Comprehensive HRM and Payroll Solution

Integrated and Localized Human Resource Management Solution for Vietnam

Human Resource Management Solution built in Microsoft Dynamic 365 Business Central

Developed by NaviWorld Vietnam with the ambition to provide comprehensive management functions, powerful support for all kinds of businesses can operate and manage their human resources effectively.

The distinctive and unique feature is the direct integration with the Dynamics 365 BC solution to adapt all specific business processes. The solution not only support Organization to manage and analyze personnel information, track employee timekeeping exactly, do payroll process easily but also provide the powerful tools to make planning of human resources in future , stabilize and develop the human resources.

Highlights

- Easy to configure system according to multiple layers enterprise model
- Make Roster function, control flexible time attendance by Department and group of staff.
- Provide flexible payroll functions to calculate salary
- Summarize and transfer salary cost to G/L module directly
- Strictly and secure data permission setup by multiple security layers

The comprehensive HRM Solution

Human resource management is an important element in the operation and management of enterprises. Without the suitable and effective human resource management solution, it can be become a big challenge for businesses.

In the context of Vietnam's labor market today, high quality human resources are not only shortage but also widely distributed in many different industries, retaining talent is a big challenge . The Enterprises are ready to provide the interesting remuneration policies to attract and retain talented personnel, high quality resources.

In order to manage the human resources sustainably and efficiently to enhance the strength of the enterprises in general, Naviworld Vietnam developed and provided a comprehensive human resources management solution in MS Dynamic 365 Business Central system. The solution inherits the full standards design of the national solution and localized for Vietnam

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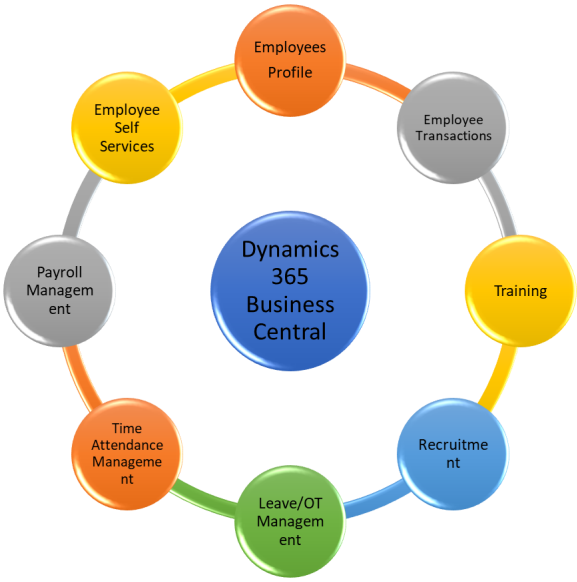
Human Resource Management solution on Dynamic Business Central

- Provides powerful tools to help planning and developing skilled human resources to create competitive advantage in the marketplace.
- Ability to automate complex payroll processes, allow your business to adapt to new challenges quickly.
- Provides a scientific human resource management tool that improves the efficiency and productivity of Human Resources department. The system simplifies management processes, increases employee satisfaction, and reduces costs for businesses



Personnel Management

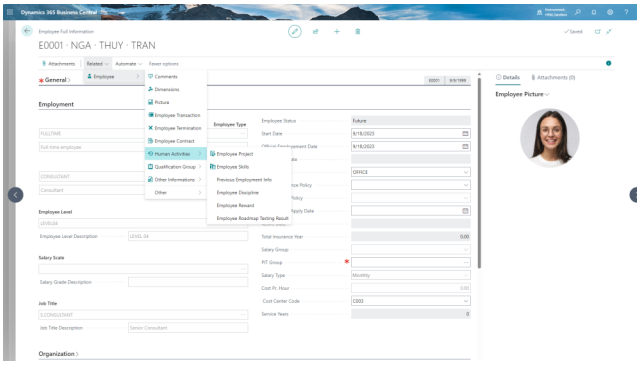
Personnel management module is not only helps to control all HRM processes but also manages all employee information and life cycle within the system. The system provides an overview and multi-dimensional view, helps businesses to orient and optimize human resources most effectively.

Organization Chart setup

- Create all department in company
- Setup diagram of work position and level

Human Resource Data Management

- Manage personal data, qualification, certification and skills ....
- Manage family relationships of employees
- Record reward and discipline events
- Manage personnel's confidential information
- Manage documents information such as expiration date of passport, Visa ...



