



**Technology and Business Solutions Ltd. (TBS)**

*- Providing Technology Solutions to Business Needs Since 2005*

*Define-Achieve-Maintain*

**HRCap**

*Managing  
Human Resource  
Capital*

## About Us

Technology and Business Solutions Ltd. (TBS) is a software solution provider established in 2005, providing **customized software application, quality assurance, testing and in-house products** to the domestic and international markets. Our focus and emphasis is to provide flexible, customized, and personalized solutions and services to our clients. Our journey started almost 20 years ago focusing on delivering solutions with the highest quality and standards, and our loyal clients throughout the years is a testimony to our legacy

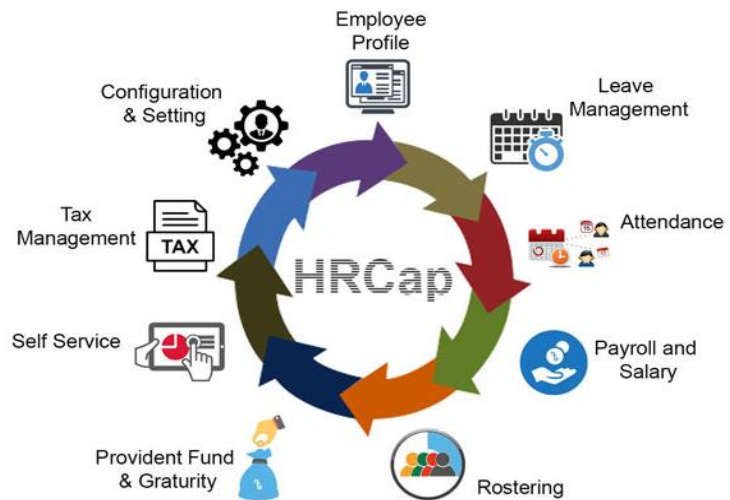
To make Human Resource Management easy to use, seamless and efficient, TBS has designed and developed **HRCap** in collaboration with the HR industry specialists and practitioners. **HRCap** is a comprehensive Web Based HR Software that consolidates all HR activities

- ✓ **Multi-Company**
- ✓ **Unlimited Users**
- ✓ **Easy to Use**
- ✓ **Competitive Price**
- ✓ **Regulatory Compliance**
- ✓ **Mobile Enabled**

*Over 4000 Employees under Management*

## Modules and Features

- **Employee Profile**
- **Leave Management**
- **Attendance**
- **Payroll and Salary**
- **Rostering**
- **Provident Fund**
- **Gratuity**
- **Self Service (Employee)**
- **Tax Management**
- **Configuration & Settings**
- **Digital Notice Board**



### Employee Profile

- Personal Information
- Identification
- Employee's Address
- Work Center
- Educational Information
- Training & Certification
- Work History
- Banking Information
- Family Member and Nominee
- Document Attachment Facility

### Leave Management

- Leave Policy Setup
- Leave Request Approval
- Special Leave Approval
- Force Leave Deduction
- Leave Forwarding
- Leave Calculation & Balancing

### Configuration & Setting

- Organizational Organogram
- Configuring Based on Setup
- Roles & Privileges Management

## Rostering

- Staff Rostering
- Copy Rostering
- Modify Rostering

## Self Service

- Employee Portal / Dashboard
- Employee Calendar
- Self-Attendance
- Leave Request & Approval
- Pay Slip
- Attendance Regularization & Approval
- Employee Leave Balances
- Check Attendance
- Actual Investment Declaration
- Income Tax Statement
- Yearly Salary Statement

## Attendance

- Flexible Staff Scheduling
- Multiple shifts
- Setup Shift Wise Office Time
- Holiday Setup by Shift
- Overtime (OT) Hourly Rate Setup
- Overtime Request & Approval
- Regularize Attendance with Approval
- Device Integration
- Check-In & Check-Out System
- Employee Calendar
- My Reports & Fellow Member's Reports
- Overtime

## Tax Management

- Income Tax Calculation Based on Bangladeshi Income Tax Act
- Automatic Calculate Tax for the Financial Year
- Tax Return Slip Submission
- Actual Investment Declaration

## Digital Notice Board

- Publish Notice by HR Admin
- View Notice in Employee Dashboa

## Payroll and Salary

- Setup Salary Structure / Template
- Company Bonus Policy
- Prepare Payroll
- Monthly Earning & Deduction
- Automatic Leave Without Pay Calculation
- Automated Overtime Calculation
- Run Payroll with Approval Process
- Reverse Payroll and Re-Run Payroll
- Salary Review and Arrears Calculation
- Final Settlement for Outgoing Employee
- Yearly Salary Statement of an Employee
- Salary / Bonus Payment Notification
- Pay Slip Generation and Printout

## Provident Fund & Gratuity

- Gratuity Management
- Provident Fund Management
- PF Loan
- PF Investment
- Profit distribution
- Month End Process

## Loan

- Advance Salary Disbursement and Settlement
- Loan Disbursement and Settlement

## Other Features and Benefits

**Responsive Web Application, Android Application, Dashboards, Reports, Workflows, Roles and Privileges, Multi-Company, Unlimited Users.**

**Current Customers:** C. P. Bangladesh, ASR Group, Weaver Furnishing Limited, Dynasty Furnishing Center Limited, Rasel Incorporation, Moushumi, Shoukhin and Technology and Business Solutions Ltd.

**Other Solution and Products:** Financial Accounting, Sales and Inventory, Procurement, Pharma Solutions, other software solutions and custom software development depending on client need.

**After Sales Support:** Our dedicated support and technical staff is there to resolve any issue, quickly and reliably.

- Online, Telephone, and Email Support
- Support thru remote desktop connection
- On site support if required

**Training:** To operate and utilize the full capability and functionality of **HRCap**, **new** users will be provided with the required training, which includes the following.

- Comprehensive 2 days training (client site)
- Periodic Continual Training (Online or TBS Training Center)
- Training Materials and User Manual

### To Know More:

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Member

