



Payroll Master

Cost efficient & flexible Payroll Package designed for SMEs

INTRODUCTION

Cost Effective

Payroll Master is one of the most comprehensive and flexible packages you can find that gives small-to medium-sized businesses the same benefits that have long been enjoyed by large companies with very expensive systems. With Payroll Master, you reduce errors and time consuming paper work; sort and organize payroll data into meaningful reports for the management; and no longer have to put up with delays in recording, filing and searching for information.

User Friendly and Menu-driven

Besides conforming to the local regulations and pay practices, the package is designed with the user in mind so that any operator can run the system without referring to the manual. Its easy-to-follow menus, navigational facility, logically sequenced and functionally oriented screens, powerful search and select features allows Payroll Master users to operate the way they want to operate.

MAIN FEATURES

- **System Features**
 - Simultaneous updating in multi-user mode (Enterprise Edition only).
 - On-line help menus, context sensitive help and assist operator in data entry and processing
 - Friendly search windows to assist operator in data entry
 - Multi-level passwords per user ID can be defined to prevent unauthorized access.
 - Data can be accessed by any software that support ODBC (Example: EXCEL, ACCESS etc)
 - Provide files for CPF PAL, CPFLine & IRAS Line. (CPF, IRAS Line is available in Enterprise Edition only).
- **User-definable Parameters**
 - Unlimited types of allowances and deductions in a pay period can be defined
 - Overtime, CPF, MBMF, CDAC, SINDA, ECF, SDL, FWL and Payroll Taxes
 - Voluntarily CPF & CPF for overseas employee (Enterprise Edition only).
 - Unlimited Earning and deduction items
 - For each earning or deduction item, the user can define:
 - whether it is CPF deductible
 - add to ordinary or additional wages
 - add to gross wages
 - year-to-date accumulation
 - pay units (hour, day or month)
 - standard rate (per hour, per day, lump sum or %)
 - Mode of payment
 - Duration of automatic earning and deduction
 - Recurrent pay items
 - Hourly, daily, weekly or monthly-rated employee
 - Monthly or half-monthly payment of salary
 - Whether it is based on monthly or annual working days/hours
 - Overtime Formulae
 - Adjustment to CPF - specifically provided to cater for IR8S. (Enterprise Edition Only).
- **Processing Features**
 - On-line calculation of overtime, CPF, MBMF, CDAC, SINDA, ECF, SDL, FWL Payroll tax, Voluntarily CPF and CPF for overseas employee
 - Exception run for resignation and termination
 - Separate or combine bonus calculation in one or more pay periods
 - Prior year pay adjustment or bonus run.
 - New pay adjustment for change of basic pay rate during the month.
 - Negative pay can be carried forward for next month deduction
 - Automatic fixed/recurring allowances/deduction calculation
 - On-line view of pay/allowances/deduction or net/gross pay immediately after each change
 - Exception run for new employee who join during the month

- **Other Features**
 - Maintain annual and medical leave records
 - Maintain employee's salary record for 12 months
 - Prepare payment data diskette for NETS, OUB/ UOB, DBS, Standard Chartered and other major banks (Enterprise Edition Only).
 - Prepare CPF data for upload via Internet
 - IR8SLine data file (Enterprise Edition Only).

REPORTS

A wide range of reports complements Payroll Master. These reports may be selectively printed on hardcopy or view on screen for a particular, a range of or all selected records.

- **Master File Listing**
 - Department
 - Bank
 - Pay item
 - Employee detailed information
 - Employee code and name only
- **End Period Reports**
 - These reports may be printed for each pay period:
 - Working records (detail earnings and deductions)
 - Pay-slip on plain paper or pre-printed forms
 - MBMF/CDAC/SINDA/ECF Listing
 - Community Chest and other tax exempt donation Listing
 - CPF,SDF,FWL Listing
 - Payroll summary by employee and department, mode of payment, the company
 - Leave records & summary
 - Overtime analysis
 - 12 Period salary record
 - IR8A
 - IR8S (Enterprise Edition Only).
 - Appendix 8A (Enterprise Edition Only).

DOCUMENTATION

A comprehensive on-line user manual is provided with each package.

SYSTEM REQUIREMENTS

Payroll Master can run on a single-user or multi-user configuration (Enterprise Edition Only).

- **SINGLE-USER**
 - For a single-user, the following minimum hardware configuration is recommended:
 - Personal computer with a Pentium III or higher processor
 - Microsoft Windows operating system
 - Minimum 64MB RAM for Windows 95/98 and 128MB RAM for Windows NT Workstation, Windows 2000 or XP Pro; more memory may be required to run additional applications simultaneously
 - one CDROM and one hard disk drives (100MB available space)
 - VGA (800x600) display or higher resolution
 - Microsoft Mouse or compatible pointing device
 - laser or DeskJet printer or impact printer
- **MULTI-USER**
 - For multi-user, Payroll Master runs on local area network supported by Novell NetWare Version 5.x and Microsoft Windows 2000 and above.

SUPPORT

SGBIZ HUB is fully committed to the continuing support that comes with our software. Our support includes hot lines, software enhancements and on-going services.

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