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HUMAN RESOURCE MANAGEMENT SOFTWARE VIETSOFT – HRMS

(Software with high quality and reasonable price – For both productivity-based and time-based payroll)

1. THE BENEFIT OF SOFTWARE:

- Helps to manage manpower effectively;
- Cuts down a half of manpower for Human resource management, but information supply will be improved;
- Allows following manpower fluctuation quickly;
- Meets international standards for labor management SA 8000.
- Allows controlling employee’s working time (marking attendance) effectively with low expenses;
- Forms productivity-based wage and time-based payroll, reducing manpower for payroll forming with high accuracy;
- Controls advance payment, Social Insurance and Health Insurance payment process of employees.

2. HUMAN RESOURCE MANAGEMENT:

2.1 CV management:

Functions:

- Manages CV of employees (direct and indirect employees) of company with following info:

o Employee ID	o Native Country	o Direct / Indirect
o Surname	o Permanent resident	o Factory/ Department
o Name	o Temporary resident	o Group
o Birth day	o Telephone No.	o Worker Grade
o Birth place	o ID card No.	o Starting working date
o Sex	o Issue date	o Ending working date
o Sewer (Yes/No)	o Issue place	o Position
o Nationality	o Foreign language	o Specialty
o Religion	o Education level	o Organization/ Union

Main reports:

There are following groups of reports:

List of employee reports:

- List of employees in company (select to print: all, of selected group, working, quitted job);
- List of employees filtered by native place;
- List of employees filtered by selected information;
- List of Admin officers;



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- List of employees in trade union.

Employee CV reports:

- Employees CV with selected info (including family relationship);
- Report on employee seniority (you enter the date);
- Statistical info of working employees until date (you enter the date);
- List of employees to entire to date (you enter the date).

Reports for Governmental Offices:

- Foreign labor of first/last 6 months of year;
- General labor report of the first 6 months of year;
- Labor report of the whole year;
- Labor statistical report;
- List of employees with registered labor book;
- Women labor statistical report.

Additional reports:

- List of employees has birthday in a day (you enter the date);
- List of returnees (from army);
- Martyr's and wound soldier's family.

2.2 Task control:

Functions:

- Controls working process of employees before starting working in company.
- Controls working process in company.
- Controls changing working places/ positions of employees.

Main reports:

- Task decision for employee.
- Employee working history (of selected employee or of selected group).

2.3 Labor contract management:

Functions:

- Manages labor contract of employee.

Main reports:

- Labor contract for each employee;
- Labor contract for trial work;
- List of employees have expired labor contract (select factory/ department for printing);
- List of employees have not expired labor contract (select factory/ department for printing);
- Declaration for receiving working book;

2.4 Wage control:

Functions:

- Controls wage level of employees (according to the Governmental coefficients and actual received amount in company);



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- Controls allowances.

Main reports:

- Report on wage raising process of each employee.
- List of allowance of each employee.
- Report on wage changing process of company.
- List of employees with wage level to be raised in date (you enter the date).

2.5 Reward / Comment:

Functions:

- Form decision for rewards and comments for each employee. This decision will be the basis for wage and allowance increasing or reduction.
- Controls working evaluation grade of each employee.

Main reports:

- List of rewards and comments for all employees for selected period or year.
- List of reward amount (money) for 6 first months and of the end of year according to the working grade.
- Report on additional payment for holidays (2/9, 30/4, New Year....).

2.6 Accident:

Functions:

- Manages working accident situation and expenditure of company for accident.
- Forms reports on accident for Labor-Martyr-Social Ministry.

Main reports:

- List of accidents of all employees for year (you enter the year).
- Report on accidents for first months of year and for whole year.
- Analyzing report on accident s according to the company type.
- Document set for emergency aid.

2.7 Evaluation and training:

Functions:

- You input content of evaluation for each requirement such as Information, English, profession level.... As the basis for training planning.

Main reports:

- Report on evaluation of each employee or all employees.
- Training plan for each requirement.

