

2SOFT SYSTEMS

Complete Turnkey Solutions & Software Customizations

Payroll System

Convenient, Flexible and accurate

Payroll System Overview

2 Soft Systems payroll is designed for maximum flexibility and ease of use. Normal hierarchical operation and design has been replaced with flexible and simple procedure approach. The design is based on an employee pay profile that determines the pay for each employee in the organization. This profile is always active and such the pay slip and bank statement may be listed at any moment without the need for a complex payroll procedure. This pay profile is actively linked to a number of subsystems that are operating independently to the employee pay profile. This is open-ended approach resulting in extremely simple system operation with maximum flexibility.

The program is based on advanced relational data base technology (Sybase Adaptive Server Enterprise, SQL) and provides maximum flexibility, ease of use and performance. Payroll System include recovery program (Target Locking) for data recovery. Customers may order the Arabic or English version. Either option may be ordered in Single/Multi users, and runs on Windows 98, 2000, XP, 2000/2003 Servers (NT Technology).

System Elements

The system is based on the payment, deduction and adjustment entered by the operator to the pay item on employee profile. Pay items are permanent records of the payroll system while adjustments are temporary record of the system for the current month only. The natures of some pay items are explained below.

Pay Item

First of all the user have to define all type of payments and deductions applicable to his payroll. Each pay item consists of a 3-digit code and a description. The program is installed with standard pay item table but which can be customized by each user to his own requirements. Examples are shown below.

- 101 Basic salary
- 102 Housing Allowance
- 103 Transport Allowance
- 110 Overtime
- 201 Loan
- 210 Other deductions

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You will notice that all pay items starting with 1 are meant to be payments and those starting with 2 are defined as deductions. This is part of the design and users are required to adhere to it.

A pay item can be one of three types:

Type "0" pay code is given to pay item that the operator would like to keep on the profile but need to initialize monthly amount to zero at the beginning of each new month. A good example is overtime pay code. By defining this item as type 0 the system will automatically set the monthly amount to zero. The pay item remain on the profile and will be listed on the pay slip even if the amount is zero and show the current year to date value.

Type "1" pay codes are normally assigned to regular pay items such as Basic salary etc.. When the operator select type 1 for a pay item he indicates to the system that he wish to have the pay for this item regularly every month unchanged unless he enter any changes to it.

Type "2" codes are special deductions related to loans etc.. Deduction amount will remain unchanged until the loan is fully paid, the system will report on the pay slip original loan value and balance outstanding. The system will stop the deduction automatically when the loan is fully paid back.

Adjustments

Adjustments are entries normally related to a pay item on employee profile that are entered by the operator to modify the total pay item amount for that particular month. Any number of adjustments may be entered by the operator to each pay code or the subsystems on the payroll. All adjustments related to a particular pay code will accumulate the amount to its respective pay code year to date total.

Subsystems

Subsystems are an integral part of the payroll application and designed to enhance the functions of the payroll. Many subsystems may be added as and when required to perform the different special function required by the user. The most common subsystem is the overtime.

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Overtime system collect overtime hours and calculates pay related in accordance with pay schedule and number of weekly work hours. Subsystem either work with pay code profile or generate adjustments for the payroll.

Payroll cycle

Because of the special design there is no payroll cycle for the system. The system is always active and ready with pay slips, accounting analysis and bank statement. When the operator has finished all procedures and reports for the month , he will be required to close the month so that year to date data are advanced and pay amount are initialized according to type.

Ease of use

Special consideration and effort were put in the design and programming of the system to assist the operator with the handling of the pay profile and adjustments.

Operator may access pay profile in one of two ways, one is to display / modify all pay codes for an employee or alternatively to display / modify a particular pay code for all employees. This enhance operator speed and accuracy, reduce frustrations and errors.

Links between subsystems and the pay profile is totally transparent to the operator. All processing is repeatable without any rigid procedures. The accounting set up make the system applicable to many industries such as manufacturing and contracting.

Payroll Reports

- Pay slip including year to date totals (Forms)
- Department wise earning deduction report
- Monthly ban statement (hard copy, text copy on floppy)
- Earning/Deduction by pay code
- Payroll report by employee number
- Payroll report by employee location/project

- Integrate with time attendance machines
- Integrate with the personnel system