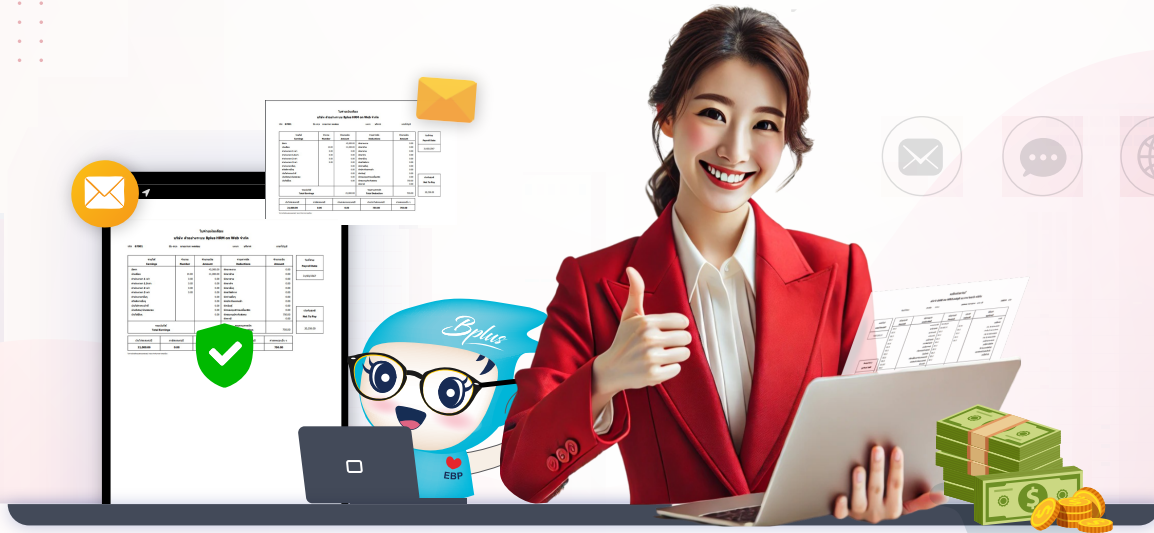# Bplus HRM

e-Payslip

And other systems through E-mail / SMS / Web

HRM/Payroll system for e-Payslip is a supplementary system develop to assist HR for payslip printing for all employees. Originally there print in paper form but presently we can send payslip as Electronic file and send E-mail directly to all employees. Each employees have security password to open their payslip because there only secret for employees and organization as well. HR can send other report to employees via E-mail same as payslip. Specially employees still have an extra channel that very convenience to receive information via SMS and Web base.

Special Feature for e-Payslip

1. e-Payslip is very easy to use, no need to install any program just have a right to access to e-Payslip program and ome easy step for set up as 2 step as below
   - e-Payslip is compatible with HRM/Payroll system up to version 5.1. After the system has been registered. There can use immediately without having to install the program.
   - Set up E-mail before you start. It's easy in case you do not have Mail Server. Mail Free can use to manage E-mail for receiving and sending E-mail.
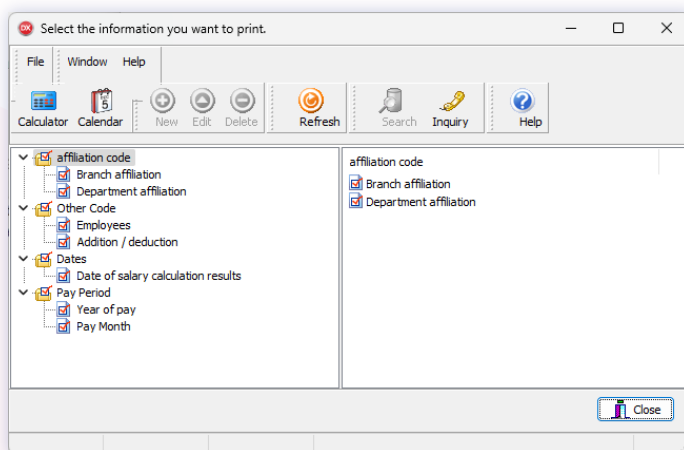

