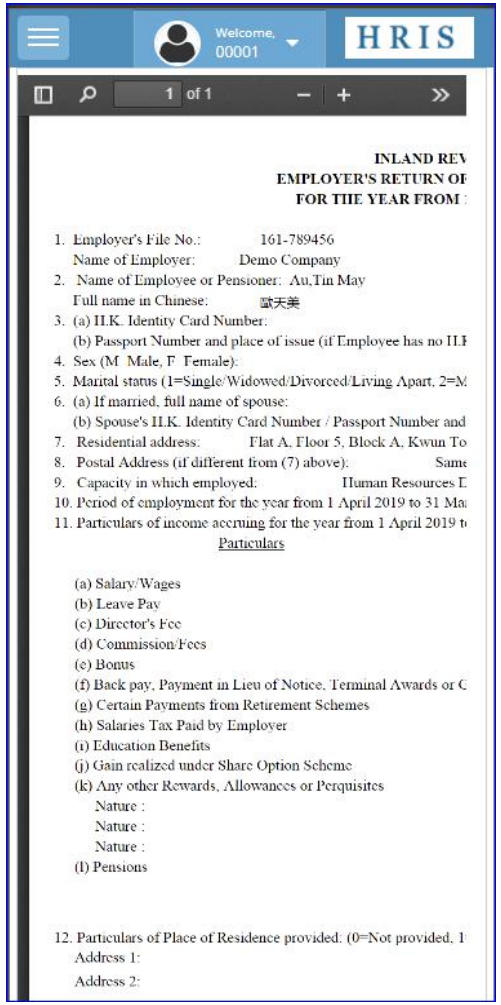
Update personnel information

View payslip & tax return

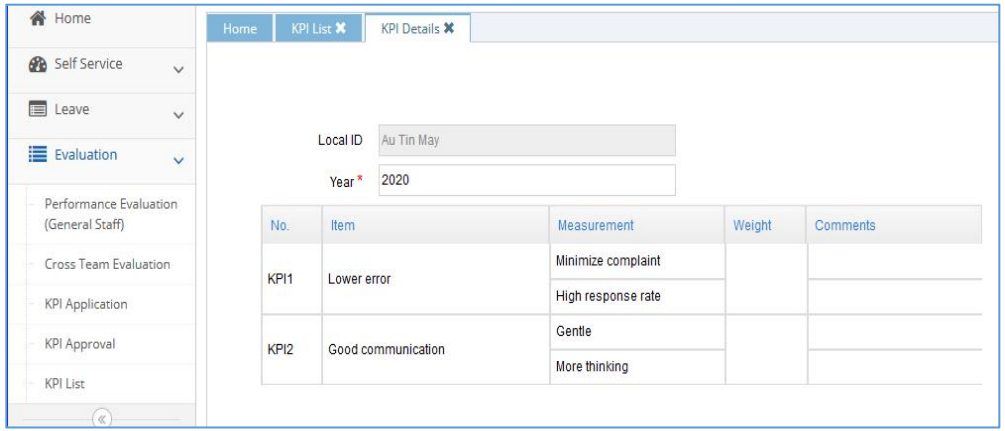


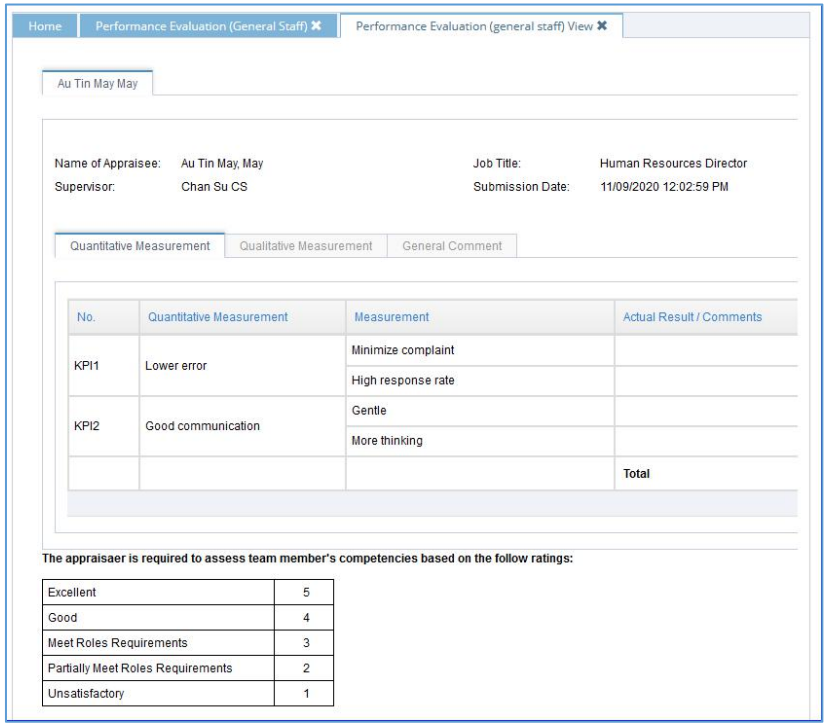


