

HumanSoft

Online Payroll and HR Management Program

Feature-rich, comprehensive, **all-in-one program.**

Greater confidence

Over 30,000+ Companies	Over 500,000+ employees in the system	Over 8,700,000+ clock-ins per month through the HumanSoft system"
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Confidence in every use, backed by international standards

Trusted by leading organizations for service quality and data security



ISO/IEC 29110
Certified to international standards
for service delivery quality



ISO/IEC 27001
Enhancing data security to an even higher level

The confidence in choosing HumanSoft



Our customers' impressions



With 706 employees, our company manufactures car batteries. Previously, we used a payroll program that was complicated and outdated.

We decided to switch to HumanSoft because it offers a wide range of features and is continuously updated to stay modern. It is user-friendly, aesthetically pleasing, and can be accessed via an application.



Mr. Sakonwat Srisawat
Position: HR Manager
Siam GS Battery Co., Ltd.



The Standard a modern company with over 188 employees, operates an online news agency. Therefore, we were looking for a modern, efficient, and online system.

We discovered HumanSoft which is 100% online, offers E-Slips, and, impressively, includes an Application for employees to request leave—a feature our previous program lacked.



Ms. Pinnara Meerit
Position: General Manager
The Standard



"Currently, we have 986 employees. Our previous program did not meet our needs because it was not on-cloud, requiring a server for data storage and having a complex payroll data entry process. Therefore, we were looking for a modern, easy-to-use, convenient, and real-time payroll calculation program.

We found that HumanSoft could address these issues.



Ms. Pitchanok Lertkajornkit
Position: Director of Administration
President Automobile Industries Public Company Limited (PACO)*



With approximately 700 employees, we previously used a non-online program that took a long time to fix issues, could not support working from anywhere, and was difficult to use on multiple devices simultaneously.

We chose HumanSoft because it meets our needs. It is a modern program with real-time online data, making payroll processing convenient and fast and allowing leave requests and time tracking from anywhere.



Mr. Anucha Kongpeng
Position: HR
Company B Co., Ltd. (Neauthentic)*



"The company has over 280 employees working in various provinces, causing issues with time tracking and leave requests, as well as complex and raw data reporting, making it difficult to understand.

We decided to switch to HumanSoft which is user-friendly, allows time tracking and leave requests through an Application and also includes performance evaluations and announcements.



Mr. Piyanat Lohithan
Position: Head of Human Resources Department
Sabay Leasing Co., Ltd. (Head Office)*

PACKAGES PRICE

Choose a package which suitable for your business.

Number of employees	Package			Good Value
	Basic <small>TIME ATTENDANCE, CALCULATE WITH PERIOD, HR MANAGES ONLY (NOT INCLUDE APPLICATION)</small>	Standard <small>TIME ATTENDANCE, MANAGE SHIFT, DOC. REQUISITION, SALARY CALC., INCLUDE APP. (NO PERMISSION FOR HEAD DEPT. TO APPROVE DOCUMENTS, HR ONLY)</small>	Advanced <small>TIME ATTENDANCE, MANAGE SHIFT, DOC. REQUISITION, DOC. APPROVE, SALARY CALC., INCLUDE APP. (HEAD DEPT. AND HR ONLY)</small>	Professional <small>COMPLETE ALL HR FUNCTIONS</small>
<10	590	1,190	1,390	1,890
11-25	790	1,990	2,890	3,790
26-50	1,290	2,890	4,790	6,390
51-75	1,890	3,390	5,690	7,590
76-100	2,290	4,490	6,890	9,390
101-150	2,990	5,690	8,390	10,990
151-200	3,490	6,790	9,490	12,690
201-250	3,990	7,890	10,890	14,290
251-300	4,390	9,390	12,790	16,790
301-400	4,890	11,590	15,390	19,990
401-500	4,990	13,190	17,190	23,190

Function that simplify HR tasks

Organization

Organization Structure

- ★ Structure
- ★ Team Profile
- ★ business unit
- ★ Policy
- ★ Internal Contact
- ★ Adjustment
- ★ Position Growth Path
- ★ Organization chart

Employee Profile

- ★ Profile
- ★ Salary
- ★ Address
- ★ Family
- ★ Work History
- ★ Educatio
- ★ Special Abilities
- ★ Tax Deduction
- ★ Eligible Hospital
- ★ Work Insurance
- ★ Fund
- ★ Training
- ★ Asset holding
- ★ Facial

Permission

- ★ User
- ★ User Group
- ★ Administrator
- ★ Access Permission

ความปลอดภัย

- ★ Strong Password
- ★ PDPA Conceal

Hiring

Job Borad

- ★ Job Borad
- ★ Recruiment Borad
- ★ My Resume'

Recruitment

- ★ Online Application form
- ★ Recruitment system

Onboarding

- ★ Orientation
- ★ Assess probationary employees

Documents

Documents

- ★ Leave
- ★ OT
- ★ Addition
- ★ Change Shift
- ★ Change Holiday
- ★ Advance Payment
- ★ Salary Certification
- ★ Work Certification
- ★ Withdraw Petty Cash
- ★ Welfare
- ★ Complaint
- ★ Contract

Management

- ★ Scheduling
- ★ Leave Quota
- ★ Special Holiday
- ★ Signature Setting

Attendance

Workforce

- ★ Work Shift info.
- ★ Holiday info.
- ★ Special working day info.
- ★ Manage Work Shifts - Holidays
- ★ Plan Work Shifts - Holidays
- ★ Manage Manpower Chart

