SMART
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SMARTPAL HUMAN RESOURCES SYSTEMS
(Payroll, Attendance, Leave)

- **Smartpay Payroll System**
- **Smartime Time Management System**
- **Smartleave Leave Management System**
- **SmartClaim e-claim System**

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SmartPAL Human Resources Systems (Payroll, Attendance, Leave)

We believe pal is important to all regardless of which stage of life and the industry they are in. Therefore, we too feel that HRMS system can be pal to all employees, HR person in charge. That is why we are happy and excited to introduce our Smart PAL.

1. Smartpay Payroll System

Payroll That Works For Malaysian

No more working with chaotic lists. All salary-related data is automatically calculated. Simply check and approve.

Payroll Software Malaysia

Automate payroll calculation & reduce risks of incorrect payments
Ease your payroll calculation process by integrating Payroll with attendance, leave & claim software. Approved by KWSP, LHDN, SOCSO and majority of banks in Malaysia for salary transfer (including Interbank GIRO).

Save Time with Interlinked Processes

Smartpay automates payroll setup for new employees and transfers relevant data from leave and expense claims – so your employees are always paid correctly and on time.

Effortless Payroll for Everyone

A comprehensive and compliant payroll processing software for happier employees and stress-free managing of payslips.

Payroll Basic Functions

- **Pay slip retrieval**: able to view and print payslip via portal or mobile app
- Able to email password protected payslip to employees in a single click
- **Online Statutory Contributions**: Details like KWSP, SOCSO and EIS are linked to online government portal without any manual input and calculations
- **Online Bank GIRO**: Salary can be linked online to most of the banks in Malaysia
- **Income Tax**: Automatic generation of PCB/EA Form/CP21/CP39 with online submission options (Auto Inclusion)

Payroll Software Report

- Able to customize your own report
- Export report to excel, PDF, or word document
- Monthly payroll summary
- Year-to-date summary
- Reconciliation/ Salary comparison report
- Overtime summary report
- Head count report
- Employee bio-data (eg. employee basic details, career history, training and appraisal details, insurance etc) with photo

2. Smartime Time Management System
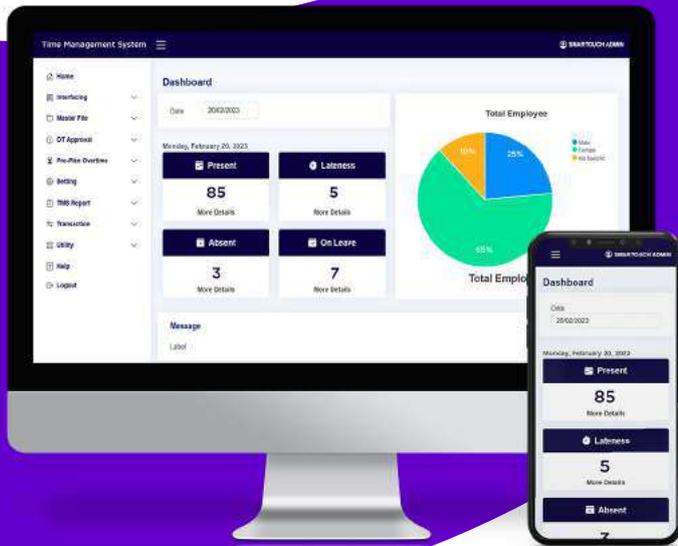
|			
Save time by doing yout planning online instead of using spreadsheets	Reduce payroll costs by carefully monitoring your employee's time and attendance	Cut down on the expences of absences.	Prevent Salary fraud or other wrongdoing

Now on Mobile and Biometric Machines

martouch Time Attendance Software has the option to be either on cloud-based or local installation in accordance to customer requirements and the captured attendance data by

various means will be synced in real-time to the software. Our software has customizable options to create multiple shift patterns with different sets of rules.

Our Options to Capture Time Attendance | Mobile App (Smart Phone)

Integrated with GPS capturing and face recognition features, our time and attendance software allows employees to clock their attendance via the Mobile Attendance App. Rest assured, the feature will detect the right employee is at the right place of work
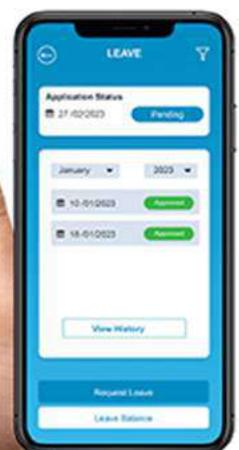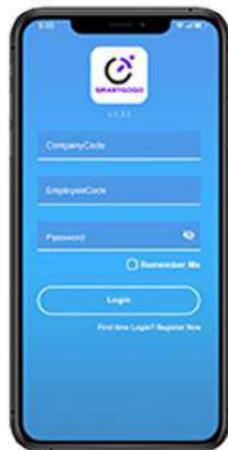
Biometric Machines

Fingerprint Readers and Face Recognition Readers also help to clock attendance and Data is real-time synced to our HRMS software. These face-recognition readers use facial recognition algorithms, and allow temperature detection & masked individual identification as well

Key Features of Time Attendance Software

Smartime Attendance Software supports different features which allows customization and control.

