Smart Solutions
الحـــلـــول الـــذكـيـــة
integrated business software
أنظمـــة الأعـمــــال المتـكامـــلة

Payroll and Personnel system allows you to keep track of all your employees data including Payroll data, Personnel and leave data allowing you to make more informed decisions. Following are some of the features of this system.

FEATURES

KUWAIT LABOUR LAW: The payroll system is adapted to the labour laws existing in Kuwait for computing labour benefits such as Leave, Indemnity, Sick Leave etc. These rules can be changed to suit individual companies.

DOCUMENT EXPIRY: All employee documents which require renewal are tracked by the system and reports can be generated to inform management whenever any employees documents need to be renewed thereby eliminating any problems with government agencies. Details of important documents such as Passport, Residence, Civil-Id, Driving License etc. can be stored in the system.

EMPLOYEE HISTORY: The system keeps full history of employee data including payroll history, leave history etc. This allows management to make more informed decisions regarding the employee.

EMPLOYEE IMAGE: You can store employee photograph in the database. This is very useful for top management if the company employs a large number of employees. Management can quickly relate to employees data if they can view the photo of the employee.

PROJECT-WISE PAYROLL: For companies dealing in multiple projects, This option is ideal to know the expenses incurred as salaries for each individual project. The system handles all relevant transactions such as Employee transfers between projects and the breakup of employees salary for each project.

EMPLOYEE INVENTORY: This option allows you to keep track of items issued to each employee. This helps management to keep better control of stock by reducing the chances for misuse. It is also useful during employees retirement or termination to know which items need to be reclaimed from the employee

ELIMINATE PAPER-WORK: By keeping all employee records in a computerized system, you can eliminate all the wasteful paper-work required to keep track of employee data and also reduce the time required to search for employee details. By keeping all details in a computerised system, you have all the necessary information at the tip of your fingertip.

QUICK REPORTING: You can now generate monthly reports such as Payroll register, Bank Statement, Cash statement, etc. in a matter of minutes instead of days. All complex calculations such as Overtime, Absent Deductions, Sick Leave, etc. are computed automatically by the system. You can generate the reports based on departments or Projects.

ADVANTAGES

COMPREHENSIVE SECURITY: You can limit the type of data users can see when the use the system. Sensitive data such as employee salary and allowances can be hidden from normal users. You can also restrict which options can be accessed by each user.

BANK REPORTS: If you are paying employees through bank, the system includes all necessary reports to be submitted to the bank each month. If you have a large number of employees, the system can even generate the necessary data for the bank on a diskette as required by some banks in Kuwait. This facilitates the bank in crediting the employees accounts accurately.

KEY FEATURES

- Search Employee either on Employee code or Name.
- Print all reports on Screen, Printer or ASCII file.
- System can switch easily between English and Arabic.
- Maintains full history of each employee regarding Salary Paid, Leave Taken, absent record etc.
- System can be integrated to Accounting to update Employee Loans, Project expenses etc.
- Generate graphs to analyse department wise or project wise breakup of salaries.
- Automatic indemnity computation during employee termination or resignation.
- Allows employee salaries to be kept on Hold to be paid at a later stage.
- Menus and other user-interface elements are kept consistent with Smart Accounting and Smart Inventory in order to allow users to easily switch between one application to the other.
- Automatic recovery facility allows payroll generation procedure to be rolled back to original state in case of any problems while generating payroll.
- Validation rules ensure that conflicting data is not entered in the system.
- System handles both temporary and permanent employees.
And much more...