

<b>HRM and Payroll module for MS Dynamics Business Central</b>		
<b>General Introduction</b>		
<b>HRM and Payroll module for MS Dynamics Business Central</b>		<ul style="list-style-type: none"> <li>- The add-on HRM module which is developed in MS Dynamic Business Central by Naviworld Vietnam.</li> <li>- Localized functionalities which fully comply with Vietnamese regulations (Insurance, Income Tax)</li> </ul>
Code	Functionality	Description
<b>Human Resource Management</b>		
HR 1.0	<b>Employee Information</b>	
HR 1.1	Personal Information	Detailed personal information of employees including database of employee documents, recruitment history, qualifications, working history and family relationships
HR 1.2	Company information	Record some company's information of employee such as bank, PIT code, Service year ...
HR 1.3	Documents	Record ID, Visa, Passport, Work Permit data
HR 1.4	Attached Document	Allow user to attached some documents into the system
HR 1.5	Member	Record information about all organization which employee participate
HR 1.6	Contact person	Record emergency contact list of employee
HR 1.7	Interview history	Allow to record interview history of employee
HR 1.8	Qualification Record	All information about qualification such as certificate, skill and qualification of employee
HR 1.9	Work History	Record work history before join company off employee
HR 1.10	Family Record	all dependents data of employees, support calculate dependent when calculate PIT
HR 1.11	Transaction Employee	transactions such as promotion/demotion, transfer, contract renewal, salary changes
HR 1.12	Contract Employee	recorded all of employee's contract process
HR 1.13	Resignation Process	resignation for employees and record employee's resignation history
HR 1.14	Organization	Setup and display company organization
HR 1.15	Confidential Info	Record employee' Confidential Information
HR 1.16	Bank Record	all information about Bank account of employees
HR 1.18	Alternative Address	History of employee's Alternative Address
HR 2.0		
HR 2.1	Insurance Assignment	Assign all compulsory insurance types(SI, HI, UI) for employees
HR 2.2	Insurance Calculation	Calculate insurance payment for employee in pay period

HR 2.3	Paid insurance	Display paid insurance history of employee
HR 2.4	Insurance summary	Summarize insurance history of all employee
HR 2.5	Insurance allowances	Calculate all allowances which paid by insurance agency such as sick or maternity allowances
<b>HR 3.0</b>	<b>Employee Relation</b>	
HR 3.1	Awards Record	All award event off employee. Allow user to record award amount by currency and pass to payroll
HR 3.2	Discipline	Record discipline event off employee. Allow user to record award amount by currency and pass to payroll
HR 3.3	Devices	Record employee's device issue history and status of devices
<b>Payroll Management</b>		
PR 01	Payroll period	Define payment periods of your payroll system; payroll periods can deviate from time attendance periods
PR 02	Setup Payroll Formula	Setup flexible and unlimited payroll formula based on company payroll regulation. User can create and update payroll formula for each employee type in company if need.
PR 03	Allowance and deduction	Allowances/Bonus management: allows defining unlimited number of allowances (such as night tariff, service charge and overtime compensation), deductions, other income, thirteenth month bonus, etc.
PR 04	Salary calculation	User can perform salary calculation for all company or group of employees
PR 05	Salary 13th	Setup and calculation salary 13th base on company regulation
PR 06	PIT finalization	Full PIT finalization functionality
PR 07	Pay slip	Pay Slip can be viewed and printed for not only the current month but also the previous months for which the payroll has been closed. Pay Slip can be sent automatically by email
PR 08	Salary calculation for Resigned Employees	User can perform salary calculation for employees who resign in payroll period
PR 10	Exchange rate	Apply different exchange rates of multiple currencies for salary and insurances
PR 11	Calculate PIT	Compliance with latest Vietnamese tax regulations and when necessary retroactive calculations
PR 12	Salary for casual labor	Allow user to setup and calculate salary for casual labor as company regulation
PR 13	Salary exclusion	Allow user to exclude some employees when calculate salary
PR 14	Salary withholding	Allow user to keep salary of employee if need
PR 15	Salary Advance	Allow user to process salary advance for employee
PR 16	Lock payroll period	Allow user to lock payroll when complete salary calculation. When payroll was locked, user cannot change data
PR 17	Update Timesheet data	Allow user to import timesheet data into payroll from excel file
PR 18	Show data error	Show data error when system process payroll

PR 19	Transfer cost to G/L	Transfer cost to G/L when payroll period closed
PR 20	Send email	Send notification email when payroll period closed
<b>Timesheet Management</b>		
<b>TA 1.0</b>		
TA 1.1	Shift management	Allow user to define and update unlimited shift according to company work schedule
TA 1.2	Default shift	User can assign default shift for employee if need
TA 1.3	Assign shift	Allow user to assign and update shift for employee
TA 1.4	Time Attendance Machine	Allow to interface with all TAM types such as proximity card reader, fingerprint reader
TA 1.5	Overtime	Allow user to manage and setup all overtime types as company regulation and labor law.
TA 1.6	Lock time keeper	Support user to lock time keeper. When time keeper was lock, user cannot change Shift assignment of employee in this period
TA 1.7	Process timesheet	Get actual time attendance data and assigned shift of employees to process employee's timesheet. System will calculate total worked hour, overtime, come late time and leave early time of employee
TA 1.8	Summary Timesheet	All timesheet data will be summarized and update into payroll function automatically
<b>TA 2.0</b>	<b>Leave Management</b>	
TA 2.1	Leave Type	Set up of annual leave and any kind of other leave such as sick leave, unpaid leave and other leave types. All with their own payment rules
TA 2.2	Annual Leave Management	Accrued annual leave build up or yearly assignment Annual leave policy definition: - leave surplus payable at the end of the year or (partly) transferable to the next year. - Periodic leave assignment policy for other leave types than annual leave - Leave record per day, half day or per hour - Back dated leave functionality - Compensation hours management
TA 2.3	Leave Register	Support user to register leave request for employees
TA 2.4	Compensation leave	Allow user to convert OT hour to compensation leave instead of pay by money
<b>Employee Self Service</b>		
<b>Functionality</b>		<b>Description</b>
<b>Common overview</b>	To provide a web based tool to process leave by entering and confirming leave request by subordinates and supervisors.	
	To provide a web based tool to process over time requests after approval of supervisors.	
	To provide a web based tool for employees and managers to view and when applicable edit, Personal Info, Salary Info and Time-sheet info.	
<b>Leave Processing</b>	Access through your company's ESS web page and the Calendar View	
	A web-based system for handling all types of leave: annual, sick, family, military, court, funeral, etc.	

	Confirmed leave requests are updated in the application database. E-leave data will flow real time into payroll
	Integrated with other modules of HRM
	Allows staff to apply for leave online and to view leave balances without contacting the HR Department. Back dated leave applications are allowed.
	Allows managers and supervisors to approve or reject employees' leave requests from virtually anywhere around the world via the web, thus saving time and eliminating paperwork
	Email notification of leave application and approval/rejection to subordinates and supervisors
	Up to 2 levels of approval can be set per leave type
<b>Self-Employee</b>	Employee access through your company's ESS web page
	Edit and view selected personal information. Edits are updated in the application database. This option is view only for HR , for employee it should not be visible also
	Integrated with other modules of HRM
	View personal salary information. This option is view only for HR , for employee it should not be visible also
	View personal final time-sheet. This option is view only for HR, for employee it should not be visible also
	Selected information accessible for employees is managed through a protected administration web page