Over-Time (OT)

- Normal OT 1.0, OT 1.5, and OT 2.0 rate
- Flat rate OT
- Early OT calculation: overtime prior to the scheduled shift time
- Off-set OT: Overtime adjusted against the lateness
- Rounding OT hours
- Minimum and maximum OT hours ceilings
- Different OT rates after midnight work
- Dinner break deductions
- Pre-approve OT hours

Daily Allowances

- Supports attendance, transport, meal, shift, health and other kind of allowances
- Allows penalty and partial allowances deduction by many different criterias
- Supports daily and monthly allowances computations
- Supports weekday, weekend and public holiday computations
- Easy parameter settings
- Allows easy updating or edit

Working Hours

- Supports unlimited different
- working patterns
- Supports unlimited rotation duty rosters
- Allows flexible working hours
- Scheduling working hours group (No fixed working pattern)
- Auto-shift (System auto-assign

Overview your data with Time Attendance Report

Daily Attendance Report
Staff details of time-in and time-out, overtime, leave taken, days off/weekends, allowances etc.

Consolidated Reports
Consolidates the late-comers, early leavers, absent & those who fail to clock out.

Performance Report
Monthly & Yearly report on total hours late, absent, unpaid leave and sick days.

Working Hours Summary Report
Month end summary for lateness, overtime, allowances, deductions and leave types.

Individual Attendance Report
Whole month details of time-in, time-out, overtime, leave taken, rest days, allowance etc,. for an individual employee.

Lateness Summary Report
Only shows the late comers on that selected date.

Attendance Ratio Report
Number of employees present per day with attendance ratios.

Movement Report
Movement of any employee.

Exception Report
Reports for exceptional cases and identify odd behavior.

3. Smartleave Management System

Apply and Approve Leave with ease

Sit back, enjoy your break whenever you need to, and leave the managing to us. Our Smart leave allows employees and managers to be in sync with all requests and approvals, leaving no room for delays or neglect.

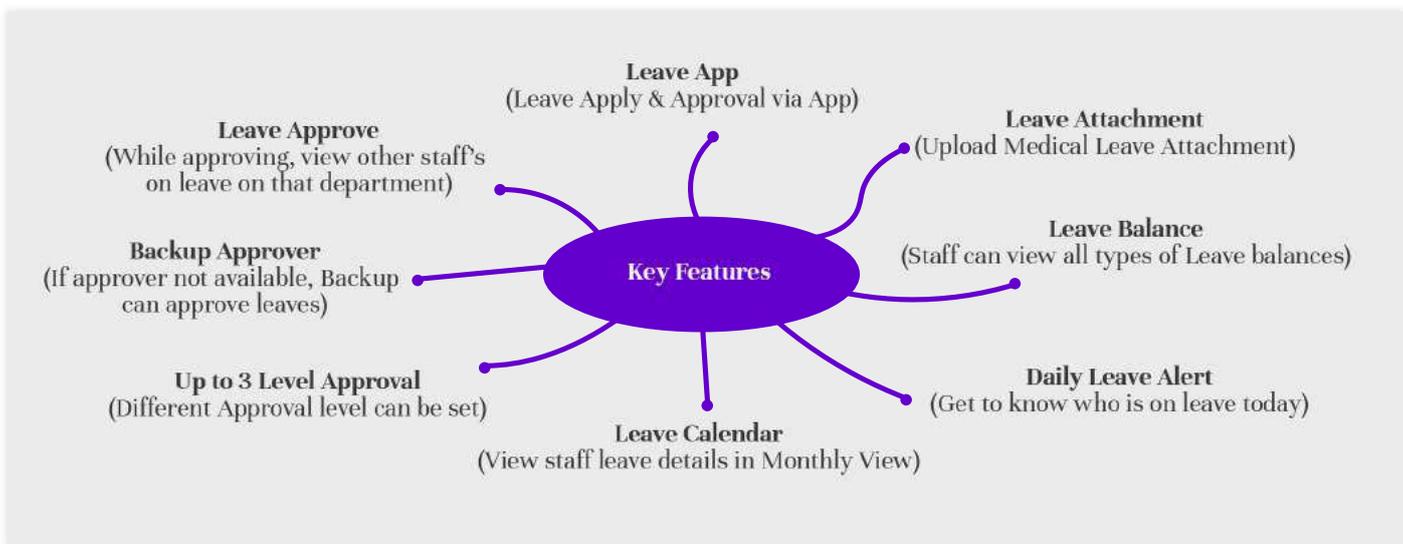## Why Automated Leave Management System is Important?

