

# **HR & PAYROLL**

MANAGEMENT SYSTEM



SIMPLE, QUICK, ACCURATE, CUSTOMIZABLE AND  
BACKED UP WITH FULL SUPPORT.

POWERED BY:



# **EZ** **ERP** **CORPORATE**

**EZC 23.13**

# MODULES



01 Staff Recruitment Management

02 Employee Onboarding

03 Advances Management

04 Loan Management

05 Leave Management System

06 Shift Management

07 Deductions Management

08 Attendance Management

09 Reimbursement Management

10 Payroll Management

11 Promotion / Demotion

12 Transfer Management

13 Legal Litigation Management

14 Accommodation Management

15 Disciplinary Proceedings

16 Training / Certifications

17 Employee Increment Management

18 Performance Evaluation

19 End of Service

# ***STAFF RECRUITMENT***

01

- Recruitment Request
- Advertisement on Portal
- Manual Short Listing



# ***EMPLOYEE ONBOARDING***

## **02**

- Employee Personal Information
- Documents Management
- Annual and Monthly Leaves allocation
- Attendance/Shifts Allocations
- Allowances Information
- Fund/Deduction Information



# ***EMPLOYEE ADVANCES***

## **03**

- Advance Request
- Request Approval
- Payment through Accounts
- Complete Deduction on upcoming salary

# ***EMPLOYEE LOANS***

## **04**

- Loan Request
- Request Approval
- Payment through Accounts
- Complete/ Partial Deduction on upcoming salary as per installments.

# ***LEAVES MANAGEMENT***

**05**

- Leave Application
- Application Approval
- Leave Balances Auto Management



# ***EMPLOYEE ATTENDANCE***

08

- Attendance Machine Integration - FRS
- Auto Shift Management
- Auto Deduction Policies Applicable
- Overtime Calculations.
- Attendance Sheet



# ***EMPLOYEE REIMBURSEMENT***

09

- Reimbursement Application
- Departmental Approval
- Accounts Approval



# ***PAYROLL***

## **10**

- Auto Calculation based on settings and policies
- Initiate Payroll
- Payroll Accrual.
- Salaries Posting.
- Bank Letter.



# ***PROMOTION DEMOTION***

11

- Based on Performance Evaluation.
- Initiate Application.
- Approval.

# ***EMPLOYEE TRANSFER***

## **12**

- Transfer to different Department.
- Transfer to different Location.
- Initiate Application.
- Approval.



# ***LEGAL LITIGATION***

## **13**

- Litigation Title.
- Initiate Litigation Details.
- Dash Board.
- Hearing details and upcoming dates data entry.
- Conclusion of Case.
- Close Litigation.

# ***MANAGE ACCOMMODATION***

14

- Define Accommodations.
- New Application.
- Dash Board.
- Occupation Information.
- De-Allocation.
- Re-Allocation.
- Application List.
- Pending Approved List



# ***DISCIPLINARY PROCEEDINGS***

## **15**

- Define Disciplinary Categories.
- Define Disciplinary Actions.
- Initiate Inquiry.
- Employee Responses.
- Management Actions.

# ***PERFORMANCE EVALUATION***

18

- Categorizations
- Initiate Evaluation
- Manage Questionnaires & Respective answers.
- Manage Open Questions.
- Evaluation Dash Board
- Performance Reporting

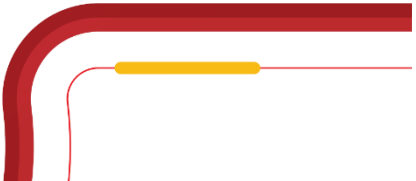




# ***END OF SERVICE***

## **19**

- End of Service Calculations as per Govt Law
- Leave encasements
- Loan and advances balances.
- Other deductions.
- Fixed Assets Return.



Define Department & Designation

Define Location

Define Leave Criteria

Define Shifts

Define Attendance Machienes

Define Holidays

Define Leave

Define Allownnces

Define Income Tax Slabs

Define Overtime

Define Blood Group

Define Religion

Define Region & Area

Define Education

Define Deductions List

SMS Settings

Define Pay Scale

Define Funds

Define Loan Types

Define Designated Status

Define Allowances Profile

Recruitment Reasone

Rec. Advertisement Source

Nationalities

Grades

Legal Documents Title

Educational Degree

Area Of Study

Languages

Dependants Relationships

Skill Title

Courses Names

Membership Titles

Enter Leave Name : Annual Leave

Enter Leave Abbreviation : AL

Leave Limit Base : Annual ▾

Leave Limit Transferable : Yes ▾

Deduction Basis : Day ▾

Deduction Percentage : 100 %

Include Allowed Leaves for deduction after limit exceed : No ▾

Add Leave

Cancel

Sick Leave/SL

Annual Leave / AL

Select Employee Name : 1 - Ahmed / Javed | 0 ▾

Manage Docs

Document Name : Passport

Documnet Number : 125A114552

Issue Authority : Pakistan

Issue Date : 14 - Sep - 2021

Expirey Date : 28 - Sep - 2024

Attach PDF Document : Choose File No file chosen

Update Document

Doc. Name

Iqama

Doc. Number

03254054474

Issue Authority

KSA GOVT

Issue Date

2023-09-01

Expiry Date

2024-09-08

Overtime Information :

Overtime Rate : 0.00 % / Hour

Overtime Allowed : Yes

Per Day Calculation : Working Days(incl. WK)

