

OASys HUMAN RESOURCE MANAGEMENT & PAYROLL APPLICATION

Technical Specification of the OASys HRMISPAY

Screenshots

1. Employee Personal Information

The system maintain the following personal information:

- 1.1. Full Name, Date of Birth, Contact Information (address, telephone number, emergency contact, personal email address, marital status, dependencies, spouse)
- 1.2. Tax ID Number, Social Security and Employee Number

The screenshot displays the 'Employee Central' window. On the left, a 'DIRECTORY OF EMPLOYEE' list shows various roles, with 'ACCOUNTING CLERK' selected. The main area shows the profile for 'Trishawn Stewart' (ID 3399). Fields include NIS # (KB64459), TRB (max 7 chars) 43, and Salary Payment Frequency (MONTHLY). The 'Nature Of Service' section shows 'Accounting Clerk' with a salary indicator of \$850,817.37. A photo of the employee is visible.

2. Employment Record

The system have the ability:

- 2.1. To track probation expiration for new employee.
- 2.2. To track employment terminations.
- 2.3. To maintain information on annual payroll.
- 2.4. To maintain information on years of service and awards.
- 2.5. To maintain information on staff deployments (locations, appointments, transfers, promotion etc.).

The screenshot shows the 'ASSESSMENT: # ABCD' window. It features a 'selection' table with an 'Appraisal Question Bank' and a 'Score' column. The question is: 'Are you known as a service giver to both internal customers (other departments and your colleagues), and external customers (those who buy our service)?'. The score selection options are: 1 (Below Standard), 2 (Standard), 3 (Above Standard), and 4 (Outstanding/Exceeds requirement). The 'Remarks/Recommendation' field is empty.

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3. Employee Benefits and Welfare

The system have the ability to maintain information relating to staff benefit and welfare:

- 3.1. The benefits to be maintained include: Pension; Health Care Scheme; Staff Welfare Contribution; Staff Loans; Group Insurance; Duty Concessions
- 3.2. Define new benefit plan: effective dates; coverage levels
- 3.3. Define start and stop rules for benefits
- 3.4. Define eligibility rules

Other Income & Benefits Template

Name Of Other Income or Benefit: **Acting All**

Income or Benefit?: Income - Paid DIRECTLY TO Employee
(Benefit - eg rent/leave box uncheck)

Overtime Consideration: Include In Overtime Rate Determination

GL Account No: 10023

Select deductions made from this Other Income Item from the list below...
(tick all that apply, fill in rates and 'from field')

Deduct:	% of:	of earning item
<input checked="" type="checkbox"/> EDTAX	100	This Income Amt
<input checked="" type="checkbox"/> HEART	100	This Income Amt
<input checked="" type="checkbox"/> NHT	100	This Income Amt
<input checked="" type="checkbox"/> NIS	100	This Income Amt
<input checked="" type="checkbox"/> PAYE	100	This Income Amt
<input type="checkbox"/> Advance Pay		
<input type="checkbox"/> Alieo		

4. Compensation and compensation history

The system have the ability to:

- 4.1. Maintain salary scales by grade.
- 4.2. Assign salary grade to employees, pay frequency.
- 4.3. Perform salary calculations and process deductions.
- 4.4. Maintain compensation history.
- 4.5. Perform mass salary administration.
- 4.6. Generate retroactive pay.
- 4.7. Print statements of earnings and deductions (payslip)

MONTHLY CYCLE # 10
END [mm/dd/yyyy] 10/31/2008

YEAR-TO-DATE .taxfree \$163,488.00
 REFUND PAYE DEDUCTED IN EXCESS OF YTD AMOUNT DOE

edit this pay...

