

LEADING EDGE SOFTWARE FROM

Powercomputers Telecommunication Limited

Executive Summary

The Objective...

Daiichi's Payroll and Human Resource Management system is a comprehensive integrated centralized system based on the latest technology from Microsoft.

Having our Payroll & Human Resource management system in-place will allow the management to easily focus on Payroll procedures.

The Goals...

Powercomputers Human Resources Knowledge Base provides a superior technology selection engine, which affords clients the opportunity to rapidly determine the top performing software solution alternatives that provide the highest match to functional requirements. This HR knowledge base anticipates as many factors as possible that will contribute to efficient and effective business operations.

Powercomputers is committed to:

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- Continual development of product releases to cover new functionality requirements
 - Maintaining of realistic prices for the clients.
 - Client participation in the development of new features
 - Continual development of documentation, help and other related information
 - Provision of on-line support and resolution of product problems
 - Provide professional Software solutions.
 - Provide services at a lower cost.

The Solution...

Powercomputers specializes in tailor-made software for all type of industries or businesses. All staffs are highly skilled professionals with rich IT experience.

OVERVIEW: Payroll and Human Resources Management System is utilized to help Payroll and human resource department needs and functions. This Software provides features like Employee Details, flexible time entry, tax table, leave calculations, Earnings/deductions templates, Payroll processing (Monthly/Daily), payroll reporting, Loan management, Payslips, salary compensation, Reminders, Attendance, Employee Letters and more. This software can reduce the many unnecessary processes that are implemented, therefore decreasing overhead costs.

The Modules are further explained in Details below:

1. File

This Module is used to Logoff and Login, and Exit Payroll & Human Resources

2. System Setup

This Module is for Setting up the Software according to your company needs. This Module has Sub-Modules as follows:

a. User: This is used to manage the User Information. Each user who is going to use this Software has to have a user name and a password to Login to the System. This sub-module has 3 sub modules which are:

i. Create User: This is used to create the users. It maintains user name, his/her password, the rights assigned to the user and account status. Rights are assigned for Security Reasons. Rights are on Each Form of the Software so that the User has restrictions to some forms.

ii. Modify User: This is to Modify the User Information which is already been saved in the Database. This is used by the Administrator to change the user name, password, Rights and the account status of the users.

iii. Change Password: This is used by the User himself/herself for changing his/her Password for Security Reasons.

b. Company Setup: This is used to maintain the company Information such as the company name, short name, addresses, telephones/fax, city, Country, email, Vat No., Tin No., NSSF No., Payroll Start up Month and Year. The Company Details should be correct because this information is going to be the Header of Each Reports Printed. The Month and Year should also be correctly entered to give you the correct Payroll Information.

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- c. Tax Table: This table is used to calculate the Payee of each Employee. This Software has the Tax Table already defined.
- d. Department: This is used to define the Departments in your Company.
- e. Designation: This is used to define the Designations of Employees in your Company.
- f. Nationality: This is used to define the Nationalities of Employees in your Company.
- g. Religion: This is used to define the Religions of Employees in your Company.
- h. Timings: This is used to define the Office Timings. You can define separate timings for Weekdays and Weekends. This is very important if you are going to record the Attendance of Employees. If the Employee is a minute or later than the actual timings for the day, in the Attendance his status will be shown as Late.
- i. Overtime Rate: This is used to define the Overtime Rate for Weekdays and Weekends for Overtime calculations.
- j. Bank Details: This is used to define the Bank Details.
- k. Branch Details: This is used to define the Branch Details of the Bank.
- l. Loan Types: This is used to define the Types of Loan the company is giving to its Employees. This Software has some Loans already defined which are: Staff Loan, Saccoss Loan, Car Loan, Medical Loan, Furniture Loan and Share Loan.
- m. Currency Master: This is used to define the Currency. This Software has TSHS currency already defined.
- n. Payments and Deductions: This is used to define all the Payments and Deductions the company is giving to its Employees. It has Payment/Deduction Name, Type (Payment/Deduction), Input or Fixed .Input means for every employee you have to Input the Amount of that Payment/Deduction. Fixed means for all the employees the Amount of those Payment/Deductions is same.
- o. NSSF: This is used to define the Employee and Employer Contribution for NSSF.
- p. PPF: This is used to define the Employee and Employer Contribution for PPF.

q. Overtime/Absent Type: This is used to specify how the Overtime/Absent should be Input. Only Employees having Overtime/Absent: - This option is used to Input the Overtime/Absent only for Employees having Overtime/Absent from Attendance. This option is Monthly i.e. the user can Input the Overtime/Absent on monthly basis.