Employment history of Employee

- Contract Management
- Salary Change Management
- Transaction Management such as promotion. transfer

Training Management

- Manage training process
- Tracking employee training results

Recruitment Management

- Applicant Profile Management
- Manage detailed recruitment process

Performance Management

- Appraisal period management
- Evaluate and keep track performance results
- Calculate compensations, bonuses base on evaluation result

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Time and Attendance

Paperless Automated Visibility

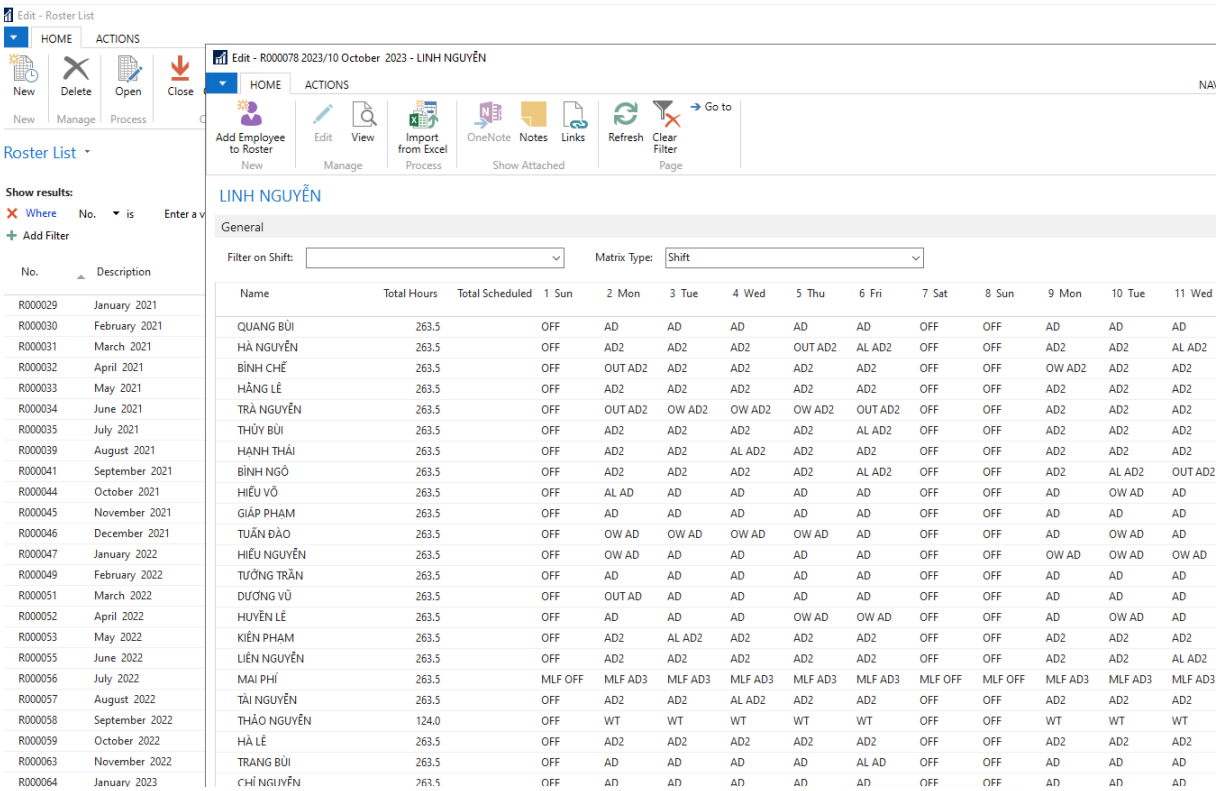
- Easy tracking
- Real-time Attendance
- Calculation exactly

Time Attendance Management

Time Attendance module will help reduce manual workload and paperwork related to timekeeping management. The system support to automate the work schedule setup, time registration process, timekeeping, and provide timekeeping data correct and reliable.

Work Schedule Management

- Allows to set up working time, break time follow required regulation quickly and easily
- Unlimited shift setup, flexibility in shift rule setting.
- Support set up work schedule in roster table: the office staff can be scheduled with shift or work schedules base on the requests of enterprises.
- Support working hours adjustment flexible according to actual schedule after confirm roster schedule.
- In case Employee resigned in month, the system support transfer the employee's calendar to other employee without setting from the beginning.
- The system supports copying work schedules between employees or cloning the Roster, Schedule to save up time operate the system.



