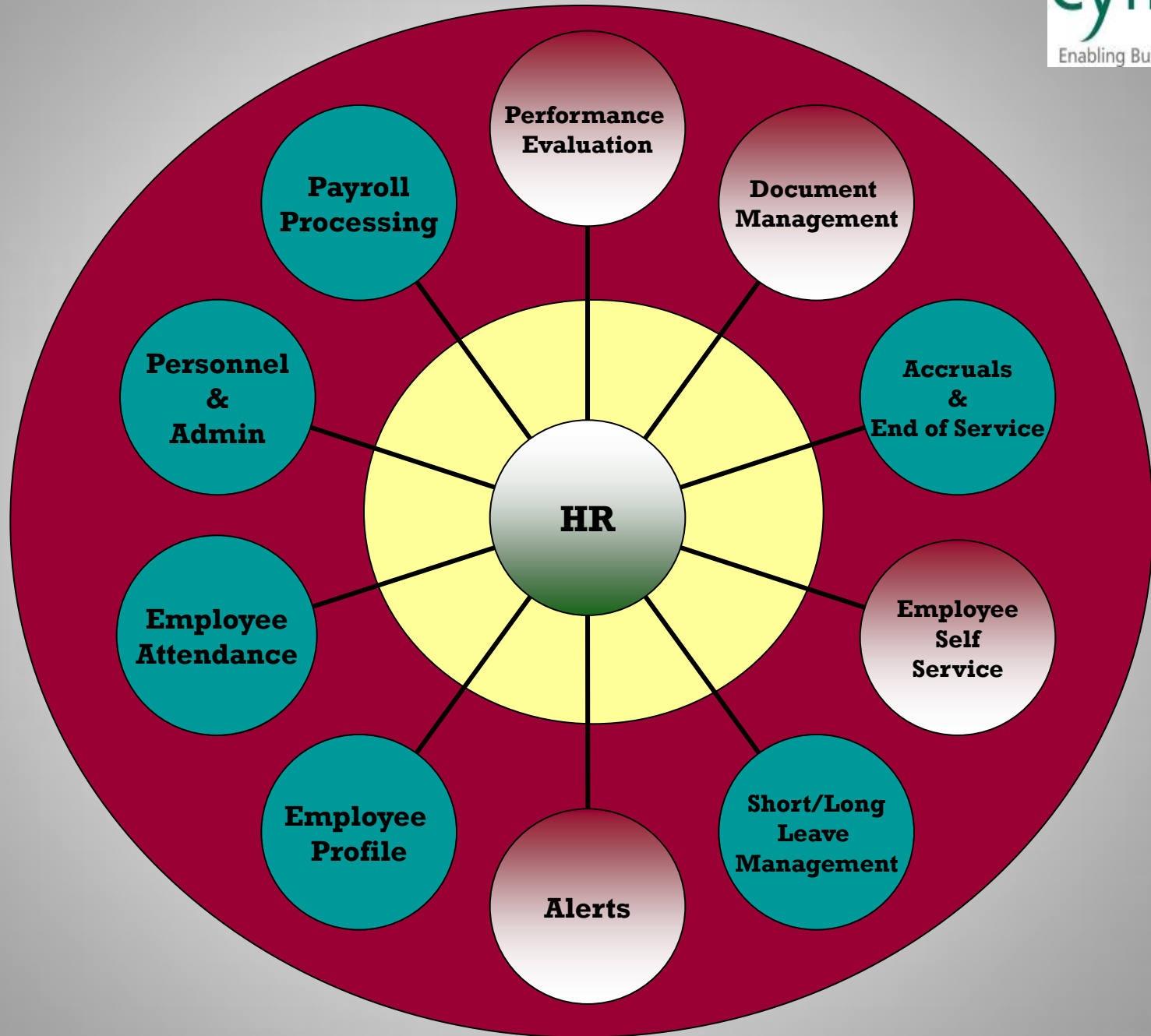


Time & Attendance and Middle East Payroll Management System

Cynosure Solutions Fzc

- ❑ 21 Countries.....
- ❑ 800+ customers.....
- ❑ Implemented across multiple industry verticals



Time & Attendance System (TAS)



TAS

Key Features

Rostering

- Highly Flexible Shift Schedule Settings
 - Unlimited shift codes
 - Tolerances and Round off options
 - Open Shift and Split Shift Handling
 - Paid and Unpaid Breaks
 - Ramadan Timings
- Weekly Schedule with weekly off day(s) and Daily Shift Schedule with random off days
- Roster Upload from Excel Sheet

TAS

Key Features

Other Features & Functionalities

- Automatic out transaction for sales people
- Automatic In & Out for Managers
- Different Rate for Night OT
- User Security by Department, Division etc
- Non-Attendance Transactions, like Business Visits, Personnel Breaks, etc.
- Crisis Management

Reports

- Daily Information Report
- Late Coming and Early Departure Report
- Consolidated Attendance Report
- Exception Report (Missing In/Out)

eTAS

New Products

- Web-based
- Provides user-friendly interface for:
 - Attendance Inquiry
 - Rostering
 - Managing Time Bookings
 - Managing Leave Data
 - All standard reports available on web

Payroll & Personnel Management System (PMS)



PMS



PMS

Employee Profile

- Basic Data
- Demography
- Positions
- Educational Qualifications
- Dependants information
- Documents like visa, passport etc
- Salary Package