2. e-Payslip has been developed to be easy to use, fast and convenience by simply set up standard system for the first time. Next there can be used continuously without having reset anything again include functional menu and while sending an E-mail to all employees. The system will notify the status of document as a log file to be easy for inspection.
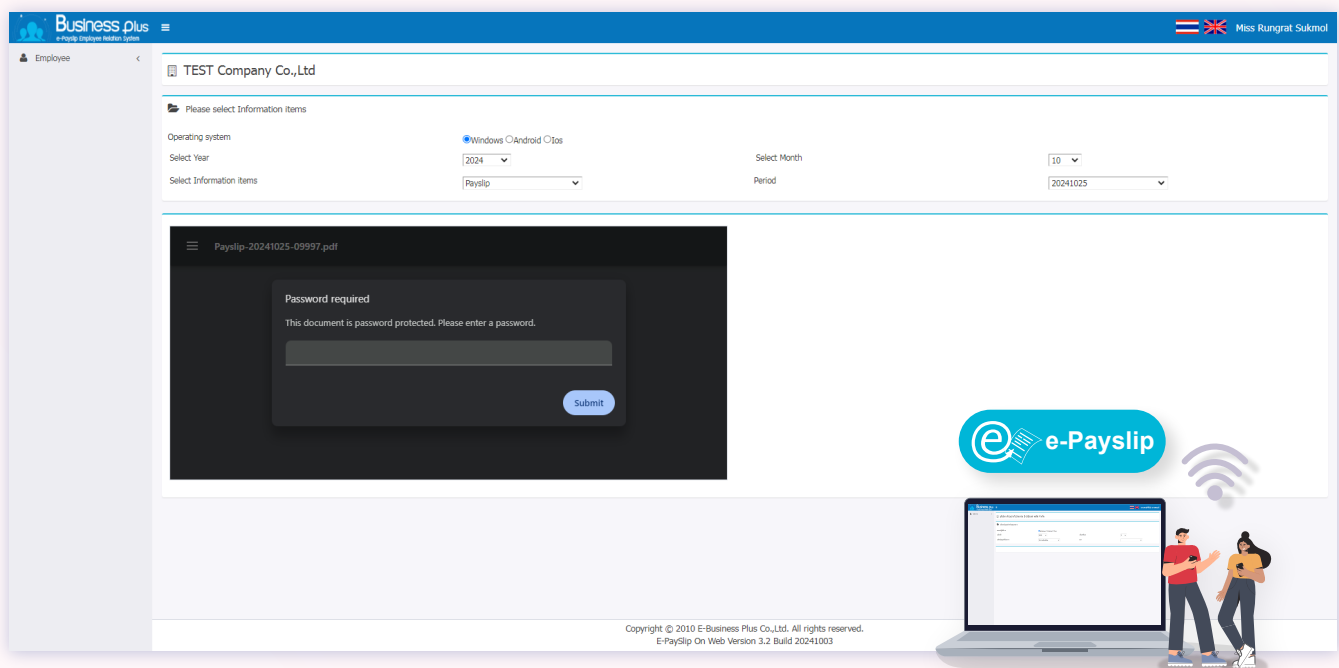
   - The program will print document according to the report format in the HRM/Payroll system by printing in PDF ormat such a Salary. Payslip, summary report of employees, Withholding Tax for 50 Tawi, Salary certificate, Certificate of work.

- Filter can be used to send document by selecting how to send document as whole company, Only some branch, some department or some employees.
- there can be set up to assign the user to send the document via E-mail and set the right to edit an E-mail in employee profile to protect employees information security.
- For any convenience and evident to verify the program. Log file can be recorded the complete details of the transmission. All file are automatically extracted.
- The program will send the document to all staff who specific E-mail only with the ability to check and indicate staff and E-mail that is not valid. To turn back to edit and resubmit.

- There have a system to prevent the opening the report. Security code for each employees because document is very secret that only protect the owner of document to open it Security code can be mix up 8 employee personal information depend on the company policy which provide what information is use to open or change as below details;

  1. Identification ID   **5.** Employees code
  2. Date of Birth   **6.** Employee Number
  3. Card expiration date   **7.** Start working date
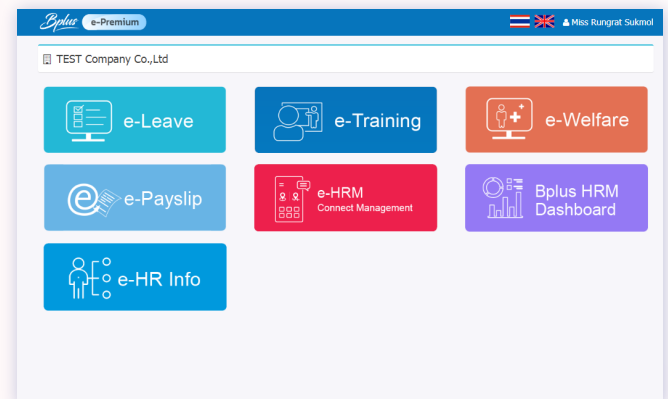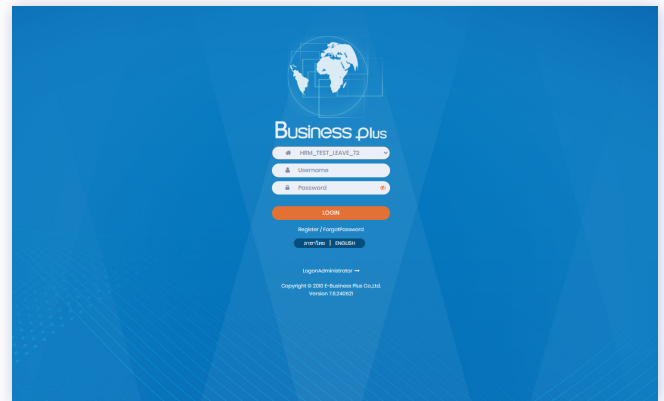 **4.** Telephone Number   **8.** Payslip security code

