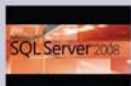




Specifications

Features	Benefits
Integrated and Comprehensive	Fully integrated between modules and highly adaptable for any compensation scheme. Comprehensive features: fully parameterized, GL integration, uploading and downloading facility, government tax reporting, Jamsostek, electronic bank transfer, organization chart, more...
Excelsoft TaxCalc®	It is the payroll calculation engine that has been the most prominent tax calculation engine in Indonesian market with thousands of satisfied users. Accredited by Reputable International Consultants, Government bodies, and Universities.
Flexible Tax Calculation	Allow flexible compensation scheme, such as Gross, Net, GrossOnNet, mix calculation. Features includes multi-currency, multi-company, severance payment, etc.
Tax Saving	Assurance of no excess tax payment and automatic tax finalization regardless of the tax case. Automatic tax calculation for broken period, equal tax distribution to avoid excess tax payment, transfer to other branch / company, etc.
Flexibility	Built-in a high degree of parameterization at every level of operation from company setting. ledger interface, to reporting format with unlimited compensation schema combinations should accommodate any of your business requirements.
Compatibility & Portability	Client/Server Database Engine employment can handle over millions of employees without deteriorating its speed, performance, securities, and reliability. Remote access via internet, private network, or dial-up is fully supported. You can start without database engine and then migrate to database engine whenever it becomes necessary to save cost.
Multi level security	Security levels can be configured by : <ul style="list-style-type: none"> • User / Menu leveling • Multi Div / Dept leveling • Active Directory Window • MS SQL Full Security Configuration • Division / Dept / Section / Sub-Section Level
Easy and Flexible Reporting	Any of the following methods to get reports : <ul style="list-style-type: none"> • Standard reports • Build-in Query Wizard for user-defined report • Reusable user-defined report query • Third Party reporting Tools • Using MS Excel (Via ODBC)
Context Sensitive On-line Help	Built-in a comprehensive screen "lookup" with a single F1 key access. A Thorough user reference manual is entirely built on HTML with simple access via MS Explore. <ul style="list-style-type: none"> • Easy configuration and access • Support centralize HRMS database • Support multi-company & multi-currency • User friendly set-by-set implementation guide
Easy & Step-by-Step Implementation	A user-friendly user manual and step-by-step implementation guide are available to help to speed up and to ensure a successful implementation. Professional trainer and well-trained engineer are available to ensure success implementation.

Powered By



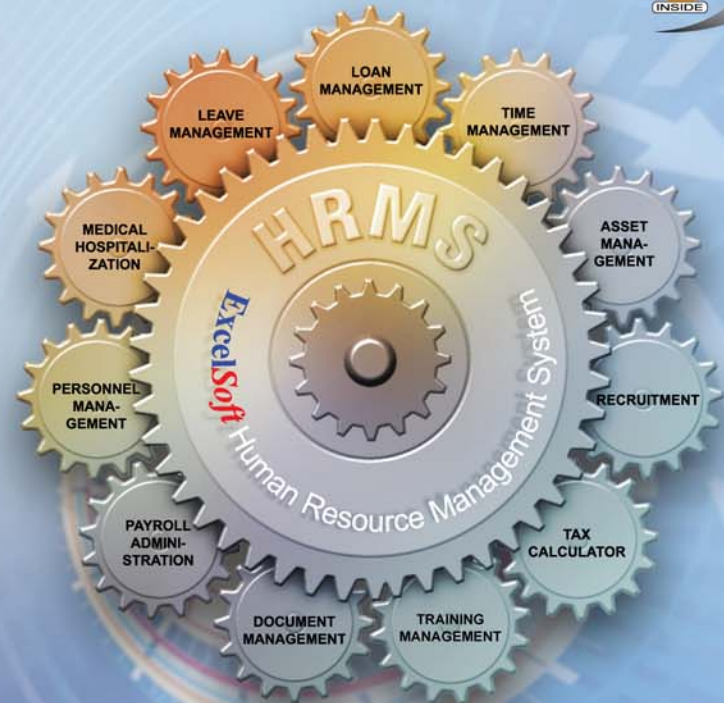
The content of this brochure is a summary in nature and subject to change. It is intended for general information only. Details and specifications concerning the use and operation of any of these excelsoft's products should be sought in the applicable technical manuals , available thorough our sales representative.