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Leave Management

- Allow to define unlimited types of leave according to the Company regulation and Labour law
- Define leave policies including leave budget, advance leave and carry over policy.
- Record and manage employee leave history

Overtime Management

- Control overtime thresholds as the Company regulation and Labour law
- Manage history of employee overtime registrations
- Compare actual overtime with overtime registrations

Calculate and Summary Timesheet

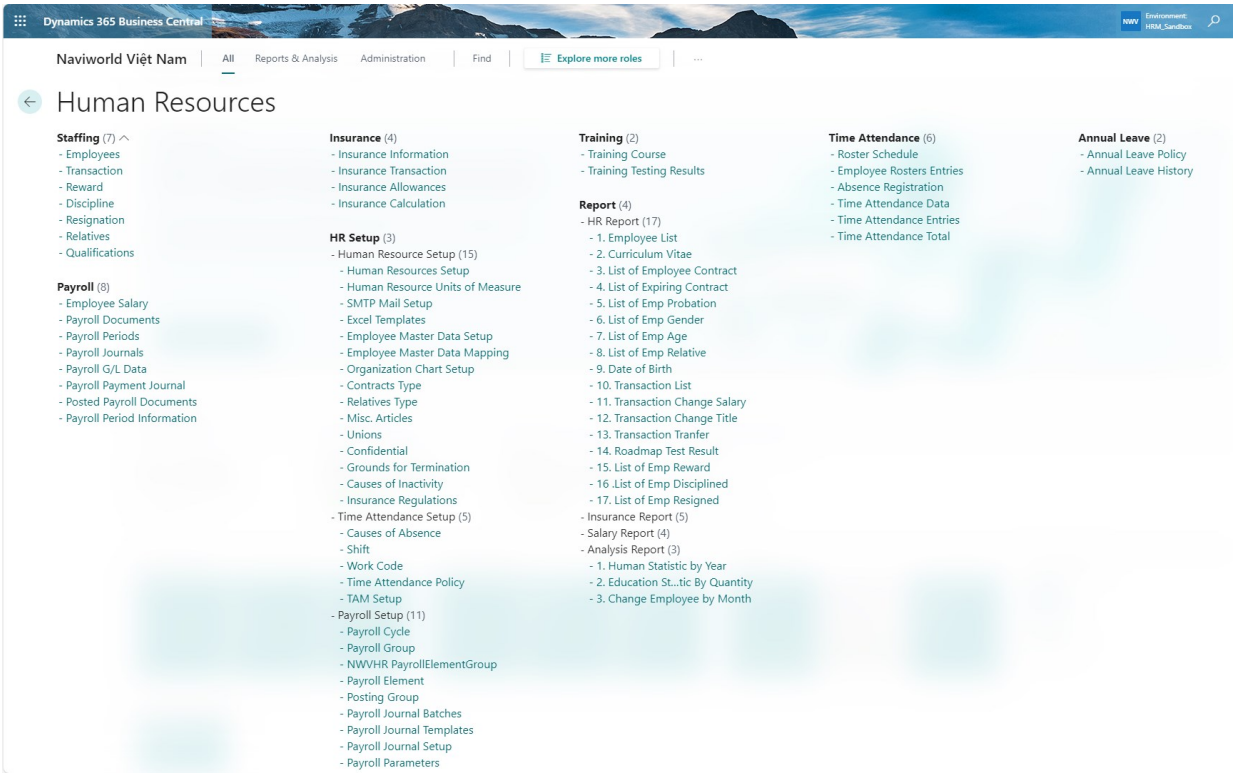
- The system auto collects all registration and timekeeper data, combine with the setup system to calculate time attendance information for each employee in detail and summary.
- Process data by month and transfer data easily to payroll and personnel management.

Adjustment data easily

- The system provides import and export data functions from Excel

Compatible with many type of record attendance information

- Manage time attendance and integrate with Time Attendance Devices: Timekeeper, POS, ...
- Timekeeping data can be imported from MS Excel and MS SQL Server applications



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Payroll

- Flexible
- Exactly
- Easily

Payroll Calculation Management

Increase efficiency, exactly, cost savings, maximum flexibility, ease of operation and maintenance.

Allow HR officer to set up all changes of payroll policies compliance with company and laws (such as Labor law, Insurance law, PIT law ...).

Provide the latest statutory reports as Vietnam regulations

Insurance Management

- Insurance information management
- Insurance transaction management
- Insurance benefit registration management

Payroll Calculation Management

- Allow to define unlimited payroll group, support to calculate salary for many groups in the same company in a flexible way.
- Allow Unlimited definition of earnings, allowances, deductions ...
- Payroll formula, tax calculation, insurance are defined in Payroll formulas, so it is easy to adjust the system according to salary regulations.
- Manage prepay salary, hold salary, pay salary for special situations in real-time.
- Manage employee's payroll and reward information detailing for each payroll element throughout the work.
- Support to transfer, track salary information when integrate with Banking, G/L systems ...
- Payroll notification, send payslip by Email, ESS.
- Intuitive interface, providing reporting data for all specific requirements as well as regulations

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