All Employees: - This option is used to Input Overtime/Absent for All employees (including Employees not having Overtime/Absent). The Overtime/Absent can be input Monthly and Daily.

r. Holidays: This is used to specify the Holidays apart from Saturday and Sunday e.g. Public Holiday which falls on a weekday. This is used in Overtime calculations for holidays if they fall on weekdays since the Overtime rate is different for weekdays and weekends.

3. Employee Details:

This Module is used for maintain Employee Details. It is separated into 5 tabs which are as follows:

a. Personal: This contains Employees' Personal Details like Employee Full Name, Id No., Address, Religion, Nationality, Birthdates, Telephone, and Married/Single/Divorced, Sex, Department, Designation, Bank Details, PPF, NSSF and more.

b. Professional: This contains Employees' Professional Details like Educational Details, Training Details, and Work Experience Details.

c. Other Information: This contains Employee's Information like Reference Details, Leave Days, Medical Details, Outstanding Contribution and Achievements and more.

d. Vehicle Details: This contains Employees' Vehicle Information

e. Payments/Deductions: This is where you select the Payments/Deductions given to the Employees. It also contains information like Type of Employee (Permanent/Casual), Salary Currency and the Basic Pay.

4. Transactions:

This Module is used to make Transactions. This Module has Sub-Modules as follows:

a. Loan Details: This is used to Record Loan Details. It is further divided into 3 sub menus which are:

i. Loan Requisition: This is used when requesting for a Loan. It contains Information like Loan Request No., Employee Details, Loan Type, request date, Loan Purpose, Loan Amount requested.

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- ii. Loan Approval: This is used when approving a Loan Requested. It contains Information like Loan Approval No., Loan Request No., Employee Details, Loan Type, Loan Amount Requested, Loan Amount Approved, No. of Installments. It also contains the Loan Installment Schedule which shows the months and the Amount to be deducted in those months. You can change the months and the Amounts to be deducted.
 - iii. Loan Payment: This is used when a Payment is made for the Loan Approved. It contains Information like Loan Payment No., Employee Details, Payment Date, Amount Paid, Loan Balance etc.
- b. Leave Details: This is used to Record Leave Details. It is further divided into 3 sub menus which are:
- i. Leave Request: This is used when requesting for Leave. It contains Information like Leave Request No., Employee Details, Leave Type, request date, Leave Dates and Days, Leave Proceed/Sold etc.
 - ii. Leave Approval: This is used when approving a Leave Requested. It contains Information like Leave Approval No., Leave Request No., Employee Name, Leave Type, Leave Accepted/Rejected etc.
 - iii. Leave Completed: This is used when a Leave Approved is completed. It contains Information like Leave Approval Details and Leave Completed Days.
- c. Salary Advance: This is used to Record Salary Advance Details. It is further divided into 2 Sub menus which are:
- i. Advance Request: This is used when requesting for Advance. It contains information like Advance Request No., Employee Details, Advance Type, Advance Amount Requested etc.
 - ii. Advance Approval: This is used when approving Advance Requested. It contains information like Advance Approval No., Advance Request Details, Employee Details, Advance Amount Requested, Advance Amount approved etc.
- d. Salary Arrears: This is used when an Employee/Employees was/were entitled to have a certain Salary Amount but was/were given less Salary Amount. It contains Information like Employee Details, Basic Pay, Increment Amount, Months, Total Arrears Amount etc. e.g. If an Employee was supposed to get 10,000 Tshs more for the last 5 months then the Increment Amount would be 10,000 , Months=5, Arrears Amount=50,000. So 50,000 will be added to the employee's Salary for the month in which the Arrears have been given to him/her.