Time Attendance

- ★ Time Attendance
 - Finger Scan
 - GPS
 - WIFI
 - Beacon
 - Face Recognition
 - Kiosk
 - QR Code
 - Offline
 - Import
 - Manual
- ★ Time Adjustment
- ★ Set up Devices
- ★ Set up work area

Benefit and Compensation

Calculation

- ★ Salary Calculation
- ★ OT Calculation
- ★ Time Split Calculation
- ★ Special Calculation
- ★ TAX, SSO, Provident Fund

Data recording

- ★ Income-Expenses log
- ★ Advance Payment log
- ★ Salary Data Submission
- ★ Download Salary Files
- ★ Adjust Salary
- ★ Manage Debt

Setting

- ★ General Setting
- ★ Set Working Time
- ★ Set up 20 leave types
- ★ Setting Income-Expense Types
- ★ Setting Income-Expense Group
- ★ Set Smart Assistant conditions

Learning & Developing

Learning

- ★ E-Library
- ★ E-Learning
- ★ Training

Performing & Evaluating

- ★ Evaluation Form
- ★ Evaluation Round
- ★ External Indicators
- ★ KPI Profile
- ★ Warning Letter

Working Enhancements

Communication

- ★ Announcements
- ★ News Feed
- ★ Reward

Task Management

- ★ Todo-Lists

Functions that comprehensively address all HR tasks



organizational structure

- ★ Easily manage organizational and position structures, no matter how complex your organization is
- ★ Completely manage employee data, access or edit information anytime, anywhere
- ★ Set access permissions to enhance data security



Hiring

- ★ Plan and relocate personnel across branches quickly
- ★ Professionally manage work shifts and holidays
- ★ Record working hours in various formats to meet the needs of each organization



Attendant

- ★ Reduce workload and increase convenience for HR with an online job board
- ★ Eliminate repetitive data entry for both employees and HR with the recruitment system
- ★ Minimize new personnel loss with high-quality Smart Onboarding



Documents and Approval

- ★ Submit and approve documents quickly and conveniently via Mobile Application
- ★ View and edit documents in real-time
- ★ Eliminate lost documents with a 100% Cloud-based automatic document storage system
- ★ Manage work operations, leave quotas, and holidays professionally



Payroll Automation

- ★ Eliminate headaches with a fully automated payroll calculation system
- ★ Customize payment schedules, overtime, incentives, special allowances, taxes, social security, and student loans flexibly
- ★ Simplify payroll processing with a system for payroll data submission and file download
- ★ Address all workflow processes with customizable income-expense settings, leave configurations, and work hours



Learning & Developing

- ★ Quickly onboard employees across the organization by creating content in the E-Library
- ★ Enhance employee potential by creating E-Learning courses that support all types of content
- ★ Employees can access their learning plans online with an easy-to-understand course dashboard
- ★ Flexibly create training plans to enhance employee skills
- ★ Create various assessments with automatic data extraction for performance indicators



Working Enhancements

- ★ Quickly notify employees through all channels with the announcement function
- ★ Stay updated with employee news and activities in real time via the News Feed
- ★ Manage tasks professionally with the Todo-List function

ORGANIZATION

ORGANIZATION

Organizational Structure

You can create an organizational structure with up to 5 levels for each branch office according to the organizational structure of each company.

Position Structure

The position structure allows creating sub-unit positions up to 20 levels according to the position structure of each company.

Team Information

This involves creating work teams to be used for task assignments on the To-do List.

Business Unit Information

This involves creating business units for work, specifying what jobs need to be done within each business unit and their time frames. Business units include

Job Master Creating job information, specifying the minimum and maximum number of employees required for each job.

Time Frame Creating work shift groups suitable for the business unit, where one time frame can include various work shifts.

Employee With Job Assigning jobs to employees to manage job planning.

Business Unit Creating projects within each business unit, specifying the necessary Job Masters and Time Frames.

Company Policies

The company policy menu is used for announcing policies within the organization, which will be displayed on the application and web for employees. Policies can be added with image and document files.

Internal Contact Information

Internal contact information includes employee contact details within the organization. The information that can be viewed includes name, position, email, and phone number.

Adjust Organizational/Position Structure

Adjusting the organizational/position structure can be managed in advance when there is a policy to adjust the organizational/position structure within the company. This can be done to store internal structural adjustment data or to adjust the organizational structure within the desired month.

Career Path

Employees can view their career paths, but only within their own work line. Employees can access this through the mobile application.

Organization Chart

The Organizational Chart is a graph showing the structure and relationships between job positions and individuals within the organization. It helps employees understand the structure and connections within the organization.

ORGANIZATION

Employee Information

Employee Information

Personal information of employees includes name, surname, ID card number, nationality, date of birth, phone number, email, etc. You can edit all employee information or choose to edit by branch and department, or make all edits. Employees can update their personal information via Mobile Application and Web Browser.

Salary Information

Salary information involves adding/editing salary details for all employees. You can choose to edit by branch and department or make all edits.

Address Information

Inputting employee address information, including both ID card address and current address

Family Information

Recording family history for each employee, stored in the HumanSoft system.

Work History

Recording previous work history for each employee, stored in the HumanSoft system.

Educational Background

Recording educational background for each employee, stored in the HumanSoft system.

Special Skills

Recording special skills information for each employee, stored in the HumanSoft system.

Tax deduction

Inputting individual employee tax deduction information. Employees can enter their own tax deductions via Mobile Application, and these deductions will be used to calculate monthly tax reductions for each employee.

Eligible Hospital Information

Storing information about the hospitals where employees have treatment rights.

