

**Product Name : Payroll Software**

**Version No. : Payroll Software Version 8.0**

**Introduction :** Info-Pay 8.0 is a Payroll Software designed to suit for all kind of Singapore Payroll requirements. Our **Payroll software** is the window based concurrent multi user access and multi company software with unlimited employee capacity.

Info-Pay does automatic calculation for **PAY SLIP, SALARY ADDITIONS, DEDUCTIONS, MVC (MONTHLY VARIABLE COMPONENT), CPF, IR8A, IR21, BANK GIRO TRANSFER FOR ALL MAJOR BANKS, SDF (SKILL DEVELOPMENT FUND), FWL (FOREIGN WORKERS LEVY) , CDAC, SINDA, MBMF, etc...**

**Features :**

<b>Fundamental</b>	<b>Leave &amp; Staff Master</b>	<b>House Keeping</b>	<b>Reports</b>
Online CPF PAL	Leave Module	Concurrent Multi User	Pay-slip in Sealed Pay-slip Paper
Online Bank GIRO	Leave Entitlement based on Join Date / Financial Year	Different Access leave for different user	E-mail Pay-slip
IR8A / IR21 FORMS	Up to date Leave Prorate as MOM Rule	Multi Company	Payroll Summary Report
IR8A Auto Inclusion	Unpaid Leave auto deduct from salary and show Pay-slip	Locking the Payroll Period to protect from other user	Year to Date Summary Report
CDAC / SINDA / MBMF	Medical Claim Monitor	Backup / Restore	Allowance Report
Foreign Worker Levy	Annual Leave / Medical Leave / Child Care Leave, et...	Audit Trail - To monitor changes done by other users.	Career Tracking Report
Skill Development Fund	National Service Leave & Calculation	Work Permit / Birthday Remainder	FUND / SDF / FWL Report
Monthly / Bi-Montly / Daily / Hourly Pay	Employee Bio-Data with PHOTO	Confirmation / S.O.C Remainder	Annual Increment Proposal Report
Pay by Bank GIRO / Cash / Cheque	Foreign Address		Annual Bonus Proposal Report
	Children Details		Custom Report Writer

**Basic:**

- ④ **Unlimited employee** details, department, section & category settings can be created
- ④ **Employees Photo**, personal particulars like address, emergency contact details, foreign address, Bank account details, and EP/WP details can be stored.
- ④ Monthly, daily and hourly rated employees can be **paid monthly or bi monthly**.
- ④ Unlimited user defined **allowance** can be created & assigned to the employees. And this allowance is subject to CPF/IR8A or not can be set.
- ④ **Loans & Deductions** can be set for specified or all the periods.
- ④ Staff's salary mode like **Bank GIRO / Cash / Cheque** can be set.
- ④ **Overtime pay** for before increment & after increment can be separately calculated.

**Pay Slip:**

- ④ Pay slip can be printed in the concealed pay slip or A4 size paper.
- ④ Break up details for Overtime Pay, Allowances, Deductions, MVC (Monthly Variable Component) is shown the pay slip.
- ④ CPF information is shown in the Pay Slip.
- ④ Annual Leave & Medical Leave taken for that month and whole year can be shown in the pay slip.

**Leave Module:**

- ④ Annual Leave, Medical Leave, Unpaid Leave, Maternity Leave, etc can be applied.
- ④ Leave Eligibility can be set for different group of employees.

- ④ Annual leave & Medical Leave earned until today will be pro rated automatically.
- ④ At end of the year Annual Leaves can be carry forwarded to next year.
- ④ Leave History & Leave consolidate report to view all kind of leaves taken.

#### **CPF:**

- ④ CPF calculations for Singaporeans & PR holders can be done automatically based on the latest government rules.
- ④ CPF can be paid to the CPF Board Monthly or Bi Monthly.
- ④ **On line CPF Submission:** CPF details can be submitted to CPF BOARD via CPF PAL or CPF LINE.

#### **IR8A / IR21:**

- ④ IR8A details can be generated at the end of the year. System will automatically include the whole year salary & other information to IR8A forms for all the employees.
- ④ Before printing, necessary amendments can be made on the IR8A / IR21 Form for individual employee.
- ④ Final IR8A / IR21 forms can be printed for submission.
- ④ IR21 forms can be generated, if an employee resigned in mid of the financial year.

#### **Fund / Levy:**

- ④ All kinds of funds like CDAC, SINDA, MBMF, ECF, etc can be calculated automatically based on the government rule.
- ④ Foreign Workers Levy & Skill Development Fund can be calculated as per government norms.

#### **Career Tracking:**

- ④ Employee's Increment, Promotions, Department or Designation Changes can be recorded down and can be generated as report.

#### **Online Bank GIRO:**

- ④ Employee's salary information can be submitted to the major banks via BANK GIRO TRANSFER.

#### **Reports:**

- ④ Pay slip for individual employees can be printed out at the Mid & End of the Month.
- ④ **Payroll Summary report** which shows the Basic Salary, Overtime Pay, Shift Allowance, Deductions, Gross Wage, CPF contribution details and Net Wage.
- ④ Year to date Report – This report show the month by month pay details of an employee. And month by month total expenditure by the company also can be generated.
- ④ Other reports like CPF return report, Employee details can be generated.
- ④ All kind of Fund reports like foreign workers levy report, Skill Development Fund Report, CDAC/ MBMF/ SINDA reports can be generated.
- ④ Audit Trial Report – This report will show the changes done by all the users, so that the master user can view all the changes done.

#### **Payroll Software Utility:**

- ④ Unlimited number of user's can be created with different access level setting.
- ④ Employee salary details can be locked. This avoids accidental changes and protect from other user changes.
- ④ **EP / WP Remainder** – This option will remain you the expiry date of Employment Pass / Work Permit of workers.
- ④ Custom Report writer to design and built your own **Payroll** reports.
- ④ Locking Facility: **Payroll Administrator** can lock the particular Payroll month information's to protect from other network users editing.
- ④ Backup & Restore Functions.