ADP®

IN THE BUSINESS OF YOUR SUCCESS™

Payroll on Cloud
Version 3.0

Payroll on Cloud

UAE

India

Bangladesh

Hong Kong

Macau

Vietnam

Malaysia

Philippines

Sri lanka

Singapore

Maldives

Indonesia

Mauritius

▶ **Robust and scalable payroll solution for Small, mid sized and large clients**

▶ **Highly configurable system with a built-in rule engine that can accommodate complex payroll logic**

▶ **Multi-Country solution with multi-lingual support**

▶ **Cloud based solution, multi-tenantable**

▶ **Integrates with other business solutions & ERP by using intelligent adapters**

▶ **One solution that offers integrated HRIS, Time and Attendance, and Absence Management solution**

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Investment Declaration & Proof Submission

For tax calculations, employees need to submit their investment declarations. Payroll system provides the Declarations module, which employees can use to declare their investments. Employees need to submit proofs for their investments. Online submission of proofs makes year-end activities hassle free.

Time & Attendance (T&A)

T&A, a module integrated with C8 can be configured for more than 200 variable parameters across employee groups and overlapping shifts. Unique flexible time collection feature makes it device independent and can capture source data from a various h/w devices. It provides granular reports for HR Managers. Features such as employee leave calendar and shift rosters make it a very useful tool for shift managers.

Easy Online Submission & Approval

Gone are the days when employees would have to fill out claim forms manually and save a number of paper bills to submit along with their claims. Claims' forms can now be filled online, and bills can be scanned and attached along with claims. With online claims, the claim approvers are also saved from the hassles of collecting huge number of paper bills and matching them with the submitted claims. Reimbursements are now processed quickly and easily.

Reports

Reports provided by payroll system include monthly pay slips and tax slips, social security reports, leave balance reports, reports related to personnel data such as summary of confirmed employees, and Attrition report. In addition to in-built reports, system also provides customized reports and Report Builder to generate exclusive reports.

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Rule Map Configuration

Seasonal/Project requirements may require employees from various industries to work overtime. Employees may be compensated for the additional hours worked either with allowances or compensatory off days. Some industries may also provide their employees flexibility in working hours or work from home options on certain days. T&A allows the configuration of all these additional settings whenever they are required.

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Leave and Holiday Setup

For accurate attendance tracking, organizations may need to pre-determine the leave and holiday allocations for a calendar year, and set the leave and holiday allocations in their attendance tracking systems. T&A allows organizations to create leave and holiday roster for different employee groups and locations, and map the holiday rules to the employees appropriately. Similarly, different employee groups may have different leave allocation. Leave groups can be created, and employees can be mapped to their leave groups for effective attendance and leave tracking.

Flexible Time Collection Methods

Organizations may have multiple devices to track the in and out time of their employees. The devices used vary across organizations. While some organizations may use biometric devices, others may use access card time clocks or voice recognition devices. T&A offers compatibility with most of these time tracking devices.

Mobility

ADP payroll comes with a mobile solution. Organizations can now enable their employees to access reports, submit leave and expense details etc. from their mobile devices, and supports IOS and Android based platforms.

A Complete Solution

ADP Payroll is a cloud-based comprehensive solution that addresses the payroll requirements of organizations. HRIS, Time and Attendance and leave management are integrated as one solution.

The built-in Rule engine for building complex calculations logic is customizable and can be configured to any organization/country requirement.

The solution is already configured and tested for countries namely Sri Lanka, Maldives, Bangladesh, Dubai, Malaysia, Singapore, Philippines, Hong Kong, Macau and Mauritious. It also supports multiple languages.

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Payroll Management

Based on organizational needs, before executing the payroll process, the master data can be configured for different organizations based on various parameters. Payment periods, employee groups, leave groups, approval settings, ESS settings, and various other master data configuration can be done by using C8. This automates processes and eliminates the need for running live payroll for varied groups.

Master Data Configuration

The master data for earnings and deductions can be imported for payroll management. Based on the master data input, formulae can be established for computations of salaries and taxes. The provision for including arrear payments to salaries is also provided. After all the parameters have been established, payroll process can be initiated, which then generates pay slips, tax slips, and other reports.

Statutory Management

ADP payroll has a powerful system that can handle intricate deduction schemes such as social security contributions, pension schemes, provident funds, health benefit schemes and many other deduction components for various countries. Employees can be segregated based on certain statutory requirements, deduction types, earning components, etc. to make statutory calculations easier and simpler.

Expense Claims

ESS provides multiple expense claim categories such as Medical, LTA, Fuel, and Phone reimbursement claims, for which users can place their individual claims. Availability of various expense claim categories ensures that employees have clarity on the claim amounts approved for each one of the expense categories.

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Document Management

Employees can download common documents such as year end tax declaration, organization policies and procedure documents uploaded for their use, by account managers. ESS facilitates this document sharing process. Employees can also change their login passwords, and post queries.

Exit & Transfer Process

HR can perform internal transfers for employees and manage their exit process. The Exit module extends its support until the Full & Final settlement stage, which makes it an end-to-end solution for employee data management.

Secure Transactions

The payroll solution is deployed over a HTTPS protocol thereby ensuring secure access to client information. Client administrators can create/delete/modify user access and user privileges on the application. All transactions in the application are audit trailed, and thus provides for greater monitoring and tighter controls.

HRIS

HR users can manage employee details, upload and download employee master data, and manage the expense submission details. In addition to these tasks, an HR user can also modify demographic and salary data. Features like onboarding, rewards and recognition are an add-on to the HRIS platter.

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