Work Guarantee Information

Recording employee work guarantee information, storing payment history for work guarantees previously paid by employees. If the system needs to deduct work guarantee payments in installments, this can be done in the Payroll Processing > Manage Employee Debt menu.

ORGANIZATION

Employee Information

Fund Information

Fund information can be entered individually or imported. You can specify the fund number, fund contract date, deduction method, fund rate, contribution method, company contribution, and beneficiaries. Once the fund deduction rate is set, the system will deduct the fund according to the specified rate.



Fund Number You can enter the same or different fund numbers for each employee.

Fund Contract Date You can specify or edit the start date of the fund contract.

Deduction Method There are three deduction methods: percentage (%), fixed amount (Baht), and formula-based (contact support only).

Fund Rate Enter the amount to be deducted for the fund.

Contribution Method amount to be deducted for the fund.

Contribution Method: There are three contribution methods: percentage (%), fixed amount (Baht), and formula-based (contact support only).

Company Contribution Enter the amount to be contributed by the company.

Accumulated Amount If the employee has previously been deducted for the fund, you can enter the accumulated amount for past months.

Training Information

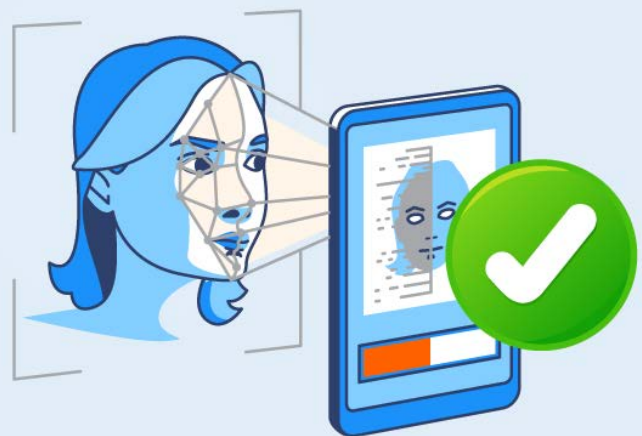
You can record employee training information, specifying what training the employee has attended and whether the training was reported to the Department of Labor Development.

Asset Ownership Information

You can record individual employee asset ownership information, detailing what company assets are owned by the employee.

Face Data

Time tracking can be done through facial scanning, so employee facial data must be recorded to store information for time tracking.



Document Approval Assignment (5 Levels)

You can assign up to 5 levels of document approvers. There are 11 document types for which approvers can be assigned, as follows: Leave, Overtime, Addition, Change Shift, Change Holiday, Advance Payment, Salary Certification, Work Certification, Visa, Withdraw Petty Cash, Welfare, Resignation Form. Approve documents via Mobile Application and Web Browser.

ORGANIZATION

Access Permissions

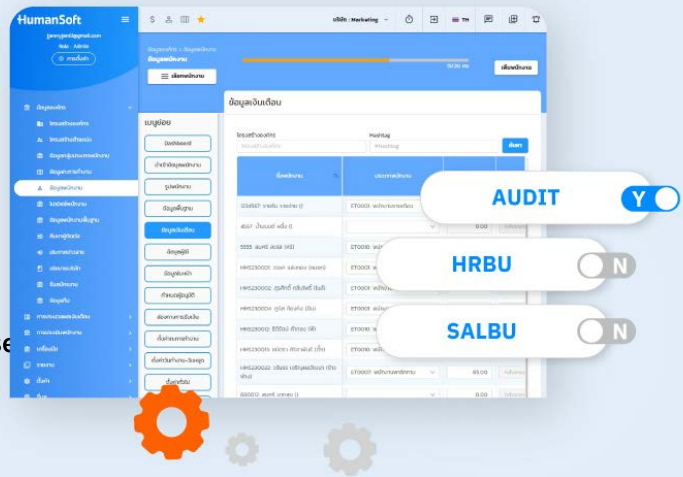
User Information

User provisioning is the process used to create and delete user information in the system. Web or application provisioning will be done automatically when a new user is added.

User Group Information

Defining user groups for accessing the HumanSoft system. HumanSoft has 7 access rights groups:

- AUDIT (Time Tracking Auditor)
- EMPLOYEE (General Employee)
- HRBU (Time Tracking Officer)
- MANAGER (Manager)
- SAL (Payroll Officer)
- SALBU (Assistant Payroll Officer)
- SALINEX (Income and Expense Manager)



Administrator Information

Setting administrators must be in the following user groups:

- SAL: Payroll Officer
- SALBU: Assistant Payroll Officer
- SALINEX: Income and Expense Manager
- AUDIT: Time Tracking Auditor
- HRBU: Time Tracking Officer

This setup defines which administrators can review or manage employee work information based on the user group's permissions.

Data Access Permissions

The Data Access Permissions menu is for setting the permissions for each menu item, allowing each user to add, delete, edit, download reports, and view data for each menu item.

Security

Strong Password

This setting makes passwords more complex to enhance user security. Passwords must be 8 characters long and include:

1. Uppercase English letters
2. Lowercase English letters
3. Numbers
4. Special characters

Once enabled, this will take effect when employees change their passwords or when new employees log in for the first time. For example: A@b12345

PDPA Conceal

Consent to disclose the privacy policy of the data owner to the HumanSoft system. To use the HumanSoft system, users must agree to disclose their information. If they do not agree, they will not be able to use the HumanSoft system.

HIRING

Employment

Job Board

For those seeking new jobs, a job board allows companies or organizations to post available positions, including details about the job such as job description, qualifications, salary, work location, and application method. Job seekers can search for suitable positions based on their interests and qualifications. Most job boards are online.