2.8 Management qualifications:

Function:

- Management degree, certificate, certification of employees.

Main report

- List of qualifications.



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2.9 Social and Health Payment Process Control:

Functions:

- Forms reports on Social Insurance payment for Insurance Office and calculates subsidy for stopping working for each employee.

Main reports:

- List of employees with increased Social Insurance payment.
- Declaration for Social Insurance payment;
- List of employees join the Social-Health Insurance (02a-TBH).
- List of employees with changed Social-Health Insurance payment (03a-TBH).
- List of employees apply to adjust Social Insurance profile-Health Insurance card (03b-TBH).
- Decision for work stopping according to the personal application and according to current regulations.
- Document confirming the Social Insurance payment process.

3. MODULE MARK ATTENDANCE:

Main characteristics:

- This marking attendance solution helps to calculate working time with complex working regime, and can be connected with different modern marking attendance technology such as barcode, proximity, and finger identification machines...

Functions:

- Calculates total month working hours, overtime hours based on working regulation of company.
- Controls total overtime hours for employee.
- Controls employee absence.
- Controls employee annual leave.
- Supports publish barcode of employee ID (for making barcode card);
- Supports mark attendance for employees, who go on business trip (can not come to mark by marking attendance card).
- Suitable for companies working with multi shifts.
- Links data from different marking attendance machines.
- Calculates total working time and forms marking attendance report.
- Forms planed leave of employees.

Main reports:

- Mark attendance for each month.
- Return on working hours for each employee or each group or all employees for each day or for selected period. (You select day or period).
- List of employees come to work late or leave early.
- Overtime report of each employee, department, or group for month or year or selected period.
- Annual leave year record.



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- Employee absent in day.

4. MODULE PAYROLL (USED FOR BOTH PRODUCTIVITY-BASED AND TIME-BASED WAGE PAYMENT METHOD):

5.1 Contract Control (used for productivity-based payment method)

Functions:

- Controls contracts, customers, type of contract, and other information of contract.
- Controls style, order info and delivery date for each order of contract.

Main reports:

- Contract information.

5.2 Operation Breakdown for style (used for productivity-based payment method)

Functions:

- Forms Operation Breakdown for each style (you can make copy from old style or standard operation breakdown).
- Calculates price for each operation based on standard time and worker grade.
- Calculates production norm and required number of workers for each operation.

Main reports:

- Operation Breakdown of style.

5.3 Productivity control: (used for productivity-based payment method)

Functions:

- Keeps quantity of products for each operation, each operator for each day (You also can used this info for production progress, productivity control).
- Total up productivity of each style for many production line in day or for time period.

Main reports:

- Return of operation productivity.
- Production line status (balanced or not).

We can supply you barcode system for production control. This will help you cut down ½ man power for production control and wage calculation with more timely updated production progress information.

5.4 Payroll calculation: (used for both production-based and time-based payment method).

Functions:

- Calculates productivity-based wage for each operator based in operation productivity and unit price (from Operation Breakdown).
- Calculates time-based wage for each employee, based in the wage level (in HRMS module) and actual working time (from marking attendance module).
- User can define other irregular payment.



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- Calculates total productivity-based and time-based (you can define payment method for each group and department) other types of allowances and payment such as reward, leave, additional allowances (holiday, woman with baby....), advanced payments, insurance, personal tax, and Union fee... and **forms final payroll automatically.**
- Controls Insurance Social & Medical Insurance payment process.
- Controls advanced payment.

Main reports:

- Productivity-based wage pay sheet (total and detailed for each employee, group...).
- List of operators did one operation (select operation).
- Advance pay sheet for each employee and for each group/department.
- Monthly pay sheet.
- Payment slips for each employee.
- And other reports.

5. QUALITY AND SERVICE:

- The software is designed for good data control;
- Back up data is available for preventing data losing in case of computer break-down;
- One-year guarantee and lifelong maintenance.

Contact information

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