Excelsoft is a trademark of PT. ExcelSoft Technology. IBM DB2 is the trademark of International Business Machines Corporation.

For more information :
 About this product, our company, or other products information, please call +62(21) 5830-4848 or our business partners or email us at sales@excelsoft.co.id or, if you have access to the Internet, please visit our website at <http://www.excelsoft.co.id>

ExcelSoft® HRMS

Human Resource Management System



- FLEXIBILITY ◀
- SECURITY ◀
- PORTABILITY ◀
- PERFORMANCE ◀

Powered by :
ExcelSoft



System Overview

The Support

Training

Comprehensive and hand-on training to ensure you to get the best out of the HRMS system.

Implementation

Setting up the system according to your requirements and needs. We help to jump start by providing guideline and extensive consultancy experience for a speedier implementation.

Comprehensive Manual

The most advance contact sensitive help is built-in to ensure the user receives the first hand help at any point.

Help Desk

Our technical support will immediately respond to your needs and answer question promptly.

User Conference

Every year a user conference is held not only to inform user about the latest product upgrade and direction but also the crucial feedback directly from the end-user as our reference for the future development needs.

Regular Update

Updating on-line is available via our website to ensure that you have the first hand update upon available. This way you would have the latest statutory requirements and new system features.

Customization

Specific administrative requirements unique to your organization can be developed as needed.

Human Resource is considered to be the most important asset for any company regardless of the size, the investment, the type of business, and wherever they are. Without a proper human resource management, the company growth, substantiality, reliability and productivity will be at stake. Recognizing the urgency, Excelsoft creatively developed a highly sophisticated system achieve such aim. The system comprises of several modules that can be either deployed independently or as an integrated system.



Excelsoft HRMS is a comprehensive and integrated Human Resource Management System. The product is suitable for the organization with 100 to 1,000,000 employees with single or multiple entities. It is user-friendly, comprehensive and features-rich, and can be operated without in-depth knowledge of Information Technology.

With Excelsoft HRMS, you will acquire the features, functions, flexibility and experience you need to help solving your human resource, payroll, and benefits challenges. It has never come easy but it will certainly make it easier for you.



System Main Menu

System Highlight

- Integrated & Comprehensive
- Multilevel security
- Easy and Flexible Reporting
- Single Relational Database
- Scalability and Dynamic

Features

- Multi-user
- Multi-company
- Multiple Currency
- Multiple Cost Center
- Pull-down Menu
- Contact Sensitive On-line Help
- Windows XP/Vista/7
- Client/Server RDBMS, MS SQL 2008

Flexible Reporting

- Standard
- User-Defined
- Build in Query Wizard
- Reusable Query Wizard
- Exporting to various format
- Third Party Report Generator
- ODBC / OLE DB



Recruitment

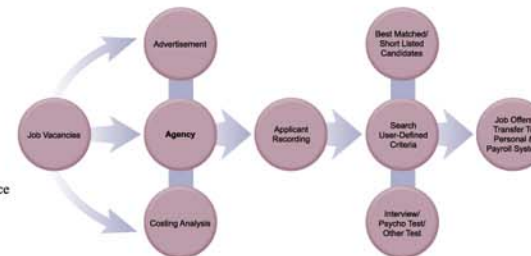
Recruitment module is designed to help your recruitment process start from departmental personnel request up to interview and testing. It can help you to search for the best candidate for a certain position or project from internal or new applicants. You can specify the job requirements for vacant positions, arrange interview, send documents, and check result or status. Any relevant interview/offer/rejection/follow-up letters can be automatically generated from system for convenience tracking and handling.



Applicant Entry Screen and User Defined Query

Highlights

- Flexible and user-defined recruitment fields.
- Applications' record & summary
- Cost tracking for advertisements, consultants, or agents
- Flexible and user-defined search fields by query or by point
- Keep track of applicant's test result
- Computer-generated correspondence
- Analysis Report
- Number of vacancies available (by job/cost center/ department)
- Best application search result
- Applicant status result and correspondence
- Many other analysis results



Training

Training module helps you to keep track of any internal and external training programs taken, planned, or organized for the employees. You can monitor total cost, type of courses, registration, etc. A full historical record is automatically maintained to help you to manage the entire process more productively and efficiently.

