



# SMEPAYROLL - Online Payroll Solution

(SPECIALLY DESIGNED FOR SMEs)

**SMEPAYROLL** (Online Payroll Solution) program helps you to manage your company's payroll, automate CPF, Bank Giro, IR8A Submissions, Leave Management and many more features...

## SMEPAYROLL

**SMEPAYROLL** is developed using latest .NET technology to make it a very powerful, yet simple-to-use payroll system. With its enhanced features SMEPAYROLL is the best available software to process your own payroll in-house.

SMEPAYROLL is available online from any part of the world, allowing multiple users to access the system at the same time with their limited rights.

## WHAT YOU GET

**One Click Philosophy** – One Click Payroll submission, One click online leaves submission, One time set up to reflect changes across the system (great time saving), One click CPF submission, Top- Bottom Ribbon navigation for easy browsing of system, Automation of Payroll calculation – Additions & deductions, leaves (paid & unpaid), Automation of Leaves calculation – Paid leaves, unpaid leaves, carry forward leaves.

**Data Security** – Transactions are automatically posted in real time, preventing unauthorized access. There is the user level control which limits user access to sensitive areas. The backup and restore functionality assures you that your data is duplicated and can easily be restored when needed.

**Total Customization** – The system is designed in a modular way giving it room for additional features to be easily added thereby minimizing the need for a total system overhaul.



### Easy User Interface:

User console has been designed and streamlined to simplify and enhance the user's experience.



### Compliance Updates:

Compliance updates are sent to clients automatically whenever there is a change declared, ensuring latest updates.



### CPF /IR8A/GIRO Submission:

Auto generation of CPF file to be submitted to CPF BOARD, IR8A submission to IRS & Bank GIRO file.



### Technical Support:

Because we know how important technical support is, we now offer our customers Live Support right from our website!

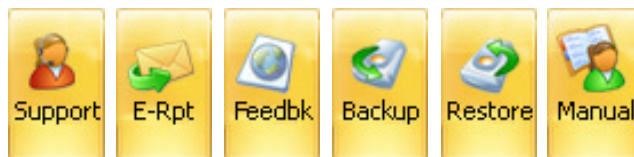
## THE VALUE OF SMEPAYROLL



### THE VALUE OF SMEPAYROLL

- Unlimited User Login
- Comprehensive Leave Module
- Anywhere, Anytime Payroll System
- Employee Salary Submission by Bank Giro
- Automatic Calculation of IR8A, CPF, FUNDS, etc.
- Developed on latest .NET Technology & Database Engine

## SUPPORT OPTIONS



## PARTNERS AND TRUST



## A QUICK LOOK AT SMEPAYROLL SOLUTION

### ALERTS & REMINDERS

#### Reminders :

Employee on leave, Pending leaves, Passes expiry (EP, WP, SPR, etc) ,Passport expiry, Employee confirmation, Employee birthday, Insurance expiry.

#### Email Alerts:

Leave application, Leave approval / rejection, Payroll submission, Payroll approval / rejection, Email payslip (pdf).

### LEAVE MANAGEMENT

**Leave Management** – Annual Leave, Medical Leave, Unpaid Leave, Maternity Leave, etc. can be applied. Leave Eligibility can be set for different group of employees.

Annual leave & Medical Leave earned for a part of the year will be pro-rated automatically. At the end of the year, Annual Leaves can be carried forward to the following year. Leave History & Leave consolidation report can view all kinds of leaves taken.

**Leave Alerts** - Employee can apply for leaves online, check on the status of their leaves as well as know the balance leaves available. Email alert is triggered to the supervisor when a leave is applied and once the leave status is updated email triggers back to the employee.

### MANAGEMENT REPORTS

**CPF Submission:** CPF contribution file can be generated to submit to CPF BOARD.

**IR8A Submission:** IR8A details can be generated at the end of the year for employees or auto inclusion for IRAS.

**Online Bank GIRO Submission:** Employee's salary information can be submitted to the major banks.

**Management Reports:** Payroll based, Leaves based, Reminder based and Employee based reports are available.

### EMPLOYEE MANAGEMENT

**Employee Management** – Unlimited employee details, department, section & category settings can be entered. Employee's photo, personal particulars like address, emergency contact details, foreign address, bank account details & EP/WP details can be stored.

Employees can be further divided into groups like staff, Management etc.

### PAYROLL MANAGEMENT

**Payroll Management** – Additions, Deductions, Overtime Pay, other calculations can be done before submitting payroll for processing.

Payroll approval process is included to enhance the security and dual check. Allowance type can be set for CPF/IR8A calculations. Loans & Deductions can be set for specified period. Staff's salary mode like Bank GIRO, Cash or Cheque can be set. Overtime pay is automatically calculated.

**Payslip** - Pay slips can be printed in the concealed pay slip form or a regular A4 size paper. Break-up details for Overtime Pay, Allowances, Deductions are shown in the pay slip as well. CPF information is printed on the pay slip. Annual Leave & Medical Leave taken for that month and the whole year can also be shown.

### ADMIN MANAGEMENT

**Manage Companies:** Manage your company information as well as setup bank Giro, Pay slip formats, Email info, etc.

**Manage Users & security:** Manage system users and security information.

**Manage Holidays:** Manage National Holidays as well as add Company specific Holidays.

**Manage Lookups:** Manage all Dropdowns of the system, One time change will reflect across the whole system.

### CONTACT INFORMATION

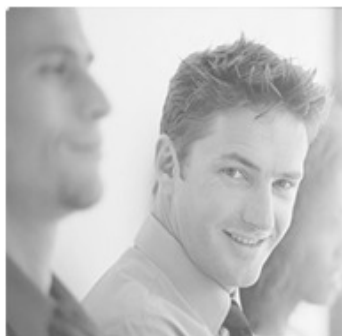
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### SMEPAYROLL CAN AUTOMATICALLY CALCULATE



PAY SLIP  
CPF Contribution  
SINDA Fund  
CDAC Fund  
MBMF Fund  
ECF Fund  
SDF (Skill Development Fund)  
FWL (Foreign Work Levy)  
IR8A Form