e. Overtime: This is used when you want to give Overtime to your Employees. From the Attendance, the overtime hours will be picked as the Actual Overtime. The overtime is separated into weekdays and weekends. If you want to change the Overtime hours you have to type in the Overtime Given Column. The Overtime given hours will be taken in Payroll Calculation.

f. Overtime Given: This will display the List of Employees who have been given Overtime.

g. Absent/Late: This is used when you want to deduct Absenteeism and Late hours for work from your Employees. From the Attendance, the Absent and Late hours will be picked as the Actual. If you want to change the Absent days and Late hours you have to type in the given Column. There are 3 choices for deduction which are :-

1. None----The Absent days/Late hours will not be taken in Payroll Calculation.
2. Amount----The Absent days/Late hours will be taken in Payroll Calculations
3. Leave days----The Absent days/Late hours will not be taken in Payroll Calculations but will be converted to day(s) taking Weekday work hours in calculation. The day(s) will be deducted from the Employee's Annual Leave.

h. Absent/Late Given: This will display the List of Employees who has been given Absenteeism.

i. Payroll Processing: This is used when Processing Payroll. This is further divided into 2 sub menus which are as follows:

i. Monthly Payroll Processing: This is used when Processing Payroll Monthly which is for Permanent Employees

ii. Daily Payroll Processing; this is used when Processing Payroll on Day to Day basis which is for Casual Employees.

After Processing the Payroll, a message box will pop for printing the Payslips.

5. Payroll Reports:

This Module contains Payroll Reports which are as follows:

- a. Print Payslips
- b. Salary Reconciliation
- c. Payments/Deduction Accumulation Report
- d. Print Wages
- e. Wages Processed Report
- f. Salary Summary
- g. Employee Details
- h. Inactive Employee Report

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- i. Department Payroll
- j. Credit Advice Schedule
- k. No Bank Account
- l. Employee Taxes Payment Credit Slip (SDL)
- m. Leave Due
- n. Leave Summary Report
- o. Leave Details Report
- p. Overtime Report
- q. Absent/Late Report
- r. Passport Expiry Reports
- s. Permit Expiry Reports
- t. Contract Expiry
- u. NSSF/PPF Report
- v. Monthly Reports (Overall analysis of Leave, Payment, Coinage etc)
- w. Year End Reports:
 - i. P9 Report
 - ii. P10 Report
- x. Cash/Bank Payment Report
- y. Consolidates Reports (P10/NSSF) for Multi-company Payroll.
- z. Day off Report

6. Utilities:

This module contains some extra functions which are:

- a. Reminders: This is where you define a Reminder. It contains Reminder message, Reminder Date, Users whom the reminder should go, Reminder pop up options-Time of Reminder/Start up of the System/Every x Minute(s).
- b. Reminder Alerts: This shows all the Reminders Alert for a particular user. The user can view the Reminder Details by Double Clicking on the Reminder.
- c. Global Update Monthly: This is used when giving Additional Payments/Deduction to Employees for a particular month. E.g. If you want to give your Employee(s) 10,000 Tshs extra for Transport for the current month, then you have to use the Global Update Monthly form.
- d. c. Global Update Weekly: This is used when giving Additional Payments/Deduction to Employees on weekly basis. E.g. If you want to give your Employee(s) 10,000 Tshs extra for Transport for a particular month but each week you want to give a certain amount out of that 10000, then you have to use the Global Update Weekly form.
- e. In-Active Employee: This is used when an Employee leaves the Job so you don't want that employee to appear in any transaction in the Software. The payroll also will not be processed for that Employee.

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f. Employee Transfer: This is used when an Employee is transferred to another Department. It contains Employee Details, Transfer No., Transfer Date, From Department, To Department etc.

g. Employee Transfer from HR to Payroll : This is used when an appointment letter is printed for an applicant, the applicant name will show up in this screen, and you then transfer his/her details to the Payroll directly instead of recreating the record again.

h. Contract Details: This is used to record all Contract details of Employees, and when a contract expires, you can then modify and renew the contract. A diary of renewal will be maintained

i. Database Backup: This is used when you want to take Backup of the Database. It requires information like Server Name, Login, and Password which is filled according to the SQL Server Setup done in your Server. The Server Name is the name of the Sever Computer. If your server is your local computer then there is no need to fill the server name. Normally the login is 'sa' with no Password but it depends on how your SQL server Setup is done. Once you have filled the Login Information, Click on Login Button. After you have successfully connected to the Server, select the Database you want to take Back up of which is DaiichiPayroll. After that select the drive and the folder where u want to take Backup and then click on Backup.

