

HR & PAYROLL

MANAGEMENT SYSTEM



SIMPLE, QUICK, ACCURATE, CUSTOMIZABLE AND BACKED UP WITH FULL SUPPORT.

POWERED BY:
intrepido
tech

EZ ERP CORPORATE

EZC 25.02

MODULES



01 Staff Recruitment Management

02 Employee Onboarding

03 Advances Management

04 Loan Management

05 Leave Management System

06 Shift Management

07 Deductions Management

08 Attendance Management

09 Reimbursement Management

10 Payroll Management

11 Promotion / Demotion

12 Transfer Management

13 Legal Litigation Management

14 Accommodation Management

15 Disciplinary Proceedings

16 Training / Certifications

17 Employee Increment Management

18 Performance Evaluation

19 End of Service

STAFF RECRUITMENT

01

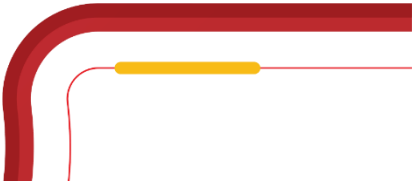
- Recruitment Request
- Advertisement on Portal
- Manual Short Listing



EMPLOYEE ONBOARDING

02

- Employee Personal Information
- Documents Management
- Annual and Monthly Leaves allocation
- Attendance/Shifts Allocations
- Allowances Information
- Fund/Deduction Information



EMPLOYEE ADVANCES

03

- Advance Request
- Request Approval
- Payment through Accounts
- Complete Deduction on upcoming salary

EMPLOYEE LOANS

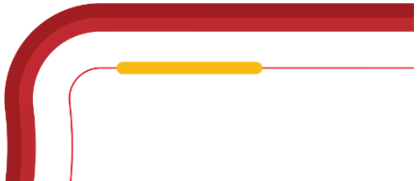
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- Loan Request
- Request Approval
- Payment through Accounts
- Complete/ Partial Deduction on upcoming salary as per installments.

LEAVES MANAGEMENT

05

- Leave Application
- Application Approval
- Leave Balances Auto Management



EMPLOYEE ATTENDANCE

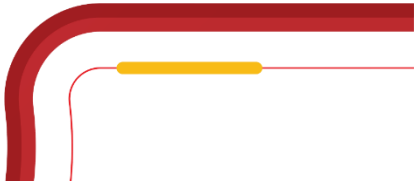
08

- Attendance Machine Integration - FRS
- Auto Shift Management
- Auto Deduction Policies Applicable
- Overtime Calculations.
- Attendance Sheet

EMPLOYEE REIMBURSEMENT

09

- Reimbursement Application
- Departmental Approval
- Accounts Approval



PAYROLL

10

- Auto Calculation based on settings and policies
- Initiate Payroll
- Payroll Accrual.
- Salaries Posting.
- Bank Letter.



PROMOTION DEMOTION

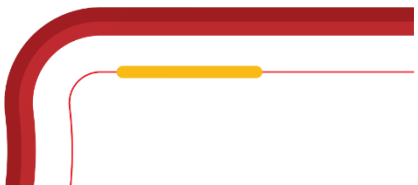
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- Based on Performance Evaluation.
- Initiate Application.
- Approval.

EMPLOYEE TRANSFER

12

- Transfer to different Department.
- Transfer to different Location.
- Initiate Application.
- Approval.



LEGAL LETIGATION

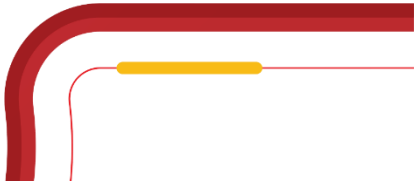
13

- Litigation Title.
- Initiate Litigation Details.
- Dash Board.
- Hearing details and upcoming dates data entry.
- Conclusion of Case.
- Close Litigation.

MANAGE ACCOMODATION

14

- Define Accommodations.
- New Application.
- Dash Board.
- Occupation Information.
- De-Allocation.
- Re-Allocation.
- Application List.
- Pending Approved List



DISCIPLINARY PROCEEDINGS

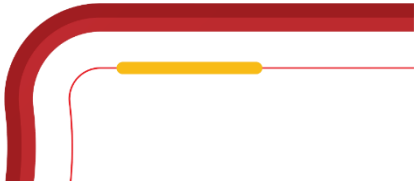
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- Define Disciplinary Categories.
- Define Disciplinary Actions.
- Initiate Inquiry.
- Employee Responses.
- Management Actions.

PERFORMANCE EVALUATION

18

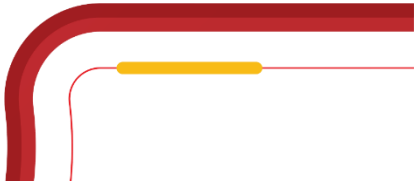
- Categorizations
- Initiate Evaluation
- Manage Questionnaires & Respective answers.
- Manage Open Questions.
- Evaluation Dash Board
- Performance Reporting



END OF SERVICE

19

- End of Service Calculations as per Govt Law
- Leave encasements
- Loan and advances balances.
- Other deductions.
- Fixed Assets Return.