Job Posting Board

This is a platform where companies or organizations post job advertisements to fill vacancies. The job posting includes information such as job description, required qualifications, salary, work location, and application method. Interested individuals can apply directly through the job board or follow the application instructions provided.

My Resume

A document summarizing an individual's personal information and work experience used for job applications or self-promotion when seeking new employment. Generally, a resume includes educational background, skills and abilities, work experience, relevant projects or activities, and contact information.

Employee Application System

Online Job Application

HR can create online job postings through the HumanSoft system and share the announcement link via external platforms. Applicants can fill out their job applications directly through the HumanSoft system.

Employee Recruitment System

The recruitment process can be efficient and convenient for applicants, supervisors, and HR personnel. The HumanSoft recruitment system includes the following steps:

- ★ Interview
- ★ Applicant evaluation
- ★ Candidate selection
- ★ Onboarding
- ★ Blacklisting applicants
- ★ Applicant testing

Onboarding

Orientation

A process or set of activities used to provide initial knowledge and guidance to new members joining an organization. This process typically includes information about the organization, such as its culture and values, organizational structure, policies and regulations, goals, and job details. Introducing new members to colleagues and teams, as well as communication and feedback, is an essential part of the process. Successful onboarding leads to a better understanding of the organization and enables new members to adapt and work efficiently more quickly.

Probationary Employee Evaluation

Probationary employees are always considered on probation until they have an official start date. The evaluation determines whether an employee passes the probationary period. HR can choose a pre-created evaluation form and assign it to the evaluator to assess the probationary employee through the Mobile Application and Web Browser.

Time Attendant

Human Resources Management

Work Shift Information

Work shift information involves creating shifts that align with the organization's requirements. HumanSoft offers 6 types of work shifts:

Specified entry and exit times on the same day: Employees enter and exit work at specified times on the same day.

Specified entry and exit times past midnight into the next day: Employees enter and exit work at specified times past midnight into the next day.

Specified entry and exit times past midnight into the previous day: Employees enter and exit work at specified times past midnight into the previous day.

Total work hours: Employees can enter and exit work at any time, but must complete the required number of hours per day.

Work shifts without time tracking: Employees follow specified entry and exit times without needing to log their time

Combined work shifts: More than one shift can be assigned in a single day, with each shift having set values. There are 4 types of shift values:

Salary-based calculation: Employees are paid according to their daily wage.

Set shift value: Employees are paid based on the set value of the shift.

Additional value for the shift: Employees receive their daily wage plus the additional shift value.

Multiplier of the daily wage for the shift: Employees receive their daily wage plus a multiple of the wage for working the shift.

Holiday Information

Holiday information: Employees must have workday or holiday information for each week. HR plans this according to the organization's requirements.

Special Workday Information

Special workday information: HR can designate special workdays for employees and set the conditions for pay. For example, if a regular employee works on a special day like 01/01/2023, they receive double pay. Attendance, leave, and tardiness are factored into the pay calculation. HR can also decide whether special workday pay is included in tax, social security, and fund calculations.

Managing Work Shifts and Holidays

Managing work shifts and holidays involves planning work schedules for employees. HR can plan for multiple employees or individually. Besides planning within the menu, HR can export a template to manage externally and then import it back into the system. HR can separately plan work shifts, holidays, and personnel deployment.

Planning Work Shifts and Holidays

This function allows employees to add rounds of work shift planning. Employees can plan their shifts themselves, with HR adding rounds. Employees can plan via the Mobile Application.

Personnel Deployment Management

Managing personnel deployment involves planning the workforce for each business unit. A business unit consists of job listings linked to employees capable of performing those jobs and the time frames for the unit. Personnel deployment is managed according to the business unit's needs, and the system calculates the business unit's cost based on the organization's allocation.

Time Attendant

Time Attendant

Time Tracking

Time tracking is used for recording work hours in various formats for the convenience of each company. Supervisors can also scan employees' faces to record their time. The details of each time tracking method are as follows:

Face/Map: Time tracking using facial recognition or GPS pin.

QR Code Scan: Scanning a QR code to record time.

Generate QR Code (Time App): Generating a QR code in the employee's application for time tracking via a central device (HumanSoft Mobile Attendance) **by scanning the employee's QR code with the central device.**

Wi-Fi: Time tracking via Wi-Fi signal.

Beacon: Time tracking via Bluetooth signal.

Team Scan: Supervisors scan employees' faces to record time on their behalf.

Finger Scan

Time tracking via fingerprint scanner. Devices must be configured before use, and the work area must be specified.

GPS

Time tracking via Mobile Application and Line OA. The work area must be specified to use GPS-based time tracking.

WIFI

Time tracking via Mobile Application. Devices must be configured before use, and the work area must be specified.

Beacon

Time tracking via Mobile Application. Devices must be configured before use, and the work area must be specified.

Face Recognition

Time tracking via Mobile Application with specified work area.

Kiosk

Time tracking via Mobile Attendance and Time Web, similar to fingerprint scanners. Central devices can be added for use from PCs or laptops with cameras, and the system can also be used via mobile phones.

QR Code

Time tracking via Mobile Application with specified work area.

Offline

Time tracking via Mobile Application with specified work area.

Import

Employee work hours can be imported via Excel files (*.xls, .xlsx) or Text files (.txt, *.dat). You can also download templates from the system and import the data.

Manual

HR can manually add time entries for employees in the HumanSoft system.

Liveness Face Recognition

Time tracking via fingerprint scanner. Devices must be configured before use, and the work area must be specified.