j. Month End Purge: This is used when you want to close the Current Month after you have processing Payroll for all the Employees. NOTE: You cannot make any changes in any transaction of the Month you purge.

k. Payroll Process Diary: This module will show all the records of Payroll process date wise. It will record whether you had processed for all employees or selected employees.

l. Net Pay Forecast: This will calculate the Net Pay based on the Gross Pay entered. It will also show how the breakdown of Gross Pay into Net Pay is done.

7. Human Resources:

This module deals with the Human Resources. This module is used to help human resource department needs and functions. This module has sub modules as follows:

a. Upload Attendance - Biometrics: This module will only be used if you are using our Biometrics Attendance System. This will allow you to upload attendance from the Biometrics System to the Payroll.

b. Attendance: This is used to take Daily Attendance of all the Employees. You have to specify the status (P, S, A, L, V, D, G), Time In, Lunch Out, Lunch In, Time Out. If you have set up timings for the employees and you have input Time a min or more, greater than the actual Office Time, then the software will automatically show the Employee status as Late (L). Overtime is automatically calculated if you have set up the timings.

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c. Job Requirement: This is used when there is a Requirement for a Job. It contains information like Job Requirement Id, Date, Post Department, No of post, Qualifications, Skill set, Publish Date, Remarks, Newspapers, Publish Date, Bill No, Bill Amount, Bill date etc.

d. Bio Data: This is used to record Bio data. It contains Information like Date, Designation, First Name, M.I., Last Name, Email, Address, Telephone, Mobile, DOB, Expected Salary, Academic qualifications, Technical Qualifications, Experience, Remarks etc.

e. Interview Details: This is used to record Interview Details. It contains information like Interview No., Date, Post, Person's Name which is coming from the bio data, Interviewed by, designation, department, Salary, comments etc.

f. Hospital Details: This is used to create the company's hospitals, which will be used when producing a Sick Sheet.

g. Change Sick Sheet Amount: This is used if the sick sheet amount allocated to an employee needs to be changed.

h. Sick Sheet: This is used for producing sick sheets to employees.

i. Medical Claim: This is used when there is a Medical Claim by an employee. It contains information like Claim no., Date, Employee details, Bill no., Amount etc.

j. Warning: This is used when a Feedback is made for an employee. It contains Information like feedback No., feedback date, Feedback by, name, designation, department, Feedback etc.

k. Performance Appraisal: This is used when a Performance Appraisal is given to an Employee. It contains information like Employee Details, employee's Performance Details in various areas, Observations, Appraisal by etc.

l. Applicant Letters: This contains Applicants letters. The letters can be printed after feeding in the appropriate information. It is further divided into 3 sub menus which are as follows:

i. Call Letter: This is used when a call is made to the Applicant after the interview. It contains information like applicants details, call details, post given.

ii. Offer Letter: This is used when offering a job to the Applicant after the interview. It contains information like Applicants details, Interview No., Interview Date, Offer No., Offer date, Post, Salary etc.

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- iii. Appointment Letter: This is an appointment letter. This is used when an applicant is appointed for the job, after accepting the offer, after the interview. It contains information like application No., application date, Offer No., Basic Pay, Employment duration etc.

- m. Employee Letters: This module contains some Employee Letters. The letters can be printed after feeding in the appropriate information. It is further divided into 3 sub menus which are as follows:
 - i. Increment Letter: This is used when an Increment is given to the employee. It contains information like Employee Details, Letter No., Basic Pay, Increment, Effective From etc.
 - ii. Resignation Letter Report: This is used when an employee is resigning. It contains Employee details, Reason for resigning, Resign date, Relieving date etc.
 - iii. Final Settlement Letter: This is used to settle the employee's account when he/she is leaving the job. It contains Employee Details, Date of leaving, Amount to be paid, Amount to be deducted and Net payable.

- n. Training Details: This module is used for recording Training details of employees.