Define Department & Designation

Define Location

Define Leave Criteria

Define Shifts

Define Attendance Machines

Define Holidays

Define Leave

Define Allowances

Define Income Tax Slabs

Define Overtime

Define Blood Group

Define Religion

Define Region & Area

Define Education

Define Deductions List

SMS Settings

Define Pay Scale

Define Funds

Define Loan Types

Define Designated Status

Define Allowances Profile

Recruitment Reasons

Rec. Advertisement Source

Nationalities

Grades

Legal Documents Title

Educational Degree

Area Of Study

Languages

Dependants Relationships

Skill Title

Courses Names

Membership Titles

Enter Leave Name : Annual Leave

Enter Leave Abbreviation : AL

Leave Limit Base : Annual

Leave Limit Transferable : Yes

Deduction Basis : Day

Deduction Percentage : 100 %

Include Allowed Leaves for deduction after limit exceed : No

Add Leave

Cancel

Sick Leave/SL

Annual Leave / AL

Select Employee Name : 1 - Ahmed / Javed | 0

Manage Docs

Document Name : Passport

Document Number : 125A114552

Issue Authority : Pakistan

Issue Date : 14-Sep-2021

Expiry Date : 28-Sep-2024

Attach PDF Document : Choose File No file chosen

Update Document

Doc. Name

Doc. Number

Issue Authority

Issue Date

Expiry Date

Iqama

03254054474

KSA GOVT

2023-09-01

2024-09-08

Department : ALL **Location : ALL** **From : 01-09-2023 To : 20-09-2023**

EMPLOYEE ID	EMPLOYEE NAME	FATHER'S NAME	DPT	DSG	BASIC PAY	TOTAL W.DAYS	CURRENT PAY	ALLOWNCES	O.T	GROSS PAY	E.O.B.I	S.S	P.F	I.T	LOAN	ADVANCES	DED.	FUNDS.	NET PAY
1 (OC0)	Ahmed	Javed	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
2 (OC0)	Supervisor	nil	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
3 (OC0)	Employee 1	nil	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
4 (OC0)	Employee 2	nil	Accounts	Manager	0	3/30	0	0	0	0	0	0	0	0	0.0	0	0	0	0
Total :					0		0	0	0	0	0	0	0	0	0	0	0	0	0

Social security contributions

Social insurance contributions are paid monthly based on the monthly basic salary plus housing (paid or in kind) with an upper limit of SAR 45,000, are computed at 2% for non-Saudi employees (note that this is not social insurance, it is occupational hazard), and are paid by the employer. For Saudi employees, the rate is 22% and is paid by both the employee (10% = 9% social insurance + 1% unemployment insurance [SANED]) and the employer (12% = 9% social insurance + 2% occupational hazard + 1% unemployment insurance [SANED]).

EZCorporate DEMO



Monthly Salary Slip for The Month of September, 2023

EMPLOYEE PERSONAL INFORMATION

Employee Code	: 0300200300001	Pay Scale(BPS)	: (/ /)		
Employee Name	: Ahmed / Javed				
Dept / Designation	: Accounts / Manager				
CNIC	: 0	Joining Date	: 2023-03-09	Lenght Of Service	: 0Y 6M 15D
Bank Name	: nill	Bank Account	: 0	Mobile No	: 0
Location	: Head Office	Retirement Date	: 2083-03-8	Date Of Birth	: 2023-03-09
Employee Status	: Management	Old Pay Code	: 0		:

SALARY & ALLOWANCES

Sr.No	Description	Amount
1.	Basic Salary	0
Gross Salary :		0

ADJUSTMENT OF RECOVERY

Sr.No	Description	Total Amount	Monthly Instilment	Installments	Balance
Adjustment Of Recovery Total :		0			

OTHER DEDUCTIONS

Sr.No	Description	Amount
Deductions Total :		0
Net Salary :		0

Amount(In Words) : Zero Only

* Computer generated slip, errors and omissions are expected.

1:05

Cash Loan

Loan Type
Select loan type

Loan Amount
Enter loan amount

Loan Installment
Enter loan installment

Applying Date
Select date

Reason
Enter reason

Apply View Loan

1:00

Advance

Advance Amount
Enter advance amount

Applying Date
Select date

Reason
Enter reason

Apply View Advance

1:37

Leave Application

Leave Type
Select leave type

Leave Criteria
Select leave criteria

Leave From
Select date Select time

Leave To
Select date Select time

Leave Paid
 Yes No

Reason
Enter reason

Apply View Balance

1:39

Leave Balance

Leave Name:	Casual Leave
Leave Sanctioned:	10
Leave Availed:	
Leave Balance:	10

1:43

Reimbursement

Category
Category

Source
Source

Service Availed
Select service availed

Applying Date
Select date

Reimburse Amount
Enter reimburse amount

Service Details
Enter service details

Apply

Our Global Presence

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KSA Dammam Office



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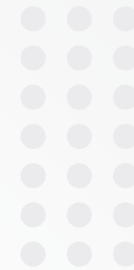


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