Time Attendant

Time Attendant

Adjust Work Hours

This menu displays a list of employees who have logged their time into the HumanSoft system. You can also add time entries for individual employees.

Time Tracking Device Configuration

This involves configuring time tracking devices that will connect to the HumanSoft system to transmit employee work hours into the system.

Work Area Configuration

This involves setting the work areas where employees are allowed to log their time, restricting time tracking to the specified areas only.



Documents

Documents

Documents and Approvals

Employees can request leave documents themselves via Mobile Application and Web Browser. HR can set the number of days in advance or retroactively for each leave document.

Requesting Overtime (OT)

For OT documents, HR can set the payment for overtime and define the hours for OT. HumanSoft provides 8 OT cards that can be configured to suit the organization. Employees can request OT documents via Mobile Application and Web Browser.

Requesting Time Adjustment

When employees forget to log their work hours or work off-site, they can add their hours to the system via Mobile Application and Web Browser. However, the time will not be recorded in the system until the document is approved by a supervisor or HR. HR can also request documents on behalf of employees.

Requesting Shift Change

If employees need to change their work shift, they can request shift change documents via Mobile Application and Web Browser. The supervisor or HR will approve the document for the employee.

Requesting Day Off Change

If employees need to change a day off to a workday or vice versa, they can request day off change documents via Mobile Application and Web Browser. The supervisor or HR will approve the document for the employee.

Requesting Advance Payment

Requesting advance payment allows employees to ask for a portion of their salary in advance, which will be deducted from their paycheck at the end of the pay period. HR can set the limit for advance payments for each employee according to company policies.

Requesting Petty Cash

This menu is for employees to request petty cash via the Application. Employees can add various expenses they wish to claim and attach files for verification. The manager can review, approve, or request documents on behalf of the employees.

Requesting Salary Certification Documents

Employees can request salary certification documents from the company via Mobile Application, choosing whether they need the document in Thai or English.

Requesting Employment Certification Documents

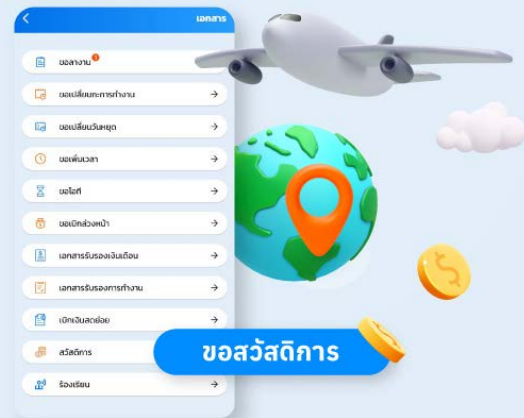
Employees can request employment certification documents from the company via Mobile Application, choosing whether they need the document in Thai or English.

Documents

Documents

Requesting Benefits

The process employees must follow to request access to company or organizational benefits involves contacting Human Resources or the relevant department to request the desired benefits.



Filing Complaints

When encountering issues or inappropriate actions by individuals or organizations, employees can file complaints according to company or organizational policies. Complaints typically need to clearly specify the problem or incident and include relevant evidence or statements to support the claim. Complaints are usually sent to the relevant department for review and resolution. Some companies or organizations may have specific procedures for filing complaints that need to be followed. Filing complaints is a right to ensure problems are addressed and to foster positive change for both individuals and the organization.

Employment Contract Documents

Documents that contain terms and agreements detailing employment conditions between the employee and employer. Generally, an employment contract includes the following:

Details of the Employee and Employer: Such as the names and addresses of the employee and employer.

Job Position Specifications: Specify the job position the employee will hold, including details about duties and responsibilities.

Duration of Employment: Specify the period the employee will work in this position, which may be a number of months or years, or an indefinite period.

Terms of Employment: Specify the terms and conditions related to employment, such as termination conditions, compensation, and services provided to the employee.

Salary and Benefits: Specify the amount of money the employee will receive at each interval, including other benefits that may be provided under the contract terms.

Additional Agreements: May include other employment-related agreements such as confidentiality and privacy, intellectual property agreements, etc.

Employment contract documents are essential to help both employees and employers clearly and formally understand the terms and conditions related to work and employment.



Documents

Document Management System

Work Calendar

Manage the document system and approvals by specifying work schedules and activities related to organizational or business operations. This is often used for planning and human resource management within the organization, helping everyone understand and follow the work schedule, reducing confusion, and facilitating effective planning.

Quota Leave Management

"Holiday Management" involves the process or activities that an organization or business undertakes to manage and handle designated special holidays. Generally, special holidays are non-working days, often significant religious, cultural, or societal festivals.



Special Leave Management

Special leave management is used when employees work overtime but do not receive pay for that day. Instead, they accumulate overtime hours to be used as special leave or vacation days. This depends on the conditions for accumulating additional overtime hours.

Signature Settings

Setting up electronic signatures helps reduce paper usage, increases convenience, and saves time in business operations. Additionally, digital signatures are more secure than handwritten ones, as they often involve additional authentication technologies.



Payroll Calculation

Calculations

Payroll Calculation

Payroll calculation is crucial for managing human resources and finances within an organization. It ensures that employee salaries are processed correctly and on schedule. The calculation of payroll typically includes the following key components:

Wage Rate: Specifies the amount an employee will earn per unit of work. The wage rate can be fixed or variable, depending on employment terms and benefits.

Work Hours: Defines the time an employee has worked in a period, such as hours, days, or months.

Deductions or Additions: Calculates any deductions or additions affecting the employee's earnings, such as fees, taxes, health insurance, or advance withdrawals.