- o. Travel Details: This module is used for recording Travel details of employees.

- p. Front Office: This module monitors front office activities. It is divided into 2 sub menus which are as follows:
 - i. Call Book: This is used to record Call details. It contains information like Call No., Call Date, Call time, Inward/Outward call, From Tel. No., From extension, To Tel. No., To extension, Call From, Call To and Message.
 - ii. Staff Movement Report: This is used to Record Staff Movement. It is mainly used to monitor a staff's movement in the office. It contains information like Employee Details, Date, Time Out, Expected Time In, Actual Time In, Reason for going out, Remarks etc.

8. HR Reports: This module contains Human Resources Reports which are as follows:

- a. Attendance Report
- b. Job Requirement Report
- c. Bio data Report
- d. Interview Report
- e. Warning Report
- f. Medical Claim Report

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- g. Performance Appraisal Report
- h. Applicant Letters:
 - a. Call Letter
 - b. Offer Letter
 - c. Appointment Letter
- i. Employee Letters:
 - a. Increment Letter
 - b. Resignation Letter
 - c. Final Settlement Report
- j. Sick Sheet Report.
- k. Sick Sheet Expense Report
- l. Training Report
- m. Travel Report
- n. Front Office:
 - a. Call Book Report
 - b. Staff Movement Report
- o. Employee Contract Report

Note: Most of the Reports contains From and To Date, All or selected Applicants/Employees.

9. Tools:

This module contains some shortcuts for easy access of some of the computer programs, which can be quickly accessed from this software. They are as follows:

- a. Notepad
- b. Calculator
- c. Internet Explorer
- d. Windows Explorer

10. About Us:

- a. About Us: This is an about box which contains Powercomputers contact information and Payroll and Human Resources software info.
- b. Help: This Contains help about each Module in the Software. Help on each Module/Form can be activated by Pressing F1 in the particular form or using this module directly.
- c. SQL Troubleshooting: This contains the possible SQL Errors which can occur in the Software and how to troubleshoot the errors.

Benefits

By utilizing Daiichi Human Resource & Payroll management system you will realize the following benefits:

A Fully Accredited Solution

Daiichi Payroll meets the rigorous standards, guaranteeing you fast, efficient and painless pay runs, even at Year End. It is designed to reduce your operating costs and give your staff more time for value-added activities, away from routine payroll administration.

This solution provides excellent functionality at a highly competitive price, and comes complete with in-built help systems.

Daiichi's Payroll provides enhanced features with more flexibility and seamless integration with the Human Resources module. It gives companies of today a robust, comprehensive solution for processing payroll in-house. Paying employees has never been so cost-effective, convenient, and most importantly, accurate.

Daiichi's Human Resources allows companies to immediately access key employee information such as salary history, performance appraisals, attendance history, training skills, job history and much more.

Key features are listed below.

Common Benefits

- Based on MS SQL database to fit common desktop configurations
- Fully multi-user for use across an enterprise
- Fully developed with common set of Core Functions
- Data is at your fingertips
- Print summary or detail reports
- Reviews of each staffs activities

Core Functions

- Standard Data Export - flexible data export file formats
- Application Security - configure user logins to control access to application functions
- Manuals - open manuals from within applications
- Reports - standard application reports
- Export to Excel

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- With this system you finally have a system with single source data entry capabilities.
- Increased functionality
- Automated and more efficient process
- More consistent and accurate data
- Efficient search modes (Search employees information)

Flexible & Scalable

Payroll is designed, as a long-term solution to your changing business needs. It is suitable for anything from one to many of active employees and adapts easily to fluctuations in staffing levels.

Implementation of Daiichi's Payroll and Human Resource is made easy. It can be implemented as a stand-alone module or integrated to Human Resources utilizing one database which eliminates redundant data entry. Integration ensures a company's payroll and HR departments will always be working with current employee information, as changes made in one module dynamically update each of the other applications.

"Since the implementation of this product, we have improved productivity, reduced errors, and eliminated downtime."

Prompt & Accurate

Daiichi Payroll will handle any combination of pay types and pay frequencies, presenting information in a graphical, easy to use format. However complex your pay structures, pay slips will be calculated and printed within minutes.