Highlights

- Course planned, scheduled & registration
- Training and participant recording
- Report Analysis
- The courses and the costing:
 - Courses being scheduled, planned, available, and cancelled
 - Total cost and training hours
 - Courses participant



Training Request and Training Module Setup Screen

Time Management

As your organization gets larger, managing hundreds of employees with 100% accuracy becomes a sloppy job. Time attendance module is just what you need – to keep track of every single employee without a tedious data entry.

It can directly link to time attendance devices and download it into the system. The system can automatically sort out 'special cases', such as absence, overtime, missing starting/ending working hours, etc.



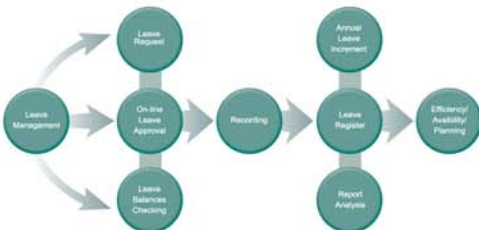
Employee's Self Service - Fully integrated with Time Attendance Device

Highlights

- Auto or manual approval
- General overtime order sheet
- Link with digital devices (barcode/magnetic/finger print/time attendance/proximity/etc.)
- User-defined loading format
- Attendance, absenteeism, late arrivals, and early departures
- Overtime order listing and approval
- Exceptions or errors for further supervisor action
- Manpower analysis and other analysis reports
- Employee self service screen
- Works on line or offline for remote sites

Leave Management

Leave management is one of the fundamental requirements for every organization to keeping track of leave applied, duration, commencement date, current balance, and entitlement. It is flexible and fully parameterized to adjust to the organization policy, such as an increment of five days leave allowance in every five years, leave forwarding, leave scheduling, etc.



Highlights

- Automatic annual leave allowance increment
- Full-audit trail and historical record
- On-line leave request application entry
- User-defined entitlements
- Leave computation and historical
- Planned and unplanned leave
- Leave allowance balances
- Report Analysis

Personnel Management

Human Resource Center is like the axis upon which you turn. Any direction your company made requires a good manpower to execute. It is, therefore, a complete information regarding the employee is undisputably valuable and vital. Information like personal qualifications and skills, previous job experiences and training, salary historical as well as previous performances are absolutely crucial in every turning point.

Excelsoft Personnel Management module has been designed and built to solve such dynamic HR tasks mentioned above. Academic historical, family, training, salary historical, position historical, appraisal, statistic, etc. are available to help you to ease such job. A user-defined query is built by running Excelsoft sophisticated query builder without in-depth programming knowledge.



Integrated Employee's Information Centre



Document Management

Document Management is the most agile module that helps you to manage any documents related to the employees. You can either use it to issue a new document or stores any historical documents in the system using scanner or any electronic formats. These documents can be sorted and viewed at any time. The other advantage of using Document Manager is that you can create a corporate template of any kinds and have the system automatically generate the additional information for you, such as Date of Joint, Salary Amount, Last Education, Department, position, etc.

With this module, the entire organization documents become standard, and the depository is being centralized. Document retrieval and storage become straightforward and easy to use. User can retrieve any document with only a single click.



Comprehensive Management Screen

HISTORICAL DOCUMENT



DOCUMENT TYPES



NEW DOCUMENT





Executive Information in full graphics

Payroll Capability

- Accurate** : Undisputable accuracy regardless of the compensation schema and tax cases
- Flexible** : Gross, Net or Mix Calculation, branch or company transfer
- Adaptable** : Fully parameterized, user-defined formulation, definable report header
- Expandable** : Support major database engine
- Security** : Multilayer protection and user login definition to prevent unauthorized user access



Modules Capability

- Loan Tracking and regarding**
Supports fix payment loan with either fixed or amortize interest. Loan payment schedule and payment historical will be recorded accordingly.
- Reminder / Warning**
It can be used to alert any special event or important date for employee, such as birthday, permit expiration, contract expire date, warning, etc.
- Absenteeism**
All absenteeism, such as sickness, absent, paid/unpaid leave can be recorded as part of the employee's statistic.
- Individual Costing**
Support calculating and printing of individual costing over a period of time for analysis.
- Employee's Biodata**
A complete biodata can be printed at anytime along with all historical information
- Department Absenteeism Statistic**
A complete and comprehensive department statistic, such as number of trainer, honoror, expert, % overtime, % absenteeism, turn of over, etc. can be obtained at single mouse click.

