### *V11 HRMS … Quality Software for Achieving HR Operations Excellence*

V11 HRMS is a comprehensive suite of technology and solution designed for automating HR operations and reducing manual processes. It provides human resources management solution to optimize HR operations, such as payroll, benefits, leave, significantly reducing administrative workload for the company to shift its focus to more strategic initiatives. As a result, the company could maximize the return on investment in talent management by achieving HR operations excellence and empowering more insightful decision.
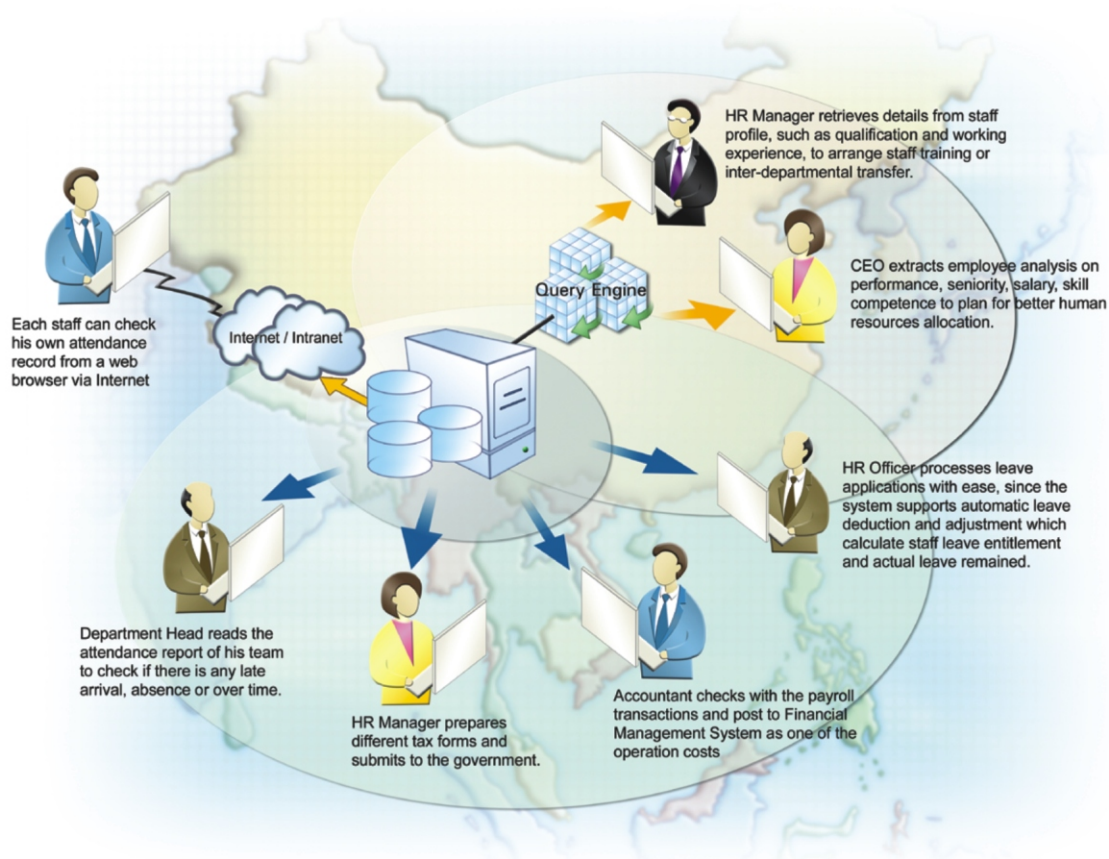
Benefits
of V11 HRMS

Supported by Innovative Software Development Framework

Our HR solution is developed by FlexSystem Enterprise Software Architecture (FESA) which is proprietary software development framework for building business applications with outstanding performance in functionality, usability, reliability, system performance, resources management, scalability, extensibility, security and maintainability. Virtual client, virtual reporting and virtual data processing technologies of FESA can develop large-scale applications like V11 HRMS. Empowered by the virtual client technology, V11 HRMS is able running on different platforms, such as Windows, Java and HTML5, with the benefits of smaller installation footprint, auto-upgrades, higher mobility and improved user experience.
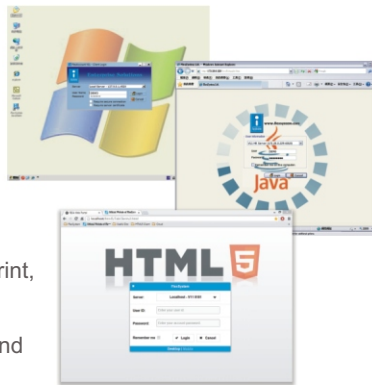
Compliance with HK & PRC Requirements

V11 HRMS is built on the vision for HK and PRC markets. It is specially designed to offer the highest level of flexibility in order to handle different requirements of HR operations in different countries. For example, the system supports MPF & ORSO in HK, or Social Security contribution in PRC.

