EMPIRE MICROSYSTEMS LTD

PAYEXPERT ®

PAYROLL SOFTWARE

PayExpert:

Introduction:

The PayExpert Payroll Manager fully manages and administers the entire Payroll and Taxation processes and automatically tracks the earnings, deductions and benefits for the purposes of reporting to Employees, Government Agencies Accounts Department and Management. The system also manages Costing Distribution, Banking Services, Payroll History Tracking, online verification of Data entry, Comprehensive Security and Integration to General Ledger, Financial Systems and other Human Resources Management Products.

PayExpert:

Features:

Multiple Tax Formulas: - Capable of computing multiple tax formulas and brackets for various countries.

Payroll Cycle: - Reduced payroll cycle from weeks and weeks to only a few days.

Reduced Risk: - Reduces the risk of fines due to non-compliance.

Staff Pay points: - The system has the capacity to generate payment information by pay point basis. This then allows you to send reports to the various pay point centers e.g. Head office, Regional Office in Mombasa, Site Office in Nairobi industrial area, Branches, Factories, Distribution centers etc.

Messages: - The system is able to broadcast messages to employees individually, globally and/or collectively grouped by Cost Center, Pay point or any other predefined categories.

Implementation: - The system is easily installable, configurable, and usable, thus making the implementation unbelievably period short.

Multi Company Setup: - The system supports unlimited multi companies with user definable organization charts for Branches, Departments, Sections, Stations, Cost Center, Job Groups, and Job Titles, and Company Locations.

User configuration of jobs, that will reflect an employee's career development within the Company by keeping records of the jobs held the profile and locations site of each job.

Multiple Location Payroll Processing: - In case you have offices or factories in multiple locations and wish to process salary in each location and finally reconcile all data in PayEXPERT can provide you with a complete solution to do that. PayExpert is a Multi Company, Multi-Location HR software. You can create multiple offices.

Payroll Periods:-User definable processing and payment periods, Weekly, Biweekly, Semimonthly, Monthly, Quarterly, Semiannually, yearly and Daily or any other user specified period.

PayExpert:

Features:

Terminal benefits Computations: -The system will tax Terminal benefits using any newly introduced rules or chosen guidelines.

Salary Increments: - The system supports Periodic or Annual salary increments which may be defined as per the various payroll categories /classifications.

Arrears and Bonus: -All Bonus /Arrears will be distributed to their respective months of payment for the Tax computation purposes.

Court Orders: - Support is provided for court orders, Garnishments, tax levies and other Court imposed assessments.

Overdrawn Pay: - The system converts overdrawn pay to the next month as a deduction. In addition, current, month-to-date, quarter-to- date and year-to-date amounts and days/hours are automatically maintained.

Earnings, Deductions and Benefits: - The System supports unlimited manual input and rated automatic earnings, deductions, loans and benefits.

Payroll Formulas: - The system supports unlimited formulas i.e. (Fully Formula driven).

Bank Processing & Transfers: - The system supports user definable banking institutions.

The bank codes in use are compliant to the Countries' Bankers Association.

System supports recording of the Company and Employee complete bank details.

It provides unlimited direct deposit designations, allowing employees to designate multiple deposits to multiple accounts and multiple banks. It can therefore split an employee's pay over several different payment methods.

System supports the remittance of salaries and payments electronically (EDI, EFT/SFI) to paying banks. Supports user definable currency denomination breakdown and analysis for employees paid by cash using a facility called coinage analysis.

Cheque printing: - System generates Cheques for all employees paid by cheques.

PayExpert:

Flexibility:

Loans and Savings Processing: - Supports unlimited number of Company, Co-operatives, Mortgages, Banks, and Credit Society l**Loans** oans whose decreasing balances and Interest are computed and managed to completion. The interest charged on a loan is user configurable and may be based on reducing balance or compound interest. Supports unlimited number of savings and contributory schemes, where incremental balances are maintained and interests accrued System supports the starting and stopping of loans processing at will. The user may put any loan on hold. Further provision to reschedule loan by period or amount, early completion and additional recovery make our Loan module a dynamic one to handle any kind of situation.

Vendor & Agencies processing & reporting: - System supports multiple third party organizations that provide for staff welfare. This includes Savings schemes, Pension schemes and staff Welfare Organizations, Banking Institutions, Co-operative societies, Donor Organizations, Credit Societies, Mortgage Banks and Insurance Companies. Different Vendor based formula calculations can be configured as per Vendor unique needs.

Example two different Cooperative Vendors can charge different interest rates for the same type of loan. This facility is also used to generate reports for the vendors.

Multi Currency: - The system supports multi-currency pay computation, with conversion between currencies occurring automatically as per user definition: - Basic salary conversion from Sterling Pounds to US $ or others.

Batch Processing: - The System supports batch transactions posting, importation and processing. This facilitates easy Batch audit, Batch importation, Batch processing and reporting of a batch of transactions.

Salary Processing: - PayExpert Payroll has an advanced Salary Processing module where you just need to select the criteria whose salary you need to process and after pressing "Process" within a few seconds all employees therein are processed. It can also control processing order of payroll elements. It supports multiple processing within a period thus allowing changes to be made at any time. Enables simultaneous processing of selected multiple group of employees. It is able to process a payslip online.

