

# SunpacPlus© HR & Payroll

Human Resource and Payroll system

Version 4.0

*for Microsoft™ Windows*

*“HR & payroll management with ease and peace of mind !”*

## **Why Should I Purchase SunpacPlus© HR and Payroll?**

SunpacPlus© Human Resource and Payroll Version 4.0 is a fully scaleable and customizable human resource and payroll application designed for Windows™ 95, 98, NT, ME and 2000. SunpacPlus© Human Resource and Payroll Manager combines full human resource management capabilities together with payroll processing. It comprises four main modules :

- **Human resource management**
- **Payroll processing and administration**
- **Staff training**

Its main features include the ability to process staff payroll automatically at the end of each month based on default data and to generate monthly payroll transaction files which can be subsequently edited

### **Automatic GL Posting**

SunpacPlus© HR and Payroll also automatic posts to SunpacPlus© General Ledger, a companion accounting module

including generating the necessary journal entries.

### **Submission By Diskette**

SunpacPlus© HR and Payroll allows you to submit statutory reports by diskettes to banks, such as bank letters. Your EPF, SOCSO and income tax deductions are automatically computed by SunpacPlus© HR and Payroll based on the value that you keyed in as gross salary.

### **Security**

SunpacPlus© HR and Payroll has secure password access into sensitive payroll data and any screens or functions you want to protect

### **Automatic Reminders**

When you key in a new staff, SunpacPlus© HR & Payroll Manager will automatically ask if you want to print Borang 2. Similarly, SunpacPlus© will automatically ask if you want to print Borang 3 when a staff resigns, etc. The application will also remind you in advance of deadline submission dates for statutory forms such as Borang A or Borang 8A so that you have sufficient time to prepare them in advance.

### **Full human resource capabilities**

Other capabilities of SunpacPlus© HR and Payroll includes jobs tracking, department and cost center tracking, staff career progression, staff training and courses registration, staff scheduling, budgeting of human resource recruitment, staff asset tracking, tracking of interview dates, etc.

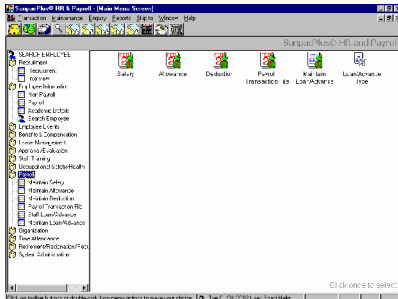
### **Keeps track of academic records, staff ratings and manhours**

SunpacPlus© HR and Payroll also keeps complete academic records of each staff including SRP, SPM, university and post-university qualifications and work experiences, performs staff assessments and staff ratings

SunpacPlus© HR and Payroll integrates with, SunpacPlus© Manhours Data Entry module, a companion module for keying in staff manhours

SunpacPlus© HR and Payroll can produce a complete range of human resource documents such as Staff Loan Confirmation Letter, Staff Disciplinary Letter, Staff Termination, Staff Increment, Staff Transfer, Guarantee Letter, Application Form and even Staff Birthday

Letter, etc. Ready-made Microsoft™ Word templates are already available although you can replace with your own document



SunpacPlus® HR and Payroll produces a wide range of payroll and HR statutory including Form KWSP6, Form 8A, Form EA, Borang 2 & 3, CP39, CP39-1, LUTH, ASB and other reports. You have the ability to submit statutory reports by diskettes

You can easily maintain EPF, EPR, SPF, SOCSO and income tax deduction rates using tables

#### Internet features (separate option)

Submission of staff leave application and enquiry of leave status over the Internet

Submission of timesheets

Submission of staff claims and claims enquiry

Fully integrates with Internet Explorer 4.0 or higher web browser (separate option) submission of staff timesheets and staff expense claims including enquiry of status over the Internet (separate option)

Ability to handle employee overtime and pro-rated pay at different overtime rates

Easy overtime hours data entry

Budget enabled

Scalable from desktop databases (Microsoft™ Access®, Jet™) to large server databases (Oracle®, SQL Server™)

Multiuser, and designed as a client-server application  
Designed for Y2K compliance

## TECHNICAL SPECIFICATION

### HR and Payroll

- ✓ Prints pre-formatted payslips or on confidential forms
- ✓ Automatic EPF, SOCSO and income tax calculation
- ✓ Allows for staff assessments and ratings
- ✓ Stores staff CV academic and work experience details
- ✓ Staff appraisal capability
- ✓ Department and office post info
- ✓ Staff career tracking/discipline
- ✓ Stores scanned-in staff photos
- ✓ Wide range of payroll reports
- ✓ Warns of deadlines for statutory payroll forms submission

### Manhours Data Entry

- ✓ Captures staff timesheet, punch cards or manhours details for job costings
- ✓ Captures staff disbursements and post directly to G/L accounts
- ✓ Convert staff timesheet hours to costs based on staff chargeout rates
- ✓ Automatically updates the payroll

### Reports

- ✓ KWSP Borang BCD (Disket)
- ✓ SOCSO Borang 8A
- ✓ SOCSO Borang 2
- ✓ SOCSO Borang 3
- ✓ IRD Borang CP39
- ✓ IRD Borang CP 39-1
- ✓ IRD Borang CP22 / CP22A
- ✓ IRD Borang EA (yearly)
- ✓ Payslip
- ✓ Payroll report
- ✓ Overtime report
- ✓ LUTH Deduction
- ✓ ASB Deduction
- ✓ Staff transfer form
- ✓ Staff leave form

### General

- ✓ Multiple windows interface
- ✓ Online help
- ✓ Link up to our Web page support
- ✓ Powerful search forms
- ✓ Custom report writer (separate)
- ✓ Enquire database from many scenarios using flex grid
- ✓ Create graphs from many business situations

## Report Writer

SunpacPlus® is compatible with Crystal Reports™ for Windows™. This report writer must be purchased separately but links directly to the SunpacPlus® menu.

## Computer Requirements

- Pentium or higher
- 64MB RAM or higher
- VGA compatible monitor
- Mouse (recommended)
- Windows 98™, 2000™, XP™, ME™.

For enquiries, please call :-

Halifa Enterprise Sdn Bhd  
5 Jalan Silat Lincah 11/3E  
40000 Shah Alam  
Selangor Darul Ehsan.

### Call Ezani 013-269-8540

Tel : 03-551-90431  
Fax : 603-551-90431  
E-mail : [ezanih@hotmail.com](mailto:ezanih@hotmail.com)  
URL : <http://sunpacplus.netfirms.com>

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