BASIC EARNING				\$31,667.92
Wages	Hrs	Rate	total	
OT	10	274.26	2,742.60	
\$0	4	411.39	1,645.56	
X0	2	548.52	1,097.04	
WAGE TOTALS:				\$5,485.21
OTHER income				-Amount-
Travelling			0.00	

DEDUCTIONS	-Amount-
Bns Scotia Mint	750.00
Guardian Life In:	2283.79
Loj Life Ins.	590.00
Nht. Mortgage	1500.38
Pension	3166.79
Vmbs	643.35
NIS	928.83
NHT	743.06
EDTAX	661.15
PAYE	4091.38
-Total Ded'n	15358.73

TAXABLE GROSS **\$37,153.13** NET PAY AMOUNT **\$21,794.40**

processed pay to date deductions log:

gross	bns scotia mint	edtax	first union fin.	gua
263,761.30	3,750.00	4,615.82	52,083.35	20,...

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5. Employee Attendance

The system is also able to:

- 5.1. Maintain a log of employee's attendance records.
- 5.2. Analyze attendance at any given time.
- 5.3. Maintain leave record.
- 5.4. Automatically award casual, sick and vacation leave
- 5.5. Process leave application (feature to allow supervisors to recommend or deny a leave request).

Staff Leave Manager

MCK
14 Yrs Of Service
Anniversary Date : Apr 05

Leave Register	Setup	Schedule	Log Days Used	
-Current leave-	R/BAL	Yr 2008	Usedytd	YTD Val
Departmental		5		5
Jr.Mgr/Supt Vacatio	34	14		48
Sick		10		10
L.S. Vacation			2	-2
-Current Total-	34	29	2	61

-- History Of Days Used --

2008

- [-] L.S. VACATION (2 days)
 - [✓] 21-May-08
 - [✓] 05-May-08

2007

- [+] JR.MGR/SUPT VACATION (6 days)
- [+] DEPARTMENTAL (3 days)

6. Training and Educational Records

The system have the ability to:

- 6.1. Enter skills and competencies.
- 6.2. Record qualification.
- 6.3. Record professional certifications
- 6.4. Record proficiency levels.
- 6.5. Record development plans.
- 6.6. Upload and store scanned proof of qualification.

Qualification

Qualifica...	Institution	Date Award
Certificate	The University...	08/19/2005
Bachelor ...	The University...	07/01/2005
Certificate	Professional S...	07/01/1997
Certificate	The University...	07/26/1996
Certificate	The University...	12/29/1995
Certificate	Wolmers High S...	06/10/1990

attachments:

actions: Add New, Delete, Attach

7. Disciplinary records

The system is able to:

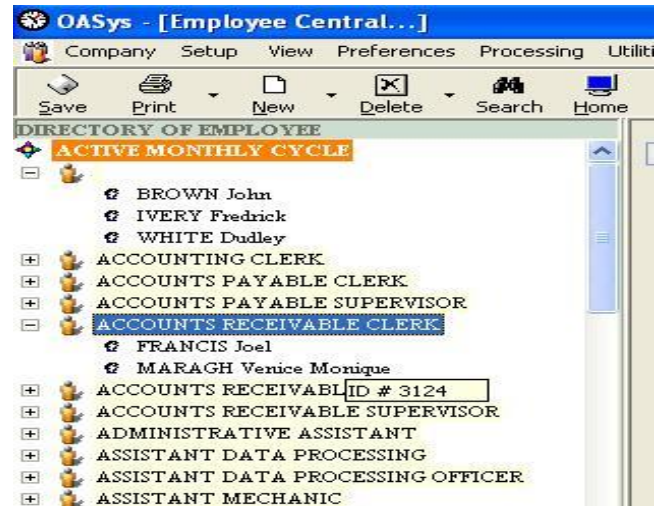
- 7.1. Maintain a log of any disciplinary actions that have been brought against an employee.