- After receiving your payslip via e-mail. Employees will be able to view the payslip which before the opening there have to be input the security code correctly as require by HR Department. The system will display information in the report but if it incorrect, there cannot view data in the report.
- In case some server does not allow sending e-mail as PDF file. User can set the program to change the file extension from PDF to be PDF so that cannot remove from the mail server when the user receive.

Payslip and other document via web (e-Payslip On Web)

- Bplus e-Payslip on Web is the system that enhanced by e-Payslip to make it easier for employee to use. This system can display PDF on the web page depend on base salary. After send information successfully staff can check the information immediately.

Special Feature for e-Payslip On Web

1. e-Payslip on Web feature can be use very easy. No need to install the program. Just put the program file into the server and select the database to meet the requirement. Once completed, double click from the program through the browser to access the program immediately.
    - e-Payslip On Web compatible with the Payroll program up to version 7.0
    - e-Payslip On Web must be compatible with e-Payslip to read the PDF file after the e-Payslip has been prepared completely.
    - For Client no need to install the program is just access through the web browser. There can view document through the web page.

2. Feature of e-Payslip On Web has been developed to enhance e-Payslip efficiency. Employees can check payslip or other related document through the web very easy. The system by e-Payslip prepare for the information. It also has a simple and easy access screen for easy monitoring.
    - Display in 2 Languages as Thai and English.
    - Employees can set their username and password before login via web base system.
    - The system can prevent the opening of reports from other people. The password as defined in the e-Payslip system due to Payroll submission is very important for employees. This protect only the owner user to access and open them
    - After enter to the page, employees will be able to view the payslip which identify password properly before open. The system will display data in the report. But if the password is incorrect, it will not be able to see the report

- The system will display document based on the report form of the payroll system in the PDF format such as Payroll Slip, job summary report and Tax and salary certificate etc.
- There can choose to display the document report up to 10 years. And still select the document according to the payment period
- Reduce the period of time for HR to send back the document to employees. Because each employee can download document through the web by themselves.
- Self Service is easy fast and useful and also allow employee to monitor and recheck their data manually anywhere anytime.

The Value of Bplus e-Payslip on Web

e-Payslip and e-Payslip On Web provide value for your organization. Cost effective for both HR and employees to help saving cost, time and optimize performance in long term period.

1. Reduce cost in the long term period

1. Save money to purchase payslip paper.
2. Save money to purchase the ink and also for the maintenance cost.
3. Save on over time cost.
4. Save on the document storage space.
5. Save time and money by sending the document to employees who work outside the office or branch.
6. Saving time for document monitoring by anywhere anytime.

2. Time Saving for both HR and Employees

1. Reduce time to process such as waiting for printing and sealing payroll slip.
2. Reduce time to distribute payroll slip to employees and sign the document one by one and change the way for sending via E-mail.
3. Reduce any mistake via distributing to wrong employees and avoiding for employees does not receive the payslip.
4. Payroll Slip can be sent individually in case of employee request to resubmit.
5. Due to using through the web base system, reduce the time for HR to send document because employee can check their own data in any document.

3. Increase convenience, and speed of work effectiveness

1. Enable the HR's works faster than ever.
2. Easy and convenience for facilitate document keeping in the electronic file format.
3. Assist employee who work outside the office or branch can receive the payslip ontime and faster and no need to wait the document from the head office.
4. Employees can check the document through the web page and can download document anytime.

4. Enhance performance and corporate image for organization

1. Prevent the confidentially of information as an electronic file format.
2. Assist HR to get more time to improve and optimize the organization performance.
3. Enhance the corporate image by using modern technology in the organization.