

HRCap

A Comprehensive Web Based HR & Payroll Software.

Just a One Time Investment To:

- Transform your Business to the Digital World
- Consolidate, Manage, and Track Key HR and Financial Functions
- Increase and Enhance Organizational Efficiency and Productivity
- Eliminate Redundant Work and Tasks thru Automation
- Reduce Cost by Using Smarter Reporting Tools to Make Critical Decisions
- Frees Up Time for the Human Aspects of HR
- Scalable; Business Big or Small, ERP Grows as Business Grows



FinPac has been developed by **Technology and Business Solutions Ltd (TBS)** in collaboration with relevant industry specialist and practitioners.

Features & Functionalities

Employee Profile

- Personal Information
- Identification (NID, Passport & etc.)
- Employee's Address (Present, Permanent & Others)
- Work Center (Track Employee's current work station)
- Educational Information
- Training & Certification

Leave Management

- One / multiple leave policy setup according to company rules for different types / groups of employees
- Leave request approval through workflow
- Special Leave approval system by HR management
- Force Leave Deduction
- Forwarding remaining leave to next year
- Leave Calculation & Balancing

Self Service

- Report: Check Attendance maintaining hierarchy
- Actual Investment Declaration
- Income Tax Statement
- Yearly Salary Statement
- Employee can login to their own portal
- Employee will have his/ her own dashboard
- Employee Calendar
- Holidays
- Leave request
- Pay slips and etc.
- Self-Attendance from the application
- Attendance Regularization
- Employee leave balances

- Track Employee Previous Experiences
- Employee Emergency Contact information
- Employee Banking Information
- Disciplinary Action
- Family Member
- Nominee
- Document attachment facility
- Each employee is identified by unique ID.
- Assign Supervisor Manually

Attendance

- Flexible Staff Scheduling / Rostering
- Customize One or Multiple shifts
- Setup Shift wise Office Time
- Holiday Setup by Shift
- Overtime (OT) hourly rate setup / by gross pay / by basic pay
- Regularize attendance / attendance adjustment with approval system
- Finger Print / EM Card / Face Detection Integration / file upload
- Individual employee check-in & check-out system
- Individual employee calendar with working day, weekly holiday, holiday, time-in, time-out, late notification & overtime
- My Reports & Fellow Member's Reports

Rostering

- Daily / monthly/ weekly staff scheduling for the organization/ department / location and etc.

Payroll and Salary

- Salary Component
- Deduction Master
- Grade Management
- Salary Structure /Template
 - Grade / Category
- Bonus Policy
- Prepare Payroll
 - Monthly Earning
 - Monthly Deduction
- Automatic Leave without pay calculation
- Overtime Calculation based on Check In and Check Out time
- Manual Overtime Processing
- Initiate/ Run Payroll
- Gratuity Calculation
- Provident Fund Policy
 - Own Contribution
 - Company Contribution
 - Interest Distribution
- Month end Process of Attendance, Leave, Overtime, Etc.
- Advance Salary Disbursement and Settlement
- Loan Disbursement and Settlement
- Salary Review and Arrears Calculation
- Final Settlement for Outgoing Employee
- Payroll Search Engine (User Defined Searches)
- Yearly Salary Statement of an Employee
- Salary / Bonus Payment Notification
- Pay Slip Generation and Printout

Tax Management

- Income Tax Calculation Based on Bangladeshi Income Tax Act
- Automatic calculate tax for the financial year, and deduct from the salary
- Tax Return Slip Submission on behalf of Employee
- Actual Investment Declaration on behalf of Employee

Configuration & Setting

- Organizational Organogram
- Configuring based on setup
- Role based access

Additional Benefits

- Increase Productivity & Efficiency
- Reduce Expenses
- Comply with General HR & Payroll Software
- Designed & Developed by HR Professionals
- Improve Accuracy
- User Friendly Interface
- Extensive reporting and dashboards
- Powerful Reporting System
- Extended Ongoing Training

Technology & Business Solutions Limited (TBS)

TBS (www.tecbsl.com) is a consulting firm providing IT solutions to Donor Agencies, Government Agencies, NGO's and Multinational Corporations and Overseas clients since 2005. TBS is a member of BASIS and ISO 9001:2008 certified.

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