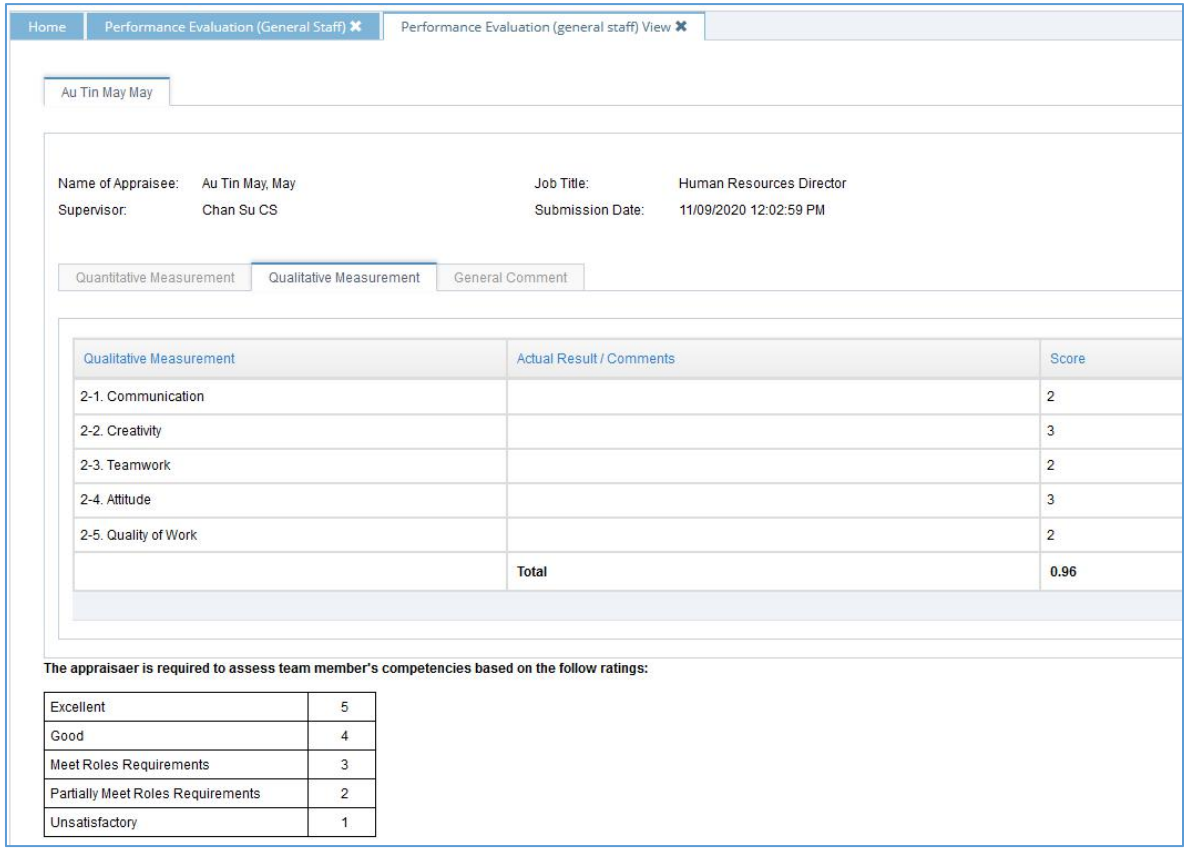




Evaluation module - Setup KPI, assess & evaluation (ESS)







PART 5

Q & A

THANK YOU!

contact us:
sales@s2001.com
+852 27351999
www.payroll.com.hk