Payroll system is considered to be a mission critical application – like a blood stream pin our body. It never can be interrupted by any circumstances. Feeling secure, dependable, and reliable are absolute necessity as to survive in long term for any business.

Company must not only maintain enough funds to cover its monthly payroll but also how it's being managed. Excelsoft Payroll system is exactly designed for such requirements - dependable, reliable, and secure.

Highlights

- Support Gross/Net/Net_on_Gross Calculation
- Support Mix Calculation between net and gross items
- Integrated with General Ledger : produce payroll journal
- Reporting up to 4th dimension : division, department, section and subsection
- Fully parameterized to suite your company needs
- Multi-currency : Both salary and compensation items
- Multi-company : support unlimited companies, branch or company transfer
- Direct or indirect electronic bank transfer
- Support up to 5 different banks transfer for each employee
- Easy to use organization chart and employee mapping
- Unlimited user-defined Cost Center and interface account number
- Account definition for every item (taxable & nontaxable)

- Loan Tracking and regarding**
Compensation benefits can be compare between employees in graphic. The chart can be customized from the chart type to the chart background.
- Family Listing**
A Complete family listing can be recorded as references, medical reimbursement or other purposes.
- Salary Historical**
System will automatically record any approved salary changes. Effective date for the salary changes will automatically serve as the basis to calculate overtime as well as other payroll calculation.
- Education/Training Historical**
Unlimited training, course, formal or informal education can be recorded as part of the employee's historical. This information can be used in searching for the best candidate to fill an opening/position.
- Education/Training Historical**
Any past employment historical can also be recorded as a reference to the employee. Information can also be used for internal recruitment purposes.
- Hospitalization**
Medical Claim, annual claim limit, eligible family members and claim balances can all be recorded and managed through the system efficiently & effectively.

TAX Calc® Tax Calculator Module

Technology

Taxcalc® is Excelsoft Payroll calculation engine that can be integrated with other modules or being implemented stand-alone. It is a complete, full-features, and easy-to-use application that can help you to calculate the employee income tax (PPh.21). This 'faithful tax consultant' is not only calculating the tax alone but also providing advice on your tax matters. Imagine, all your tax matters, such as tax calculation, tax filling, printing government tax forms, etc. can be done with only a few mouse clicks away.

User-friendly

Taxcalc can be operated without in-depth knowledge of the computer and Indonesian taxation. User-friendly entry screen has been designed to help user a long with the contact sensitive on-line helps. User will be guided to avoid any potential mistakes by our intelligent entry screen.

Accurate Tax Calculation

- Be 100% confident with our tax calculation
- No complex setup that would tamper the accuracy of the tax calculation
- Complete features and functions to handle complex tax cases
- Generate detail tax calculation formulation

Avoid Tax Penalty

Compliance with the government tax is not a fun game to play. Knowing the exact tax amount owe would mean ahead of the game and Taxcalc is just precisely doing that. It automatically calculated and adjust the local tax to avoid over/under tax payment for every month.

Cost Saving

- Significant reduction of tax consultant fee
- Eliminate any tax oversight
- No preprinted government tax form
- Eliminate expensive government tax form
- Payroll master is not required

Features

- Centralized Information
- Graphical Executive Information
- Branch or Company Transfer
- Context-Sensitive Help
- Cover all Tax Calculation (Gross/Net/GrossOn/Net)
- Full Jamsostek Calculation
- Complete Government Tax Form (SPT 1721-A1, SPT 1721-I, SPT 1721-II, SPT Masa, SPT 1770-I, 1721 - T, SSP)
- Automatic Multi-year Tax Formulation
- Calculate Corporate and Individual Tax
- Complete Company Tax Information Entry