

Intelligent Corporate Solutions

# PAYROLL

*A Intelligent pay Solution - Based on Oracle Applications*

## Intelligentpay

Does your business need the ability to automate payroll processing? Need the ability to complete payroll quickly there by reducing processing time and costs? Using the Intelligentpay software from ICS may be the solution you have been looking for.

The Intelligentpay application provides features like flexible time entry, leave calculations, benefit tracking, gratuity calculations, overtime calculations, payroll cheque printing, and a host of payroll reports. As businesses continue to grow, the need to provide timely and accurate payroll can be crucial to any business.

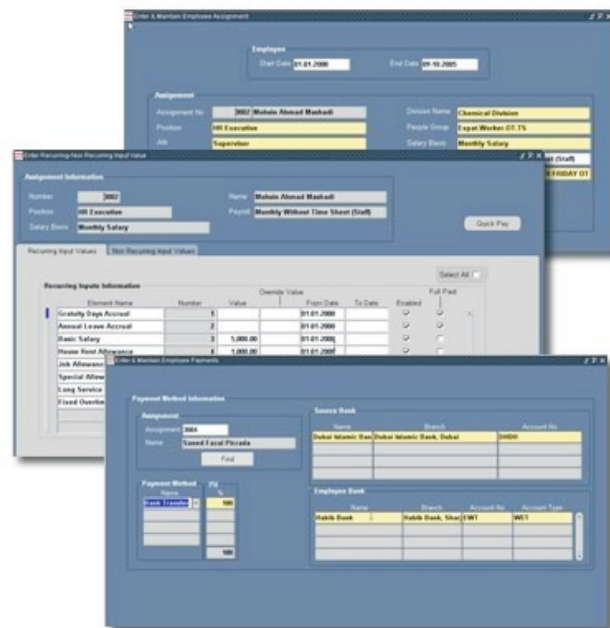
The Intelligentpay software is a solution to aid in automating and providing timely and accurate payroll processing for all types of businesses. The Intelligentpay software has built-in functions to accommodate the life cycle of payroll processing. It can also easily integrate with any existing accounting or HR applications that are already in-place.

The Intelligentpay software can create special payroll runs, evaluate data, reconcile payrolls and quarter-ends with online analysis, generate cost accounting, labour distribution reports and secure sensitive payroll information. Depending on your business needs using the Intelligentpay, you can, expect to gain several benefits from using this software.

### Some of the benefits are:

- Lower payroll production costs through improved accuracy
- Fast identification, analysis and reporting of adverse employee costs or trends
- Reduction of administrative overheads
- Automation of many manual processes
- Provides timely payroll processing

These are just some of the several benefits that may be achieved by setting up the Intelligentpay software for your business.



### Why Intelligentpay?

Administering employees and their payments can use a large amount of business resources. In large companies, this usually means specific administration staff and systems - in small businesses it often means late nights for the manager and the sense of a chore that steals time from the productive areas of the business.

Much time and energy is required to gather the correct information to ensure compliance with complex regulations, awards and contracts. Employment conditions often include penalties for varying hours of work, days of work, hours of work within a day, overtime payments and so on. Other employee administration tasks include calculation and provision of information on sick, annual and long service leave, workers gratuity, employment statistics, plus payments for most of the above. This is made all the more difficult when there are staff on different pay contracts or have special conditions.

Without the use of efficient methodologies and good information systems, the administrative load wastes a huge amount of business time and resources. The intelligentpay application provides you with a more accurate and efficient information and wages system which will allow the release of resources for use in improving business operations and will reduce the amount of industrial friction and compliance problems caused by error.



## Payroll - Features

IntelligentPay is a high performance system designed to cater to the needs of small and medium to large size businesses.

### Features:

- Payroll run is used to calculate the employees pay correctly at regular intervals. You can also roll back the payroll when required and carry out test runs without keeping a record of it having taken place.
- Quick Pay- This is useful for running part payroll where you do not want to process the payroll for the entire organization, e.g. Leave and final settlements.
- Pay Methods - allows you to define as many payment methods as required for your organization.
- Pay Elements - these are categorized as Earnings, Deductions and Information - Earnings: Basic salary, housing allowance, transport allowance, telephone allowance, bonus, etc. Salary basis - the period of time for which an employee's salary is quoted, such as hourly, daily and monthly.

### Other capabilities:

- Efficiently check, double check and reconcile payrolls.
- Examine employee payment histories at any time.
- Report on payroll results to company executives.
- Maintain full security and integrity of payroll information, including historical information.
- Enable access to information when required for inquiries and responses to pay queries.
- Overtime days are viewed in the HR Module and automatically routed and calculated in payroll.

## IntelligentPay Reports

The following are some of the many reports that are available from the intelligentPay application:

- Customized pay slip; Pay-slips customized to compliment the rest of the companies corporate ID including Logo. Pay-slips will show, amount paid, work days, overtime, payments, pay methods as well as other essential information.
- Payroll Summary Report; Based on the monthly payroll run this report will show department wise the total amounts per employee as earnings, deductions, net salary.
- Expiry Reports; This report will show the expiry dates for several types of documents including Visa, Passport and other employee related items with expiry times.
- Leave Settlement & Final Settlement report; We will provide two reports for leave and final settlement and show leave pay breakdown, gross settlement and recoveries.
- Employee service benefits; This report will show employee service benefits for all employees including:
  - Monthly accrual
  - Gratuity
  - Leave accrual
  - Air passage
- Bank Transfer letter /report; This letter is used to transfer salary instructions and information to the respective employee bank accounts.
- Visa Expense tracking; This will show the expenses information for employment visa, visa renewal fees and other legal fees.

## Intelligentpay Makes Payroll a Breeze

- Unlimited Capacity with Ultimate Flexibility
- Timely and Correct Reports
- Integration to Time & Attendance Systems
- Department and Job Costing
- Interface to other Packages

