




PROVIDING COST EFFECTIVE SOLUTIONS FOR SMI & SME

PAYROLL & HUMAN RESOURCE MANAGEMENT

Secure, Timely & Accurate



-  Payroll Processing at One Click, Take Care of Your Most Valuable Asset - Employee

Market Leader in
Business Accounting Software

www.ubs-software.com

>> BENEFITS

- Flexible and comprehensive reporting
- Auto pay facility
- Multi-level password protection
- Flexible allocation of payroll cost
- It fully integrates with **UBS** Human Resource Management and **UBS** Time Attendance System

UBS Payroll is specially designed to make the payroll processing simple, efficient and accurate to meet both management and statutory requirements. **UBS** Payroll for Windows caters to all government requirements such as KWSP Borang A, SOCSO Borang BA/2/3 and Income Tax EA Form, CP8, CP22, CP22A, CP39 and PCB2(11). With its monthly weekly, daily, hourly and piece rated computation, it has become an effective payroll system for all type of businesses and industries. To make it more convenient for companies, **UBS** Payroll is able to convert the net salaries data to text format via diskette for Banks that offers credit salaries facilities.

UBS Human Resource Management is a specially designed application software to help manage personnel effectively and efficiently for small- and medium-sized enterprises. It is a flexible solution to facilitate the management of standard human resource related procedures via electronic application modules, such as leave and reimbursement / claim application / control, resources requisition, and performance appraisal processes. **UBS** Human Resource Management can be integrated with **UBS** Payroll and **UBS** Time Attendance System.

>> FEATURES - PAYROLL

- A software to ease the task of staff payroll calculation and payment
- 3 mode of payment - monthly, daily and hourly
- Allowances table, user defined overtime, tip point and piece rate computation
- User defined pay slip format
- Monthly salary, EPF, Socso & PCB submission via diskette
- Produces statutory reports such as EPF, Socso and income tax
- Various management & operation reports
- Management reports can be converted into Ms Excel form
- Maintain Personnel/Employee Profiles

>> REPORTS

A. Statutory Reports:

- EPF - Borang A
- SOCSO - Borang BA / 2 / 3
- Income Tax - EA Form / CP22A / CP39 / CP8

B. Management and operational reports:

- Payslip
- Personal and Payroll reports
- Cash denomination
- Net pay by cash / bank
- Yearly employee pay summary
- Leave taken / given reports
- Work force / Turn over analysis
- Payroll Summary - Basic Pay / Allowances / Deduction / Overtime / EPF / SOCSO / PCB

C. Reports to be submitted via computer diskettes:

- Employees contributions / net pay can be output to diskette and sent to bank, EPF, Socso and IRB for accounts to be updated
- Support USB key

Employee

- Employee Personal Details Report
- Employee Personal Listing
- Employee Accident Report
- Employee Children Listing
- Employee Age Report
- Employee Salaries Listing
- Employee Resignation Report
- Employee Retirement Report
- Non-Confirmed Employee Report
- Employee Length of Service Report
- Employee Education Background Report
- Employee Employment History Report
- Employee Working Experience Report

>> FEATURES - H.R.M.

- Trace Employee Salary History, Promotion / Demotion, and Department Transfer
- Monitor Employee Work Performance
- Provide Preventive Measures to Prevent Accidents from occurring
- Ensure that Employee Obtains the Skills / Training Required
- Eliminate Time Consumption in Preparing Certain Standard Documents
- Auto Calculate Annual Leaves Entitled and Annual Leave Balances
- Flexible in assigning day entitlement for every type of leave
- Enable Auto-Deduct Loan Installment in the Employee's Pay
- Avoid Shortage or Exceeding of Manpower Requirements
- Avoid Over Budget for Employee Salaries and Training Expenditures

Employee Society Memberships Report

- Employee Reward / Disciplinary Report
- Employee Performance Appraisal Report
- Employee Job Changes & Dept. Transfer Report

Leave

- Employee Leave Clearance Report
- Employee Leave Summary Report
- Leave Scheme Details Report
- Employee Approved Leave Details Report

Training

- External Training Centers Listing
- Trainer Skills Details Report
- Training Program Details Report
- Employee Training Records Listing
- Employee Retraining Report
- Employee Training Analysis Report
- Trainer Evaluation Report
- Employee Training Program Evaluation Report

Skills

- Skills Codes Listing
- Skills Base Details Report
- Employee Skills Group Report
- Employee Skills Report
- Employee Skills Requirements Report
- Employee Training Needs Analysis Report

Others

- Country Listing
- Claim Scheme Details Report
- Employee Claim Details Report
- Loan Types Listing
- Employee Loans Report
- Employee Loan Details Report
- Employee Resource Details Report
- Manpower Plan Vs Actual Report
- Budget Plan Vs Actual Report