Method™

Web-Based Payroll System

Introduction

Method Payroll System is a proven application software used by many Factories in Mainland China. It is an easy-to-use, integrated and flexible Web-Based System.

Method Payroll System is tailor-made web-based system for the Payroll Requirements of Factories in Mainland China. It makes payroll processing an automated, predictable and timely process with flexible and powerful functionalities that allows you to operate more effective, smarter, and more accuracy.

Highlight Features

- Simple User Interface
- Access to corporate payroll and HR data anywhere, anytime by Internet Explorer.
- 128 bit SSL encryption and no additional software is needed.
- User Definable Parameters for Salary Calculation
- Multilingual Support - English, Traditional Chinese and Simplified Chinese.
- Systematic Approval Processes on IN/OUT Time, Late, Early Late, O.T. and finally Salary Calculation
- All documents can be previewed, printed and exported to Excel, PDF or HTML files.
- Daily, Weekly, Bi-weekly and Monthly Pay Period.
- Multi-user access capability.
- Add any attachments to records.
- Time Shift Setup for different employee or department
- Detail and full access rights control – 4D Security Control Levels
- Customization Service is available to suit your company particular policy.

✔ **Flexible Design**

The flexibility of Method Payroll System is achieved through the use of user-definable parameters. Company specific data types and categories such as compensation elements (salary, commission, allowance etc), employment terms (permanent, temporary, contract etc), and many more can be defined with functions of simple steps.

✔ **User Friendly Interface**

The simple user interface, clear step by step work flow and easy setup functions make Method Payroll System very easy to learn and to start.

✔ **Extensive Reports**

Method Payroll System comes with an extensive list of standard reports that give HR department information on all aspects of its operations. Furthermore, its Data Export function allows data to be downloaded to Microsoft Excel for manipulation.

✔ **Specific Customizations**

For very specific requirements not catered by the current version of Method Payroll System. Our experienced system consulting team can provide the necessary customization service to make special functions available along with the implementation of our system.
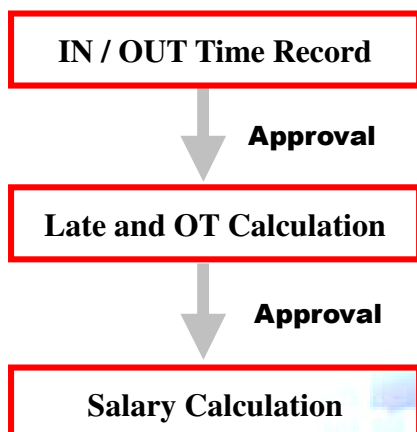
✓ ## Comprehensive Function

Employee Master

- Employee information, human resources data and detail payroll records of the employees are kept in the system.
- Personal details such as contact information, spouse information, salary information, bank account, emergency contact can be recorded and printed out as personal profile.

- HR information including start and termination dates as well as salary reviews, appraisal dates, probation end date, insurance plan and grading are also be kept.
- The attachment feature let you scan all necessary documents into the employee profile. Documents such as Resume, Certificate, ID cards etc will be available online in a click. No more hard copy searching and photocopying is required.
- Training History and Promotion History is kept. To facilitate staff development by maintaining trai
  skills and expe

Payroll Administra

- Monthly salary, daily, hourly wage, piece rate, overtime, bonus, double pay, salary adjustment, allowances and deductions (regular or ad-hoc) are easily defined.
- Calculate Holiday Pay, Annual Leave Pay, Sickness Allowance, Maternity Leave Pay
- Auto compute for no pay leave deduction.
- Print pay slip and payroll cheque.

┌─────────────────────────┐
│ **IN / OUT Time Record** │
└─────────────────────────┘
           ↓ **Approval**
┌─────────────────────────┐
│ **Late and OT Calculation** │
└─────────────────────────┘
           ↓ **Approval**
┌─────────────────────────┐
│ **Salary Calculation** │
└─────────────────────────┘

Leave Management

- Maintaining leave for all employees
- Annual leave, sick leave, compensation leave, no pay leave and public/company holidays, etc, are user definable with full control on leave entitlement, leave taken and adjustment.
- Annual Leave Balance is automatically calculated.
- No pay leave deduction can be automatically calculated with customized formula.
- Leave Application by Group allows to create Leave Applications for all or group of employees
- Leave Summary and Details report are provided.

Attendance Management

- Supports capturing of attendance records by individual staff in the factory using electronic time clock including Finger Scan, Smart Card, Proximity, Bar-code Strip, Magnetic Strip or Computer Data Input.
- Attendance records taken can be used for overtime calculation as well.