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8. Create HR Structures

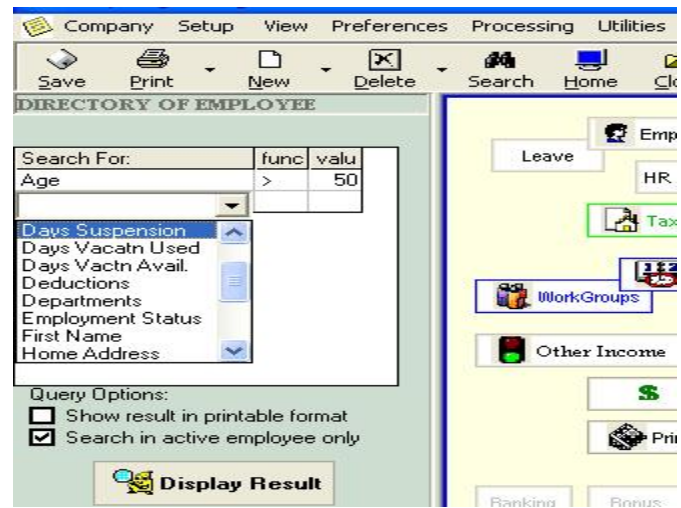
- 8.1. Ability to create multiple organization and position hierarchies.
- 8.2. Ability to create templates for positions, Job Description, Departments, Salary scales, Benefit Schemes.
- 8.3. Ability to maintain attribute of each structure.
- 8.4. Ability to assign structure to individual employees.



9. Queries and Reporting

The system allows :

- 9.1. Query of database using user selectable fields, to be viewed online or exported as a printable report.
- 9.2. Producing standardized management reports.
- 9.3. Producing reports that are user driven.



10. Maintaining User Account Security

The application offer integrated security facility that ensures:

- 10.1. Mandatory user logon and password facility for all users.
- 10.2. Password expiration adheres to international auditing procedures.
- 10.3. Encrypted passwords.
- 10.4. Maintain different security groupings.
- 10.5. Restrict menu function based on security groupings.

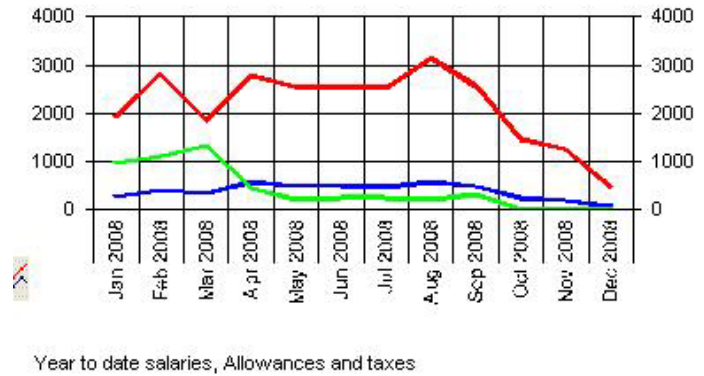


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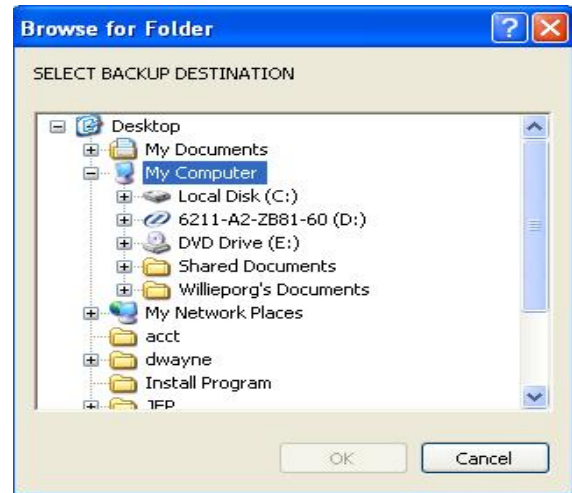
11. Collection and Analysis of statistics

- 11.1. The system provides an environment for conducting staff surveys.
- 11.2. Analysis of trends- performance; attendance; separation and turnover analysis; group and individual skills analysis.



12. Backup and Recovery

- 12.1. The system provides the capability of Backing up User and system data.
- 12.2. The system includes documentation on Backup and Recovery procedures.
- 12.3. Facilitates backup of entire database and journal files.



13. Generation of Audit Trail

- 13.1. Ability to track transaction changes to employee
- 13.2. Ability to print audit trail
- 13.3. Users not have direct access to the RDBMS other than through the application.

