

Additt Payroll & Personnel

Welcome to Additt Payroll & Personnel !!!

The private and public sector payroll system has been characterised by a number of problems such as delayed salary payments, ghost workers and incomplete and inaccurate employee database.

In order to overcome the aforementioned problems, there is the need to maintain a reliable, sustainable, scalable payroll and employee database. To meet this requirement, Dni & Associates has developed Additt Payroll & Personnel.

FEATURES:

Additt Payroll & Personnel has the following unique features:

(a) Payroll:

- ✓ Handles unlimited number of employees.
- ✓ Accommodates large digits when entering numeric transactions.
- ✓ Authorised users can call-up, edit and resave transactions.
- ✓ Unlimited allowances and deductions.
- ✓ Allowances and deductions could be made to run once or perpetually.
- ✓ Support up to 9 user defined allowances and 9 user defined deductions computed based on selected allowances and specified rates.
- ✓ Salary structure based on grades.
- ✓ Payroll could be recalled from salary structure.
- ✓ Broad changes could be made to selected allowances and deductions using Companies, Locations, Departments, Grades and Positions as filters.
- ✓ Unlimited Companies (clients), Locations, Departments, Grades, Categories, Positions, Pay modes and Pension Funds Administrators.
- ✓ Suitable for HRO operations as a result of unlimited Companies (clients) capability.
- ✓ Generates clients' billing/reimbursement schedule.
- ✓ Prevents paying an employee more than once.
- ✓ Rejects repeated Bank Account numbers and Pension Fund numbers.
- ✓ Computes tax deductions based on tax laws or on selected allowances and specified rate.
- ✓ Loans management with unlimited number of loans deductible using either annuity method or flat amount.
- ✓ Unlimited welfare deductions that run continuously or timed.
- ✓ Computes employees' overtime with weekdays and weekend rates.
- ✓ Computes employees' service charges (suitable in the hotel environment).
- ✓ Functionality to pay staff via different method such as cash and different bank accounts with reports automatically generated.
- ✓ Prorates salaries for employees that joined mid-way in the month.

- ✓ Prorates Xmas bonuses/13th month for employees that joined mid-way in the year.
- ✓ Prorates salaries for employees that recorded absence and lateness during the month using days and hours respectively.
- ✓ Auto-emails pay slips to employees' emails boxes via Microsoft Outlook.
- ✓ Generates salaries payment schedules and PFA schedules that are exportable to Excel for easy crediting of employees accounts.
- ✓ Payroll for a particular date could have up to 9 batches.
- ✓ Retention of all previous months reports after month end closure.
- ✓ Employees could be blocked/unblocked against entries that have payroll implications during processing.
- ✓ Online users listing showing the computers they logged into with time and date and the ability to log off users who did not log off properly in their last sessions.
- ✓ User level security for granting access rights to individual menu items.
- ✓ User's ability to securely change their passwords by themselves.
- ✓ Manager's can help users recreate forgotten passwords retaining their existing login name.
- ✓ Audit trail showing who last modified each transaction including the date and time of modification.
- ✓ Integrates with Additt Accounting.

(b)Personnel:

- ✓ Comprehensive employee personal information details.
- ✓ Trainings management.
- ✓ Queries.
- ✓ Prizes and commendations.
- ✓ Leaves management with roasters.
- ✓ Appraisals management.
- ✓ Reviews.
- ✓ Employees movements.

(c)Reporting:

- ✓ Numerous and customizable reports including pay slips, payroll details and summary, payroll allowances details and summary, payroll deductions details and summary, loans position details and summary, Grade changes schedule, Due arrears schedule, New employees schedule, Exited employees schedule, Inactive employees schedule, Null welfare schedule, overtime schedules, tax deductions schedules, pensions deductions schedules.
- ✓ Flexible column headers for payroll details and summary reports.
- ✓ Most reports could be grouped/filtered using companies, locations, departments, categories, grades or positions.
- ✓ Most reports are exportable to Excel.

- ✓ Accounting journal report for easy posting into other accounting software when not integrated with Additt Accounting.

(d) System:

- ✓ Unlimited number of companies when purchased with multi-company licence.
- ✓ Supports between 25-50 concurrent users as against 1-6 offered by similar products when using Microsoft Access database and unlimited number of users when using Microsoft SQL Server.
- ✓ Data files can accommodate as much as 2GB of data and is up-sizable to Microsoft SQL Server.
- ✓ Reliable and secured data file that requires minimal administration. Users can optimise data files without calling in a consultant.
- ✓ Easy data file backup and restore procedures.
- ✓ Colour settings to suit users colour preferences.

(c) Customisation:

- ✓ The beauty of Additt Payroll & Personnel is that it is customizable to meet customers' business needs which extend beyond existing features covered by the software.
- ✓ Dni & Associates is ready to develop modules to accommodate those needs at additional costs.