Net Income: Computes the net income by subtracting the total deductions from the wage rate or adding any additional earnings to the employee's calculated earnings.

Overtime Calculation

Overtime calculation is separate from regular payroll calculation. You can specify the start date for overtime calculation, which will be distinct from regular payroll periods.

Separate Time Calculation

Calculations for absenteeism, leave, and tardiness are separate from the regular payroll calculations. You can choose to pay these along with the regular payroll or separately.

Special Payment Calculation

Special payments outside the regular payroll cycle, such as bonuses, commissions, and other earnings, can be calculated. You can specify the payment date, download special payment slip reports, and summary payment reports in Excel or Text files. The summary report can be downloaded once the special payment period is finished. If corrections are needed after finishing, you can use the unfinish option to make changes. However, once the payroll period is closed, no further edits can be made.

Tax, Social Security, and Student Loan Calculation

The calculation of taxes includes displaying various deductions for both employees and employers. There are income limits, which may change based on government policies. The latest information can be obtained from the Social Security Office or relevant authorities.



Payroll Calculation

Data Recording

Recording Income and Expenses

This process involves adding income and expenses that contribute to the total income and expense of all employees in the organization.

Income: The amount added to the salary.

Expenses: The amount deducted from the salary.

Recording Advance Payments

This is the process where employees request a portion or all of their salary before the actual payday. Advance payments can be useful for employees to have funds before payday to manage emergencies or urgent needs. While it can be advantageous in certain situations, employees should consider the limitations and conditions before proceeding.

Submitting Payroll Data

The process of sending employee payroll information to relevant statuses and departments within the company or organization. This ensures that payroll information is accurate and complete for legal compliance, accounting, human resource management, and overall payroll analysis in the organization.

Downloading Payroll Data Files

Downloading files containing payroll information for employees. These files are typically in Excel, CSV, or other data formats that include financial information related to employee payroll. Downloading payroll data files is a convenient way to store and analyze data for managing human resources and finances in the organization.

Adjusting Employee Salaries

Setting the date and amount for salary adjustments for employees. Adjustments can be made in advance, mid-month, or immediately, with the effective date set manually. Salary adjustments can be made in the system for individual employees, and a template file can be downloaded for bulk adjustments. The history of salary adjustments can be recorded and reviewed to see how many employees had their salaries adjusted each month and on what dates. For salary adjustments, customers must set the number of workdays to calculate the daily wage of employees.

Managing Employee Debts

The process or activities undertaken by a company or organization to manage employee debts, which may arise from installment loans, borrowing, or other benefits provided by the organization. Establishing policies and regulations that promote responsible debt management within the organization and

Payroll Calculation

Settings

General Settings

General settings for the entire organization include:

- ★ Payroll calculation principles
- ★ Time tracking settings
- ★ Social security settings
- ★ Notification settings
- ★ Form settings



Work Time Settings

The work time settings menu allows you to set special conditions such as early arrival, late arrival, extended break, early return, early leave, late leave, and overtime. You can customize these conditions as needed by clicking on the edit option.

Leave Type Settings (up to 20 types)

The leave type settings menu allows the organization to define different types of leave. Up to 20 types of leave can be added.

Income and Expense Type Settings

Income and expense type settings involve configuring income and expense items according to predefined conditions. Each type can be set as follows:

Income: Monthly income settings for employees that are not regular income, received some months but not others.

Expense: Deductions for employees that are not regular deductions, applied some months but not others.

Constant: Regular deductions or income that are the same amount every month.

Loan: Deductions divided into installments with a definite start and end period, which may or may not include interest.

Fund: Deductions that are saved into various funds, either solely deducted by the company or with company contributions.

Welfare: Annual welfare income for employees that is not regular income, received some months but not others.

Auto: Income or deductions with specific calculation criteria for each individual.

Income and Expense Group Settings

The income and expense group menu allows adding and editing types of income and expenses, such as setting social security as an expense type.

Smart Assistant Condition Settings

The recommendation settings menu provides alerts through the application in case of errors in time tracking, reducing HR's workload. Examples of conditions include:

- ★ Not coming to work on a workday
- ★ Incomplete time pairs
- ★ Work hours missing more than 1 hour
- ★ Clocking in more than half an hour early
- ★ Clocking out more than half an hour late
- ★ Working on a holiday

Learning & Developing

E-Library

Creating categories involves grouping content or content types into the same category for easier searching. Once content is added, users can incorporate it from the E-Library into employee courses in the E-Learning menu.

E-Learning

Creating learning courses for employees by incorporating content from the E-Library into the course. The course can include both lessons and tests.

Training

Creating training sessions, specifying the topic, start and end dates, daily training hours, cost per employee, and selecting which employees in the organization will attend the training.

Implementation and Evaluation

Evaluation Forms

Creating evaluation forms for employees, including general employee evaluations and probationary employee evaluations. The system offers four types of response formats:

1. Multiple choice 2. Multiple answers 3. Short answers 4. Paragraphs
1. Multiple choice: Define multiple choice answers, with each choice able to have a different average score. 2. Many answers

Evaluation Rounds

The steps or periods used to evaluate performance, efficiency, or various characteristics of individuals, projects, or organizations. Evaluation rounds are typically determined by organizational policies or plans and may be scheduled regularly, such as annually, per achievement, or per project. Methods like surveys, document reviews, or interviews with stakeholders may be used to gather information and feedback for improvement.

External Indicators

Indicators used to measure the performance, success, or outcomes of an organization, project, or activities from an external perspective. These may be standards, laws, or widely accepted averages. External indicators help organizations measure and assess their performance effectively and compare it with other organizations in similar industries or environments.

