



Payroll System

An Essential of today's Employer

Biometric Attendance

*Technological Alignment
of an employee's
punctuality & attendance
response.*

Kiosk Solutions offer payroll Management System both manual & with biometric devices. We develop the product as per the requirement of the client.

Manual Payroll System

In this system attendance is maintained and entered manually.

However, rest of the commutation is done by the software. Automatic upload of employee attendance in payroll system and generation of salary sheet based on the time and attendance data. Adjustments possible in all segments that effect the overall salary of an individual. Its features include:

- **Developing Multiple shifts** can be created using shift roster, which will define the working days and time slot for each employee or department
- **Over time calculations** are also incorporated in monthly salary calculation

Payroll System Integrated with Attendance Machine

The key to cater an employee's productivity through time management is one of the high priority needs of every business. Organizations are facing problems to mark attendance of their staff and an employer wants to see how much cost is being incurred on retaining and governing the human bank in his organization.

Marking attendance is just a confirmation of an office entry; generating productivity and quantified objectives out of that marking is the essence for

Answer for all such queries is an automated attendance system; A centralized attendance system integrated with all attendance devices presents a meaningful attendance report. Going a step further our

payroll module integrated with biometric attendance system can work out salary of all employees based upon organizational business rules.

Kiosk Solutions has developed a solution enabling organizations to monitor staff attendance through biometric / RFID card and subsequent development of payroll. The solution will extract attendance data from Biometric Device and will transform into the meaningful report, to be used in development of payroll.

It offers an opportunity to the organizations to outsource their attendance system and save cost on account of maintaining employee wise shift register and dispensing away the staff involved in development of payroll and related activities.

Salient Features of Payroll System

Employee Information includes Employee Types; like Permanent, Contractual, Deputation, and Contingency - Employee Class / Category like Staff, Officers / Executives. Employee details include; Name, Address, Date of Joining, Employee Designation, Current Salary, Allowances, Bank Account No. with Bank Branch. Also create department list, employee list and create roster for master shift list.

Salary covers salary structure; allowances include admissible allowances, allowances to be deducted like Group Insurance premium, Income Tax payable, deductions on account of CP / GP Fund, EOBI, Social Security, and caters for the final settlement of employee.

In attendance; cater for attendance including late and early record of individual. Maintain shift register employee wise, generate salary sheet it's printing along with bank letter.

Import data from machine database. Attendance can be both biometric and card based.

Business Rules: The user should be able to setup the allowances which will then be used by the system. Weather allowances will be deducted on Percentage of Basic Pay, Running Salary, Fixed rate or any other method as reflected in paragraph. It also includes deduction of GP/CP Fund, and contribution to be made by employee and employer.

Reports: For management appraisal various reports are incorporated in the Module relating to; Payroll processing, Employee Increment Record, EOBI Reports, Social Security reports, Provident fund & Gratuity, Tax deduction record & Reporting, Employee Advance detail, Advances & Loans record,

Employee Loan Record, Provident Fund Detail, Gratuity Detail, Over Time Payment Sheet, Over time Expense Summary.

Kiosk Solutions will provide the hardware, software, its deployment and training.

General Features

- ✓ The system is extremely user friendly.
- ✓ Solution is totally integrated i.e. information from one module to other module will move automatically.
- ✓ All the reports generated by the system can be viewed on screen; printed; or exported to MS Excel, MS Word or Text Formats.

Business Models; Any organization especially production units having more number of employees can outsource their attendance and pay roll development to *Kiosk Solutions* . At the same time management will have a clear attendance picture through on line reports and an executive dashboard. We will be offering you this service in a lump-sum amount or on head count whatever is a win-win situation for both. Through this method of outsourcing attendance procedure will become not only transparent but also cost effective.

Contact Person

Lt Col Khalid Hameed Shah (R)
Executive Director
Kiosk Solutions
Ph: 0300-8565031
URL: www.kiosksolutions.com.pk
e-mail: khalid@kiosksolutions.com.pk

Shaheryar Bhatti
Manager Business Development
Kiosk Solutions
Ph: 0333-2179193
URL: www.kiosksolutions.com.pk
e-mail: shaheryar@kiosksolutions.com.pk