Support Employee Self Service

The system provides employee and manager the platform to manage HR information, such as attendance records, pay slip, tax return form, training course enrollment, assessment details, sector wage analysis, and recruitment information. It also increases workforce productivity through the streamlined process of leave application and approval workflow.

User-definable Security Settings

HR data is always confidential and must be carefully handled. To guarantee the reliability and security of the personnel and payroll information, the system has adopted various measures to protect the sensitive records with the proprietary database and multi-tier security controls. Access and function rights shall be configured for each user or user group so that confidential information can only be retrieved and read by authorized personnel.

Professional Service Team

With many years of development experience in human resources management system, we understand our client expectations and offer customization to match with the unique HR needs. In order to smoothly implement the HR system up and running, our professional service team provides client specific consulting services with best practices to optimize most of the HR operations.

Dynamic Reporting Tool

The system supports data to be analyzed from different angles. The built-in reporting tool allows user to create ad hoc reports by drag and drop of selected fields for different analysis purposes. Based on the accurate data and calculated results, charts and figures are automatically generated and can be exported to PDF, Excel or Text etc.
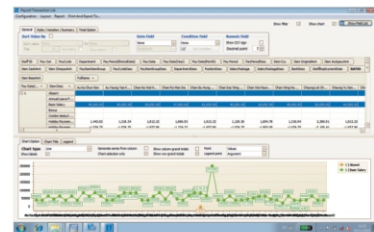
Flexible Modular Design

Based on an open and scalable architecture, the system integrates component modules in which each module comes with specific functionalities. These modules can be fully integrated to eliminate unnecessary procedures and improve administration workflow. Such flexible computing structure provides plenty of rooms to add extensible modules to address HR requirements in different company development stages.
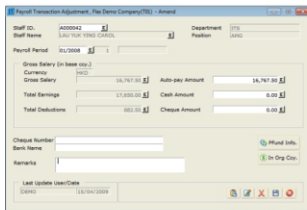
Key Features
of V11 HRMS

Company Policy & Structure Settings

- Support multi-companies and company groups

- Support multi-currencies

- Bilingual version (English & Chinese)

- Support HK & PRC taxations and labour law

- Support multiple holidays tables of different countries

Payroll Processing

- User-define salary calculation with various payroll items, such as basic salary, commission, overtime, no-paid leave, sick leave deduction, provident fund contribution etc.

- Calculate monthly salary of new or ceased service employee on pro-rata basis

- Support multiple payroll cycles, such as daily, bi-weekly, weekly, twice a month, monthly etc.

- Support payroll period with different date range

- Support calculation of Relevant Statutory Entitlements and Statutory Minimum Wages

- Allow different payment methods: cash, cheque and/or autopay

Autopay Arrangement

- Define autopay group including individual allowance and deduction items for payment transfer

- Prepare autopay instruction file or Bank Pay-In Instruction Statement

- Transmit autopay interface file to the major banks in HK, such as HSBC, Hang Seng Bank, Standard Charter Bank, DBS, Bank of China and more

- Payroll file format is compatible with most of the banks in PRC

Personnel Administration

- Maintain the details of staff profile, including personal particulars, contact information, photo, salary and benefit profile, employment history, academic and qualification details, skill competence, training record, family member and dependent record

- List employment history such as promotion, inter-department transfer and salary or benefit profile review

- Record termination data and reason

- Calculate final payment and year-end payment by RSE or company policy

- Support unlimited number of employee records

- Facilitate efficient and smooth personnel data entry by related function shortcut

- Print standard correspondence through mail merge function

- Send email to remind birthday, probation due date, MPF join date, contact, pending approval, leave application status etc.
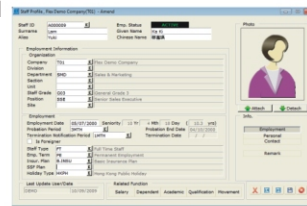
Cost Allocation Management