Allowed Overtime : 0 Hours / Day

Time Eligibility : Minimum 0 Minutes in Hour

Holiday/Weekend Overtime : 0.00 % / Hour

Weekend Deduction : N/A

Holiday Deduction : N/A

Calculation based on : Basic Salary

Overtime Rate :  % / Hour

Overtime Allowed :

Per Day Calculation :

Allowed Overtime :  Hours / Day

Time Eligibility : Minimum  Minutes in Hour

Holiday/Weekend Overtime : 0.00 % / Hour

Weekend Deduction : N/A

Holiday Deduction : N/A

Calculation based on : Basic Salary

**Late Arrival Deduction :**

Rate :  % / Day

Late Allowed :  / Month

Deduction Enabled :

Per Day Calculation :

Half Day Deduction After :  Minutes

Half Day Deduction Rate :  % / Day

Rate :	0.00	% / Day
Late Allowed :	yes	/ Month
Deduction Enabled :	Yes	
Per Day Calculation :	Working Days(incl. WK)	
Half Day Deduction After :	0	Minutes
Half Day Deduction Rate :	0.00	% / Day

**Early Leave Deduction :**

Rate :  % / Day

Early Leave Allowed :  / Month

Deduction Enabled :

Per Day Calculation :

Half Day Deduction After :  Minute

Half Day Deduction Rate :  % / Day

Rate :  % / Day

Early Leave Allowed :  / Month

Deduction Enabled :

Per Day Calculation :

Half Day Deduction After :  Minute

Half Day Deduction Rate :  % / Day

0300200300001-Anmed/Javed (Accounts/Manager)

Date	Regular Overtime			Weekend Overtime			Less Time			Other Deductions				Late/Early Deductions								Absent			Office Out			Total Overtime	Total Deduction			
	Count.	@	Amnt	Count.	@	Amnt	Count.	@	Amnt	H.D. Late			H.D. Early			Late Count		Early Count		L/E Total		Total O.D	@	Amnt	Count.	@	Amnt			Count	@	Amnt
										Count.	@	Amnt	Count.	@	Amnt	Count.	@	Amnt	Count.	@	Amnt											
Total :	0		0	0		0	0		0	0	0	0	0(0)	0	0(0)	0	0	0	0		0	0		0	0		0	0	0	0		

Department : ALL Location : ALL From : 01-09-2023 To : 20-09-2023

[illegible]

Payroll Sheet

Department : ALL			Location : ALL			From : 01-09-2023 To : 20-09-2023													
EMPLOYEE ID	EMPLOYEE NAME	FATHER'S NAME	DPT	DSG	BASIC PAY	TOTAL W.DAYS	CURRENT PAY	ALLOWNCES	O.T	GROSS PAY	E.O.B.I	S.S	P.F	I.T	LOAN	ADVANCES	DED.	FUNDS.	NET PAY
1 (OC0)	Ahmed	Javed	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
2 (OC0)	Supervisor	nill	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
3 (OC0)	Employee 1	nill	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
4 (OC0)	Employee 2	nill	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
Total :					0		0	0	0	0	0	0	0	0	0	0	0	0	0

## Social security contributions

Social insurance contributions are paid monthly based on the monthly basic salary plus housing (paid or in kind) with an upper limit of SAR 45,000, are computed at 2% for non-Saudi employees (note that this is not social insurance, it is occupational hazard), and are paid by the employer. For Saudi employees, the rate is 22% and is paid by both the employee (10% = 9% social insurance + 1% unemployment insurance [SANED]) and the employer (12% = 9% social insurance + 2% occupational hazard + 1% unemployment insurance [SANED]).

## EZCorporate DEMO



### Monthly Salary Slip for The Month of September, 2023

#### EMPLOYEE PERSONAL INFORMATION

Employee Code	: 0300200300001	Pay Scale(BPS)	: ( / / )
Employee Name	: Ahmed / Javed		
Dept / Designation	: Accounts / Manager		
CNIC	: 0	Joining Date	: 2023-03-09
Bank Name	: nil	Bank Account	: 0
Location	: Head Office	Retirement Date	: 2083-03-8
Employee Status	: Management	Old Pay Code	: 0

#### SALARY & ALLOWANCES

Sr.No	Description	Amount
1.	Basic Salary	0
Gross Salary :		0

#### ADJUSTMENT OF RECOVERY

Sr.No	Description	Total Amount	Monthly Instalment	Installments	Balance
Adjustment Of Recovery Total :			0		

#### OTHER DEDUCTIONS

Sr.No	Description	Amount
Deductions Total :		0
Net Salary :		0

Amount(In Words) : Zero Only

\* Computer generated slip, errors and omissions are expected.

1:05

Cash Loan

X

Loan Type

Select loan type

Loan Amount

Enter loan amount

Loan Installment

Enter loan installment

Applying Date

Select date


Reason


Enter reason

Apply


View Loan

1:00





Advance



Advance Amount

Enter advance amount

Applying Date

Select date

Reason

Enter reason

Apply

View Advance

1:37

Leave Application

X

Leave Type

Select leave type

Leave Criteria

Select leave criteria

Leave From

Select date

Select time

Leave To

Select date

Select time

Leave Paid

☒ Yes

☐ No


Reason


Enter reason

Apply

View Balance

1:39





Leave Balance

X

Leave Name:

Casual Leave

Leave Sanctioned:

10

Leave Availed:

Leave Balance:

10

1:43

Reimbursement

X

Category

Category

Source

Source

Service Availed

Select service availed

Applying Date

Select date

Reimburse Amount

Enter reimburse amount

Service Details

Enter service details

Apply

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