



ساش لخدمات البرمجيات ش.ش.و
 لمالکھا عزیز طاهر خان صاحب
SASH Software Services S.P.C.
 "For affordable, quality and right solutions is the choice"



POWER OF SIMPLICITY
Authorised Partner

HRMS & PAYROLL MANAGEMENT

HRMS & Payroll software is a powerful application to help you solve your business's human resource management issues. Each and every module is comprehensively build by integrating all the related functionalities under one module. HRMS & PAYROLL SOFTWARE has a separate employee and manager self-services to ease the process of requesting and responding to employee and manager related activities.

- ✓ Providing Centralized access to administrators.
- ✓ Defining Key information in separate Centralized Master Module.
- ✓ Maintaining, enhancing and controlling employee information
- ✓ Tracking Candidate Information
- ✓ Rewarding employees based on performance
- ✓ Accomplishing easy communication with separate Manager and Employee Self Service



Payroll Management

Payroll Management software processing system deals with salary related issues. It consists of several stages and procedures that require expertise in financial administration, such as salaries and tax management.

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|--------------------------------------|----------------------------------|
| ✓ Online access through web browsers | ✓ Provides regulatory reports |
| ✓ Remunerations disbursements | ✓ Vacation/Holiday management |
| ✓ Manage with holdings | ✓ Earnings/Deductions management |
| ✓ Robust dashboard interaction | ✓ Online access |
| ✓ Compiles statistics | ✓ Resources |
| ✓ Separation settlement | |



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- ✓ Auto alerts
- ✓ Management Dashboards
- ✓ Automates payroll processes
- ✓ Leave and loans management
- ✓ Defines earnings and deductions
- ✓ Track salary progress
- ✓ Highlights&Labor Related Details

Core Features

Human Resource Management Features

- ✓ Dashboard
- ✓ Recruitment Management
- ✓ Performance Appraisal Process
- ✓ Approvals and authorizations
- ✓ Vacancy/Interview Management
- ✓ Documents Management
- ✓ Consultancy Management

Payroll Management Features

- ✓ Branch Wise Payroll posting
- ✓ Integration with Financials
- ✓ Shifts Management
- ✓ Leaves Management
- ✓ Vacation Management
- ✓ Transfer and Travel
- ✓ Expiry Based Reminders
- ✓ Leaves Management



Product Feature's & Details Specification	
<p><u>Application Features</u></p> <ul style="list-style-type: none"> ▪ User Access ▪ Employee Official Info ▪ Screen Actions ▪ Transaction Auto Generation Seq No. ▪ Leaves Assigning ▪ Country / City ▪ Company ▪ Sub Organization ▪ Region ▪ Branch / Location ▪ Nationality ▪ Religion ▪ Holidays ▪ Transaction Approvals 	<p><u>Masters</u></p> <ul style="list-style-type: none"> ▪ Asset Master ▪ Department / Sub Department ▪ Emp Roles & Responsibilities ▪ Role Group / Designation ▪ Grade / Sub Grade Master ▪ Shift Master ▪ Payroll Group ▪ CTC Elements / CTC Template ▪ Vacation Policies / T & A Policies ▪ Sponsor Master ▪ Indemnity Settlement Policy ▪ Skill Master / Objective Questionnaire ▪ Document Master ▪ Travel Location ▪ Bank Master
<p><u>Employee Master</u></p> <ul style="list-style-type: none"> ▪ Personal information ▪ Official information ▪ Sponsor Visa Information ▪ Shift Information ▪ Payroll Information ▪ Accounts Information ▪ Vacation Schedule ▪ Emp Roles & Responsibilities ▪ Work-permit Information ▪ Insurance Information ▪ Assets Issues ▪ Documents Information ▪ Qualification & Skills ▪ Family Information ▪ Previous Employment 	<p><u>Time & Attendance Management</u></p> <ul style="list-style-type: none"> ▪ Employee Movement ▪ Manual Attendance ▪ Manual Overtime Entry ▪ Bio-metric Integration ▪ View Attendance ▪ Employee Shift Schedule ▪ Attendance History ▪ Over Time Planner ▪ Overtime Reconciliation <p><u>Leave Transaction</u></p> <ul style="list-style-type: none"> ▪ Leave Master ▪ Leave Requisition ▪ Leave Cancellation ▪ Leave form ▪ Emp Leave Statement
<p><u>Vacation Transaction</u></p> <ul style="list-style-type: none"> ▪ Vacation Schedule ▪ Vacation As Leave ▪ Vacation Requisition ▪ Vacation Settlement ▪ Release & Return Process ▪ Vacation Encashment ▪ Visa Exit & Re-entry Extension 	<p><u>Payroll Processing</u></p> <ul style="list-style-type: none"> ▪ Payroll Process ▪ Assigning Un Structured Components ▪ Historical Payroll ▪ Over Time Reconciliation ▪ Salary Increment ▪ Other Rewards ▪ Salary Payments





<p><u>Loans & Advances</u></p> <ul style="list-style-type: none"> ▪ Loan Master ▪ Loan Request ▪ Loan Approval & Payment ▪ Loan EMI Receipt ▪ Loan Reschedule 	<p><u>Separation / Final Settlement</u></p> <ul style="list-style-type: none"> ▪ Separation Master ▪ Separation Request ▪ Visa Final Exit ▪ Separation Settlement
<p><u>Reports</u></p> <ul style="list-style-type: none"> ▪ Employee Management ▪ Leaves Management ▪ Loans Management ▪ Vacation Management ▪ Travel Management ▪ Transfer Management ▪ Separation / Final Settlement ▪ Disciplinary Actions ▪ Production Payroll <p>Government Affairs</p>	<p><u>Employee Management Reports</u></p> <ul style="list-style-type: none"> ▪ List of All Employees ▪ Single Shift & Double Shift Employees ▪ Appraisal List ▪ Contract Expiry Employees List ▪ Govt. Pay applicable Female Employees List ▪ GOSI Report ▪ Authorities not assigned Employees List ▪ Attendance Exemption Employee List ▪ CPR Expiry Employee List ▪ Visa Expiry Employee List ▪ Passport Expiry Employee List ▪ Employee Info Department Wise ▪ Employee Absent Report ▪ Employee Biometric Device Detail Report ▪ Employee Biometric Device General Report ▪ Employee General Lateness Report ▪ Employee General Leave Report ▪ Employee Leave Report ▪ Employee Total Working Hours (Detail) ▪ Employee Total Working Hours (General) ▪ T and A General Report ▪ T and A Information Employee wise ▪ Employee Transfer Approval ▪ Employee Payroll Info ▪ Work Force Matrix Report
<p><u>Leave Management Reports</u></p> <ul style="list-style-type: none"> ▪ Late Employee List ▪ Permission Taken Employee List ▪ Permission Not Approved Employee List ▪ List of Leaves ▪ List of Employees On Leave ▪ List of Employees Applied for Leave ▪ List of Employees Applied for Leave Cancel 	
<p><u>Vacation Management Reports</u></p> <ul style="list-style-type: none"> ▪ Emp Vacation List ▪ Eligible for Vacation but CPR Expired ▪ Eligible for Vacation but has Loan ▪ Vacation not used Employees list ▪ Vacation Approved waiting for Visa Exit ▪ Vacation approved and about to leave ▪ Emp From Vacation not return list ▪ Emp From Vacation return list ▪ Emp Vacation Encashed list ▪ Emp Visa exit Re-entry extended list 	

Further to any query please call us on 77144569