KPI Profile

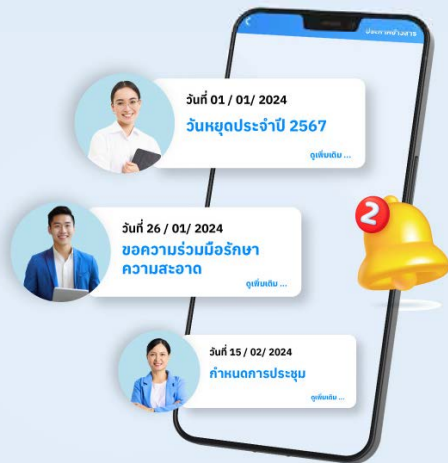
Information identifying key performance indicators (KPIs) used to measure and track the performance or results of individuals, teams, or the organization. The KPI Profile typically includes various details about the indicators. It is a useful tool for managing and improving the performance of individuals, teams, or the organization by providing clear and helpful information for decision-making and operational planning.

จดหมายเตือน

Formal documents sent to employees from the employer or management to warn or communicate about work-related matters. These may include reminders to follow company policies, warnings about work condition improvements, performance evaluations, or communications about health and wellness promotion at work. The content of warning letters must strictly adhere to organizational policies and regulations to ensure employees understand the message and comply with the specified requirements.

Working Enhancements

Communication and Information Exchange



Announcements

HR can conveniently announce various news to all employees through three channels:

- ★ Mobile Application
- ★ Line OA
- ★ Website

Announcements can include image files, video clips, and other files. Employees can click "Acknowledge" to notify HR that they have received the information.

News Announcements

Important information or activities compiled for HR, management, or employees is displayed on the homepage of the Website or Application. This includes information such as document submissions, warning letters, announcements, Todo-Lists, or even birthdays for that month. HR or employees can approve, disapprove, review, acknowledge, or read more details directly from the News Feed.

Planning Tools

Todo-Lists

Todo-Lists: A list of tasks or activities that should be done or need to be done at a given time. Typically, these lists are written on a board or application to help manage time and tasks. Using todo-lists is an effective tool for organizing time and tasks, allowing users to track and perform tasks more efficiently.



Please choose your suitable package.

	Basic	Standard	Advanced	Pro
Channel				
Web Browser	✓	✓	✓	✓
Mobile Application	—	✓	✓	✓
Line OA	—	✓	✓	✓
Organization				
Organization Structure				
Structure	5 Levels	5 Levels	5 Levels	5 Levels
Structure	✓	✓	✓	✓
Team Profile	—	—	—	✓
Policy	—	✓	✓	✓
Internal Contact	—	✓	✓	✓
Adjustment	✓	✓	✓	✓
Position Growth Path	—	—	✓	✓
Employee Profile				
Profile	✓	✓	✓	✓
Salary	✓	✓	✓	✓
Address	✓	✓	✓	✓
Family	✓	✓	✓	✓
Work History	✓	✓	✓	✓
Education	✓	✓	✓	✓
Special Abilities	✓	✓	✓	✓
Tax Deduction	✓	✓	✓	✓
Eligible Hospital	✓	✓	✓	✓
Work Insurance	✓	✓	✓	✓
Fund	✓	✓	✓	✓
Training	✓	✓	✓	✓
Asset holding	✓	✓	✓	✓
Facial	—	✓	✓	✓
Permission				
User	✓	✓	✓	✓
User Group				
1. AUDIT(Check working time)				
2. EMPLOYEE(General employees)				
3. HRBU(Time check officer)	✓	✓	✓	✓
4. MANAGER(Manager)				
5. SAL(Salary officer)				
6. SALBU(Salary officer assistant)				
7. SALINEX(Income-Expenditure management officer)				
Administrator	✓	✓	✓	✓
Access Permission	✓	✓	✓	✓
Security				
Strong Password	✓	✓	✓	✓
PDPA Conceal	✓	✓	✓	✓
Back Log	✓	✓	✓	✓

Please choose your suitable package.

	Basic	Standard	Advanced	Pro
Hiring				
Recruitment				
Online Recruitment	—	—	—	✓
Recruitment System	—	—	—	✓
Onboarding				
Evaluation	—	—	—	✓
Attendance				
Workforce				
Work Shift info.	✓	✓	✓	✓
Holiday info.	✓	✓	✓	✓
Special working day info.	✓	✓	✓	✓
Manage Work Shifts - Holidays	✓	✓	✓	✓
Plan Work Shifts - Holidays	—	—	✓	✓
Manage Manpower Chart	—	—	—	✓
Manage Work Schedule	✓	✓	✓	✓
Time Attendance				
- Finger Scan	✓	✓	✓	✓
- GPS	—	✓	✓	✓
- WIFI	—	✓	✓	✓
- Beacon	—	✓	✓	✓
- Face Recognition	—	✓	✓	✓
- Kiosk	—	✓	✓	✓
- QR Code	—	✓	✓	✓
- Offline	—	✓	✓	✓
- Import	✓	✓	✓	✓
- Manual	✓	✓	✓	✓
- Team Scanning	—	—	✓	✓
Time Adjustment	✓	✓	✓	✓
Set up Devices	✓	✓	✓	✓
Set up work area	✓	✓	✓	✓
Documents				
Documents				
Leave	✓	✓	✓	✓
OT	✓	✓	✓	✓
Addition	✓	✓	✓	✓
Change Shift	✓	✓	✓	✓
Change Holiday	✓	✓	✓	✓
Advance Payment	—	✓	✓	✓
Salary Certification	—	—	✓	✓
Work Certification	—	—	✓	✓
VISA	—	—	—	✓
Withdraw Petty Cash	—	—	—	✓
Welfare	—	—	—	✓
Complaint	—	—	—	✓
Resignation Form	—	—	—	✓
Contract	—	—	✓	✓

Please choose your suitable package.