PMS

EOS – End of Service

- Automatic Gratuity Calculation
- Monthly Accrual on
 - Gratuity
 - Annual Leave
 - Air Ticket
 - Insurance
- Settlement as per UAE Labor law
- Settlement as per company policy
- Notification on outstanding loan
- Notification on asset

PMS

Payroll Processing

- Interface period set-up – Setting payroll cut-off dates
- Supports payroll calculation based on:
 - Calendar days method
 - 30 day/month setup
 - Year based salary calculation
- Salary Register / Payslip / Cash Bank Statement / Payroll Comparison Report and Accrual Registers
- E-mailing of Payslip – through Outlook or SMTP Server *
- Changing of pre-processed leaves *
- Notice Period Handling
- GL Interface Entries – Highly configurable and flexible interface setup. ^

PMS

Pay Components

- Salary Arrear Calculation for Backdated Salary Changes
- Setting of Pay Components as a combination of Monthly Amount or Daily Rate
- Multi currency Pay Component Setup
- Flexible treatment of pay components for various leave types

Loans & Advances

- Automatic deduction in payroll based on the repayment schedule
- Facility to amend the schedule during the repayment cycle
- Automatic settlement of outstanding loans in the employee termination process

PMS

Personnel & Administration

- Details (Issue Date, Issue Place, Document No., Expiry Date) of employee and company documents like Passport, Visa, Trade License, Work Permit, etc.
- Storing of document images (as JPG or PDF files) and printing. *
- Pop-up Alerts on document expiry and vacation overstay * ^
- Tracking of company assets with employees
- Employee dependent information
- Qualification, Skill Set and Training Maintenance
- Manpower Distribution Report (by Department, Division, Cost Center, etc.)

PMS

Key Features

Vacation Handling

- Tracking of vacation balances and forecasting of available vacation days for a future date.
- Advance Vacation processing for employees proceeding on vacation.
- Adjustment salary payment in the next payroll period for employees resuming duty after payroll closure. *
- Automatic settlement of OT for the days worked between the vacation pay settlement date and the vacation start date (applicable in case of TAS interface) *
- Facility for automatic annual leave and leave passage encashment. *
- Handling of delayed vacation returns

ALERTS

Automatic email alerts on

- Expiring documents
- Leave approval
- Employee appraisal
- Pls add more.....

PMS

Over the past years, PMS has been implemented at diversified companies and operations, like Manufacturing Companies, Contracting Companies, Retail Outlets, Health & Fitness, Oil Field Companies, Multinationals, Logistics, Holding Companies, Communications, Educational Groups, etc. etc.

The flexible architecture of PMS has helped us to incorporate and provide for the business specific customization required by our clients and partners, without affecting any of the standard and key functionalities.

PMS

Payroll Tax

Client: US based MNC processing Middle East, North Africa and Asia Payroll from Dubai

Customization: Incorporation of tax policies of Egypt, Yemen and Pakistan into PMS

Hitch Handling

Client: Oil Field Services Company

Customization: The employees on oil fields are entitled for 28-day off period for each 28-days of work. This 28/28 always does not happen in an equal manner and the tracking of the same and compensation handling is managed from PMS. Also, special entitlement for employees when they are on field, workshop and training also handled automatically.

PMS

Tracking of Salary Disbursal

Client: Construction company with 750+ employees in their direct payroll and an equal number of daily waged employees

Customization: The salary for the labors are sent to their respective site of work for disbursal. By the time the salary reaches the site, it could be possible that the employee has been moved for this site to another. With the customization, PMS generates salary disbursal details by site and keeps track of the unpaid salaries to be settled later or in subsequent months.

PMS

Adjunct Faculty Payroll *

Client: Educational Institution

Customization: The Institution employees part-time teachers for each semester for a lump sum package. The semester could be of 4 month duration, but the package could be split to be paid to the employees in 3 installments and not on a monthly basis. Moreover, accruals need to be done on monthly basis for salary dues.

GP Interface for Project Accounting

Client: Workshop of a Shipping Company

Customization: Facility is provided in PMS to project employee wise project time sheet for each category and direct interface is provided to Project Accounting module of GP for project related costs.

Performance Evaluation System (PES)

New Products

- Configurable Evaluation Parameters
 - Parameter Codes (like Job Knowledge, Quantity of Work, etc.)
 - Sub Categories (like Level of Expertise, Manufacturing Specification, etc. under Job Knowledge)
 - Various Appraisal Schemes by linking to relevant parameter codes and assigning weightage
- Setting up levels of evaluation
 - From single level of evaluation (where evaluation is done only by immediate supervisor) up to evaluation all up the organization tree till CEO



PES

- Complete Evaluation Workflow
 - Generation of Evaluation forms.
 - Rating of each employee by immediate supervisor, and then by the next supervisor and so on.
 - Employee Performance Reporting
 - Applying Scaling factor by the authorized scaling authority
- Reports
 - Review Hierarchy
 - Pending evaluation tasks by employee and supervisor
 - Evaluation History

Document Management System (DMS)

- Generate user defined letters like
 - Salary Certificate
 - Bank Letters
 - Memo
 - Transfer
 - Warning
 - Salary Increment
 - and so on.....

Employee Self Service (ESS)

- Web-based
- Employee Login
- Leave Request by the employee
- Leave Approval by Supervisor
- Seamless integration with PMS
- Payslip and Outstanding Loan Reports for the employee
- Also available is the Expiring Documents Report

Achievements....



Contact Us

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