Reporting & Analysis

Monthly reports, statutory declarations and Year End requirements are available at the touch of a button. The system retains full details of all payments made, enabling the preparation of comprehensive management reports.

Every Conceivable Payroll Need

Provides a monthly report of payments due for PAYE and National Social security fund

Employee Records

Payroll comes complete with a simple 'tab card' personnel system, covering employment history, qualifications, photograph, holiday tracking and individual pay components.

P9 and P10 Processing

Payroll meets all the criteria laid down by the government for submission of Year End returns.

The system will handle all the calculations and reports connected with taxable benefits. A full range of electronic forms is supported, including P9 and P10 traditional printed reports

Absence Tracking

Payroll also enables you to track and review all types and periods of staff absence.

Administration Benefits

- Lower overall cost for management needs
- Greater flexibility in deadlines
- Professional preparation of all Reports
- Owner/manager are not tied to office for extended periods of time
- Complete confidentiality

Compatibility

The system is divided into two sides

1. Server- where the database resides (back end)
2. Client – where the exe file (executable file) of the program (the front end)

Operating system- For the server side Windows NT Server, Windows 98 or 2000
for the client side

Minimum system requirement

64 MB RAM
Pentium III Processor

Software's used

SQL Server-for the database-back end
Visual Basic 6.0-for the Front End
Crystal report-for the reports

Project Management

Powercomputers offers our entire office at your service. We will assign the following Project manager to your company. He will be available to answer any questions or concerns that you may have. He can also discuss and add additional reports or summaries upon your request

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Our Estimated Customers in all over Tanzania

Dar-es-salaam

1. CURTAINS & BEDROOM SOLUTIONS LIMITED
2. G & B SOAP INDUSTRIES LIMITED
3. LEGAL AND HUMAN RIGHTS CENTER
4. MURZAH OIL MILLS LIMITED
5. NATIONAL DEVELOPMENT CORPORATION - NDC
6. QUALITY BODY PRODUCTS LIMITED
7. QUALITY FOAM LIMITED
8. QUALITY PLASTICS LIMITED
9. SALAMA PHARMACEUTICALS
10. SKYNET TANZANIA LIMITED
11. MEDITERRANEO HOTEL
12. CREATIVE INTER TRADERS LIMITED
13. FREEDOM ELECTRONICS LIMITED
14. AFRISIAN GINNING LIMITED
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19. TANZANIA BRUSH LIMITED
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21. SAAFA PLASTICS LIMITED
22. FORWARD AIR LIMITED
23. DICC – CITY GARDEN
24. ITEL SHOE LIMITED
25. VEE COM LIMITED
26. LEADCOM KASBIAN LIMITED
27. MOFED TANZANIA LIMITED
28. W I P A H S
29. EYE CATHERZ
30. MGS INTERNATIONAL LIMITED
31. REGENCY MEDICAL TRUST HOSPITAL

Arusha

1. HEMANI NURSERY SCHOOL
2. IMPALA HOTEL
3. JAFFERY PRIMARY SCHOOL
4. JR ELECTRONICS LIMITED
5. JR INSTITUTE OF INFORMATION TECHNOLOGY
6. MERY WOOD PRODUCTS LIMITED
7. NGURDOTO MOUNTAIN LODGE
8. PASTEL LIMITED
9. SHERIFF DEWJI & SONS LIMITED
10. TANZANIA GRAIN & SEED PROCESSORS LIMITED

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11. DEKKER BRUINS LIMITED
12. A TO Z TEXTILE MILLS LIMITED
13. NET HEALTH TANZANIA LIMITED
14. TANFOAM LIMITED
15. EAST AFRICAN HOTELS

Moshi

1. BONITE BOTTLERS LIMITED
2. RAJINDER MOTORS LIMITED

Zanzibar

1. LA GEMMA DELL'EST HOTEL
2. MTONI MARINE RESTURANT

Morogoro

1. MOROGORO CANVAS MILLS (1998) LIMITED
2. OASIS HOTEL LIMITED

Mwanza

1. MOIL AFRICA LIMITED
2. VITANDA MANUFACTURERS LIMITED

For more information & FREE DEMO contact:-

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