	Basic	Standard	Advanced	Pro
Management				
Scheduling	—	—	✓	✓
Leave Quota	✓	✓	✓	✓
Special Holiday	—	—	✓	✓
Signature Setting	✓	✓	✓	✓
Approval Level Setting	—	—	✓	✓
Benefit and Compensation				
Payroll				
Calculation				
Salary Calculation	✓	✓	✓	✓
OT Calculation	✓	✓	✓	✓
Time Split Calculation	✓	✓	✓	✓
Special Calculation	✓	✓	✓	✓
TAX, SSO, Provident Fund	✓	✓	✓	✓
Income-Expenses log	✓	✓	✓	✓
Data recording				
Advance Payment log	✓	✓	✓	✓
Salary Data Submission	✓	✓	✓	✓
Download Salary Files	✓	✓	✓	✓
Adjust Salary	✓	✓	✓	✓
Manage Debt	✓	✓	✓	✓
Setting				
General Setting	✓	✓	✓	✓
Set Working Time	✓	✓	✓	✓
- Early	✓	✓	✓	✓
- Late	✓	✓	✓	✓
- Extended Break	✓	✓	✓	✓
- Early Break	✓	✓	✓	✓
- Leave Early	✓	✓	✓	✓
- Leave Late	✓	✓	✓	✓
- Over Time	✓	✓	✓	✓
Set up 20 leave types	✓	✓	✓	✓
Setting Income-Expense Types	✓	✓	✓	✓
- Auto	✓	✓	✓	✓
- Income	✓	✓	✓	✓
- Expense	✓	✓	✓	✓
- Loan	✓	✓	✓	✓
- Constant	✓	✓	✓	✓
- Fund	✓	✓	✓	✓
- Welfare	✓	✓	✓	✓
Setting Income-Expense Group	✓	✓	✓	✓
Set Smart Assistant conditions	✓	✓	✓	✓

Please choose your suitable package.

	Basic	Standard	Advanced	Pro
Learning & Developing				
Learning				
E-Learning	—	✓	✓	✓
Training	—	—	—	✓
Performing & Evaluating				
Evaluation Form	—	—	—	✓
Evaluation Round	—	—	—	✓
External Indicators	—	—	—	✓
KPI Profile	—	—	—	✓
Warning Letter	—	—	—	✓
Working Enhancements				
Communication				
Announcements	—	✓	✓	✓
News Feed	—	✓	✓	✓
Task Management				
Todo-Lists	—	—	—	✓
AI / Insight				
Insight				
Widget Dashboard on Web	✓	✓	✓	✓
Automation				
Set Command Run Time	—	✓	✓	✓
Set up HumanSoft Notify	—	✓	✓	✓
Set Recommended	—	—	—	✓

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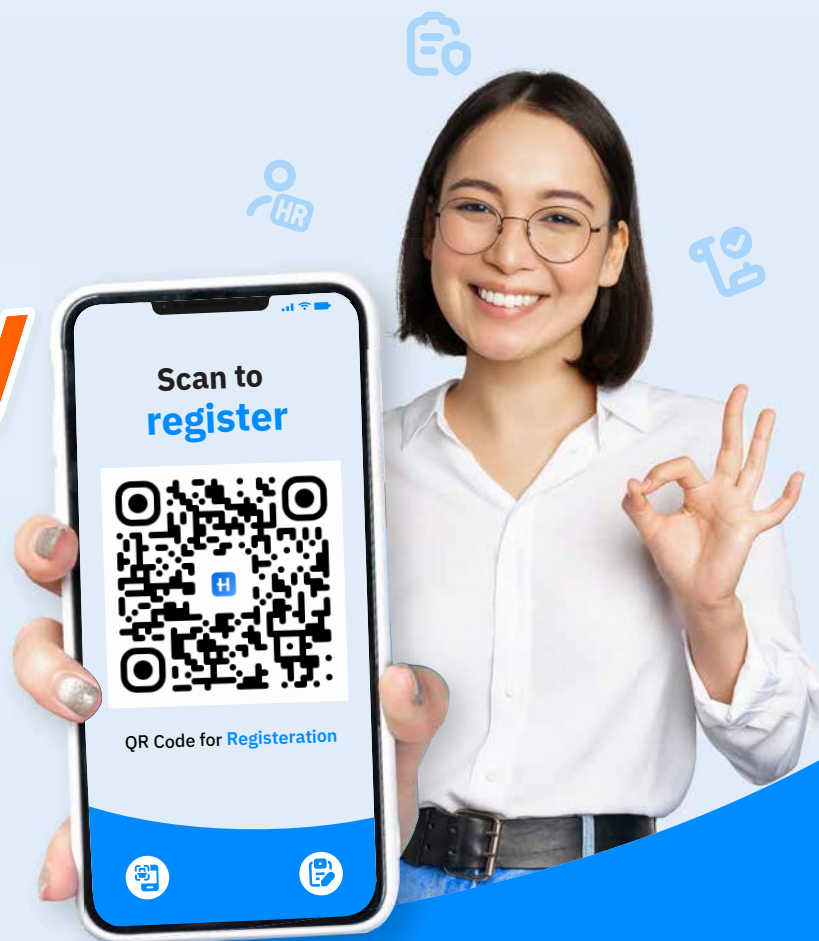
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