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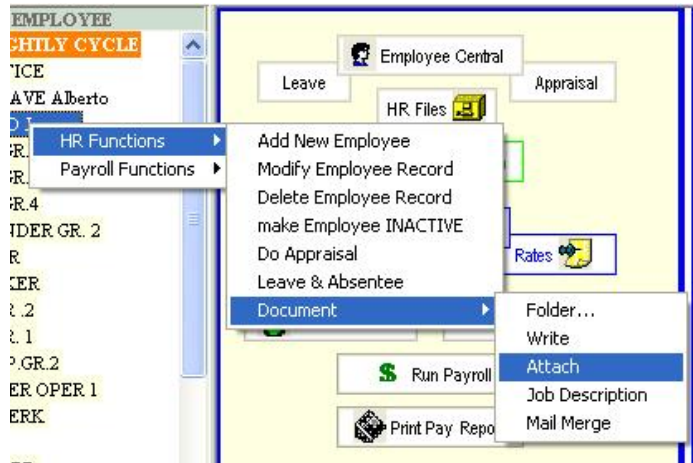
14. Employee Self Service

- 14.1. The system allows employees to view their records such as: leave availability; attendance history.
- 14.2. Employees have the ability to submit modification such as contact information.
- 14.3. The system allows employees to apply for leave online.
- 14.4. The system provides administrative notices to employees.

The screenshot shows a web form for updating contact information. It is divided into two sections: 'Contact Data' and 'Emergency contact or next of kin'. The 'Contact Data' section includes fields for Home Address (18 Walkers Avenue Gregory Park), email (willieporg@yahoo.com), Home Phone No (929-7129), Cell Phone No (776-2591), and Other Phone # (376-3334). The 'Emergency contact or next of kin' section includes fields for Name of Person (Mary Jane Thomas), Home Phone No (943-0383), Cell Phone No (468-6166), Work Phone No, and Work Place Name (OASys Software System). At the bottom, there are two buttons: 'Update Record' and 'Close\Cancel'.

15. General Functionality

- 15.1. Users also have the able to save scanned documents to records such as: educational and training records.



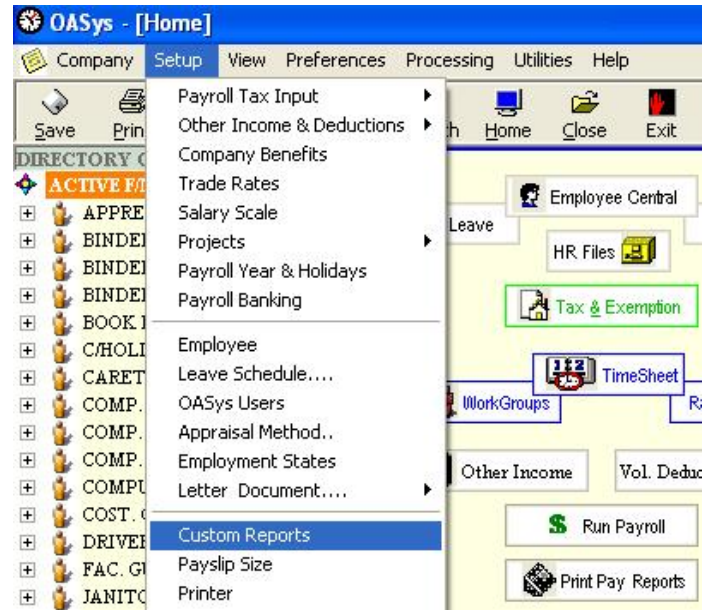
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16. Customisability

The system:

- 16.1. Customizable- response to changes in organizational needs.
- 16.2. Provide an environment for analyzing, designing and configuring business process easily.
- 16.3. Have the capability to easily add new functionality base on needs.



17. Tax Administration

User can:

- 17.1. Administer changes in tax threshold or rates.
- 17.2. Reproduce tax filing report readily.
- 17.3. Reprint and export payroll ledger to 3rd party system e.g. Excel or CSV file.
- 17.4. Print tax filing reports in the form acceptable by the tax administration department for both monthly remittance and annual returns of employee and employer payroll taxes and social security contribution.