By automating your leave balance calculation, application and approval, you can save time from manually administering leaves to your employees. Employees can also view the remaining leaves they can apply for through their mobile app.

Manage Leave with Zero Effort

Smartleave management system gives you a detailed overview of leave balances, policies, calculations and schedules to allow you to think and manage ahead of time. Everything will be laid out neatly for you to keep HR on track.

- Centralised data to keep every employee's leave data in check.
- Transparent system to manage policies on a company or individual
- Accurate calculations that sync to your payroll system.

Key Features

Leave App
(Leave Apply & Approval via App)

Leave Approve
(While approving, view other staff's on leave on that department)

Leave Attachment
(Upload Medical Leave Attachment)

Backup Approver
(If approver not available, Backup can approve leaves)

Leave Balance
(Staff can view all types of Leave balances)

Up to 3 Level Approval
(Different Approval level can be set)

Daily Leave Alert
(Get to know who is on leave today)

Leave Calendar
(View staff leave details in Monthly View)

Individual Staffs

- Able to apply leave online via browser or smart phone from office/home
- Able to check their current leave application status
- Allowed to access their own records only
- Able to view print their leave taken reports

Approving person in charge

- First Level & Second Level Approving person in charge can Approve / Reject their employees' leave applications.
- Allowed to view their department's employees leave details only.
- While approving, person in charge can view other employees leave taken details on the same day and the balance leave available for that employee.
- Able to access the reports to view their own employees' leave taken details

HR Personnel

- All leave approval requests will be sent to the Payroll Officer or HR Personnel for final
- Can Approval / Reject the leave applications
- While approving, HR can view other employees' leave taken details for the same day.
- Can view details & summary of leave taken reports for all employees.
- Able to create new, edit & delete employee details.
  Able to assign the rights for the Approving person in charge

Leave Software Report

- Annual Taken
- C. Forward Taken
- Annual Balance
- Sick Taken
- Sick Entitlement
- Annual C. Foward

4. E-Claim Software

Electronic Claim application system

E-claim software allows the employee's to apply their claims via browser or mobile App.

Those applied claims can be approved by respective approving officers via browser / Mobile App link up to payroll Software. This is paperless, convenient fast & easy. Push notification will be sent to the Mobile App for every claim application & Approval

The user can able to upload their scanned documents together with their claim application. While approving the approver can able to view the supporting document for approval. The approved claims will automatically update in to the Payroll System and the claim details can be shown in the employees pay slip

Staff E-claim Management System

- Online submit & manage claim
- A different group of users levels with different claim
- Define claim limit either by claim type or user
- Submit Multiple in one submission
- Submitted claim routed to superior for approval
- Status notification for the claim submission

Smartclaims Eclaim system features

Our Smartclaim supports up to a three-level approval structure, allows for different types of customizable approving officers, and approved claims are automatically updated in the HR Software & Payroll System. before the 3 levels below

Individual Staff Features

- Individual staff can change their username & password for their own preference.
- Individual staff can apply claim online via browser from office / home.
- Individual staff can check their current application status.
- Individual staff are allowed to access their own records only.
- Individual staff can view their approved claim details.

Approving Person in charge

- First Level & Second Level Approving Person in charge can Approve / Reject their employees claim application.
- Approving Person in charge are allowed to view their department employees claim details only.
- Approving Person in charge can access the reports to view their own employees claims taken details.

HR Personnel Features

- All the claim approval request will send to the Payroll Officer or HR Personnel for final approval.
- HR Personnel can Approve / Reject the claim application.
- While approving HR Personnel can view other employees claim taken details forthe same day.
- HR Personnel can view details & summary of claim reports for all the employees.
- HR Personnel can create new, edit & delete the employee details.
- HR Personnel can assign the rights for the Approving Officers.

Claim Reports

- Claim REPORTS
- Claim Entitlement Report
- Claim Cancellation Report
- Claim Approve Report
- Claim Pending Report
- Claim Reject Report