Hourly Wages: - PayExpert Payroll has provision to process salary of Hourly Wages Employees by using hours worked.

Payslip: - The pay slip is divided into distinct groups that display data of different caliber, on our sample we have the Header, Earning, Deductions, Taxation, Net pay, Information and Payment details sections which group related items. The report's ending has a provision for adding messages to employees either for global or for individual employee attention.

PayExpert:

Features:

Payroll Cost Centers: - The system supports employee cost centers, e.g. Accounts, Sales, Administration, Production, Marketing, etc. It can automatically distribute employee's pay into different cost center codes. This could automatically be fed into an accounting general ledger.

Cost Accounting & labour Distribution: - The system supports employee earnings cost distribution to unlimited number of cost centers by percentage and/or constant amounts. The distributed amounts may be displayed in the pay slip and other costing reports.

Time Clocking Interface: - The system supports international standards clocking equipment data interface.

Audit Trail: - The Audit Trail will generate reports on all the unprocessed transactions based on various data input categories, like new data, imported data, Clocking data, updated and fixed data.

Payroll Reconciliation: - The Reconciliation reports will show the variances existing on selected transactions between the current and previous months.

Tax compliant: - The most Tax compliant Software products anywhere in the region. It's capable of computing multiple tax formulas and brackets for various countries. It reduces the risk of fines due to non-compliance. It can support user definable flexible tax groups.

Payroll Journal: - The system generates a user definable Payroll Journal that may be interfaced to all standard General Ledger accounting packages. **SUN SYSTEMS, CAMELEON, GREAT PLANES, SOLOMON, PASTEL, TALLY, ACCPAC, QUICK BOKS, SAP, BPCS, BAAN, SERA, SCALA, CS12, SAGE, MFG/PRO, SYSTEMATICS ACCORD, HOGIA, TETRA**. etc.

Automated Increments: - Ability to support automatic periodic increments by percentage or range.

Multiple Pay Periods & Calendars: - It can setup multiple payment periods for different payrolls. E.g. the main administration payroll may be paid monthly while the casuals are paid on weekly, fortnightly & semi-monthly.

Employee Transfers: - PayExpert Payroll provides facility to Transfer an Employee to any other branch, departments etc and it can track movement of an Employee across branches.

PayExpert:

Reporting:

Payroll Reports:-

- With over 100 standard reports that can be previewed, printed, and exported to a file, you can help improve your company's analytic capabilities and drive better business decisions.
- The system will generate reports for all company requirements, categorized as: Management, Accounting, Banking, Statutory, Audit and Employee Reports.
- All reports can be produced by Cost Center, by Employee, by Company and/or by other predefined criteria.
- The system can produce reports bearing data from different payroll periods.
- User defined headers and footers for all reports.
- The user defined reports may be generated with Year- to-Date, Employee, with Balances, Vendor and Status.
- A user definable multi-transaction reporter is used to produce reports with a standard format, i.e. PAYE, NSSF, NHIF, LASC, Union, Pension, Provident Fund, Payroll Summary etc.
- The User friendly Reports Builder for the creation of new user defined reports. Company Cost Distribution Reporting, Developed by Ms-Excel using data imported from Memory Payroll.
- The Output Modes include Screen, Printer, and to a text file.

- Powerful reporting capabilities for Management, Statutory, Personnel, and Accounting reports etc. User friendly reports generator for the creation of new report formats. Output options supported are to the Screen, the Printer, and to a text File.

- PayExpert Report Builder: (Optional) is a graphical user interface (GUI) tool for the creation of production and presentation quality reports. Supports query facility for the creation of customized reports.

PayExpert:

Reporting:

Reports

- Pay slips.
- P9, P9A, P9A (HOSP)..
- Company Totals.
- P10, P0A.
- Payroll Summary.
- Age analysis report.
- Payroll summary report.
- Labels
- The Bank remittance.
- Line Charts.
- The Credit Advices.
- Cheque Writer.
- Cheque Payment register.
- Cost center Summary.
- Cash Payment register.
- Payroll Audit reports.
- Summary reports.
- Exemption reports.
- Employee listing.
- The Coinage Analysis.
- The Bank register.
- Negative Pay listing.
- Data Integrity reports.
- Company Totals.
- Payroll Journal.
- Stamps Analysis.
- Coinage Analysis.
- Employee listing.
- .Pie Charts Histograms.
- Statutory Summary
- Employee Bio data details.
- User definable YTD reports.
- Statutory Summary
- Payroll Reconciliation.
- Cost percentages distribution
- User defined Transaction
- EDI /SFI Bank Remittance reports.
- EDI /SFI Bank Remittance reports
- Report on unprocessed transactions
-

For demo/ more information call us on:

Tel: +254 723 78 25 05

       +254 721 81 54 66

       +254 222 8067

Email: info@empire.co.ke

       www.empire.co.ke

3rd Floor, Norwich Union Hse, Nairobi. Kenya