

MANAGE MISSION & RESOURCES

For over a decade Paysoft have been the market leaders in affordable and trusted HR and Payroll software solutions for small and mid-sized companies in the UAE. We have designed PaySoft as an integrated set of HR solutions that bring greater organization and effectiveness to the full range of Human Resource functions and responsibilities. One size does not fit all companies, so we have made the software modular to adapt to your companies needs.

PaySoft HRMS has been designed and developed by professionals to meet the specific requirements of Middle East. Designed by HR and finance professionals, PaySoft includes the most modern technique to ensure the smooth running of the package. PaySoft is designed to manage the needs of organization with the facility of creating unlimited number of employees, department, cost center, divisions, groups etc.

MODULES

HR

We offer an affordable and complete HR solution for all types and sizes of business. This modules makes it easy and to manage the HR starting with collecting of employees information. The dependents details are linked with the particular employee with details of passport and visa. A reminder function is provided to generate a reminder of the expiry of the passport and other visa related documents prompting the user to do the needful.

Payroll

Payroll is generated based on the work hour entered for a particular employee for a period. The calculation of Overtime is based upon the labor law of the region but gives the user the option to predefine the rates for the same. The payroll is ready on just a click once the working hours are entered. This module generates various reports like the salary transfer letter to the bank for the employee's whose salary is transferred to the bank with bank name and account number. A detailed report is generated for the employees whose salary is paid by cash or cheque.

ESS

Employee Self Service (ESS) enables the employees to logon to the system and submit a request for leave or short leave. The screen shows the employee the number of annual leaves balance and the number of sick leaves taken. This module enables the management to approve or reject a particular leave application and send it to the employee online reducing the paper work and the time to keep the records of the application.

Job Costing

Multiple jobs (Projects) can be created in the system and allocated to different employees working hours. This helps the user to calculate the number of hours on a particular project an employee has worked, which enables the user to find a project cost in terms of salary.

Training

Paysoft administers the internal training needs of an individual in each department, schedule and prepare the training programs, manage certification and cost associated with the same.

Recruitment

Recruitment modules help to organize the database of the qualified applicants, matching job requirement with the database streamlining the hiring procedure by organizing interviews and appointment.



PaySoft



iPaySoft
STANDARD



iPaySoft
PROFESSIONAL

Paysoft is a complete HRMS package with ultimate distinct features to suit the Middle East market.

PRODUCT FEATURES

- **Time Machine:** Paysoft can be integrated with time attendance machine. The program collects the data (CSV format) from the terminal and runs the attendance entry from the machine saving the time and effort of entering it manually.
- **Reports Exporting:** The reports in Paysoft can be exported to excel, word and PDF formats enabling the user to do further modifications to it as per there requirements.
- **Multiple leave Salary:** The employees leave salary can be set at the company master level as well as the employees can be created with different leave salary settings allowing the user to generate reports and calculations as per requirement.
- **Allowances and deductions:** Unlimited number of temporary allowances and deductions can be created in Paysoft.
- **Loans and Advances:** Tracking and reporting of loan details and payback status can be done in Paysoft.
- **Assets:** Record of the assets issued to the employee is kept in paysoft. The end of service calculations and report shows the assets issued to a particular employee enabling the user to keep a track of all the assets.
- **Document Attachement:** Passport, Visa, Labour card and image of the employee can be attached to each employee record.
- **Reminders:** An automatic reminder is generated from time to time from paysoft showing the expiry dates of the documents like Visa or Labour card of the employee.
- **Unlimited Categories:** Unlimited number of departments, division and groups can be created in Paysoft enabling the user to list and manage the employee of different status. It eases the reporting part as the reporting can be done based on this categories.
- **Multiple Shifts:** Multiple shifts can be created based on the type of the business allocating different shift hours to different types of employee.
- **Direct Deposits:** Salary can be deposited directly to the bank using the file updation formats of different banks. Saving the time and effort of the finance department to do the same manually.
- **Accounts Integration:** Paysoft can be integrated to all major sage ERPs thus reducing the work of data entering to the finance software.
- **Security:** Paysoft comprehensive security is built to protect against unauthorized access to sensitive information held in the system.

Human resources

Employee Master
Accrued Leave
Gratuity Calculation
Increment
Bank (Employee / Employer)
Jobs
Holiday
Department
Designation
Sponsor
Ticket Allocation
Passport Details
Visa Details
Labour Card Details
Asset Details
Driving License
Leave Summary
Ticket entitlement
Employee Work History
Performance evaluation

Payroll

Daily attendance
Monthly Attendance
Read From Terminal
Payroll - Monthly Process
PaySlips
Allowance (Fixed & Variable)
Deductions (Fixed & Variable)
Loan Entry
Leave Salary
Cost Centers
Shifts
Leave Type
Accounts Integration
Provision Names
Payroll Settings
Leave Salary Settings
Sick Leave Settings
Salary Settings
Employee Salary Report
Bank Details
Daily Punch Report
Job Report
Monthly Summary
Audit Trail
Over Time Calculation



Middle East Distributor

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