- Define cost center in terms of unit, payroll items or payroll period

- Define effective date, allocation amount and allocation method by percentage or fixed amount

- Support adjustment on cost allocation

MPF & ORSO Handling

- Allow user to define contribution policy, such as contribution method and contribution rate according to the years of service

- Scheme policy can be pre-set to cater for future amendments in MPF regulation

- Automatically generate transactions of employer and employee contribution when they become eligible to join the scheme

- Generate MPF Remittance Statement in hard or soft copy to submit to major MPF service providers

V11 HRMS …
Quality Software for
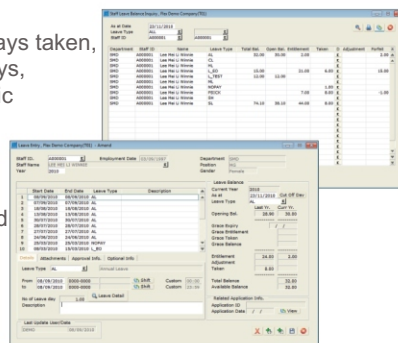## Achieving HR Operations
Excellence

Taxation Management

- Automatically generate different tax forms, including 56B, 56E, 56F, 56G and 56M
- Generate 56B file and control list in compliance with IRD requirement
- Support new XML tax format
- User-define tax column of individual earning and deduction items onto tax form
- Particulars of tax item can be adjusted for the future changes of IRD requirement
- Maintain additional tax information of employee to be printed as attachment, for example, place of residence, overseas company etc.
- Adjustment can be made before final printout
- Support HK and PRC taxations
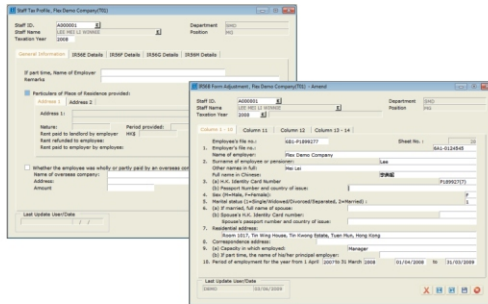
Leave Administration

- Allow user to define leave policy, including cut-off method, leave entitlement, paid sickness day, maximum carried forward according to government regulation or company policy
- User-define leave entitlement for different grading and years of service
- Calculate leave deduction by pre-set formula
- Check balance of different types of leave based on cut-off date
- Calculate actual days taken, excluding Saturdays, Sundays and public holidays
- Balance of annual leaves can be deducted or settled through payroll adjustments
- Enquiry leave application and approval status with ease
- Support paternity leave

Attendance Management

- Interface with external time recorder device and directly import attendance data
- Support multiple shift types and shift patterns
- Allow user to define attendance status and rules according to company policy
- User-define duty roster schedule on Saturdays, Sundays or Long/Short Week
- Approved in/out time details are posted to Payroll and Leave modules to calculate actual working hours to define as OT, compensation leave, late, absent, no-pay leave or deduction
- Provide manual adjustment of attendance records by authorized personnel in case of necessary
- Comprehensive employee inquiry function for real time attendance monitoring

Employee Self-Service Platform

- Allow online leave application and approval
- Send email notifications and reminders to approvers and applicants
- Support approver delegation
- Allow online appointment entry
- Support self-check function on leave and attendance records
- Download pay slip and tax return forms
- Comprehensive security control measures define access right and function right are only granted to the authorized user. Access of record can be defined for each individual / group to retrieve and read the confidential information

Workforce Analytical Report

- Different kinds of analysis report, such as head-count report, late report
- Support drill-down and cross reference function to check the records in further details
- Support pivot table report for user to drag and drop the fields with ease
- Report can be exported to PDF / Excel / Text etc.
- Streamline the report distribution flow by sending the report to email recipient according pre-set schedule

About FlexSystem

Founded in 1987, FlexSystem is a leading solution provider in HK. FlexSystem Enterprise Solution, which is supporting thousands of customers all over the world, enables them to effectively and efficiently manage their business processes. Over the years, FlexSystem has come a far way to accumulate project experience and knowledge, helping customer to improve the business agility. V11 HRMS, is one of FlexSystem's flagship products, that blends technology and people together to overcome the most HR challenges, maximizing the return on human capital investment.