People Functions

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Payroll System

The HARVEST plus Payroll System is designed for the data recording and processing of junior level employees working at units and the head office. The employees include daily rated workers and monthly rated employees other than the executives (staff). The primary function of the Payroll System is to record the work details and compute the wages for the employees. The second major function of the *Payroll System* is to trace the manpower related expenses connected to the wage payment. Plantation being a labor-intensive industry, monitoring of labor expenses on different activities is more important to run the business efficiently.

Generally, payroll is prepared once in a month for a period of one month. Provision to compute payroll on weekly, fortnightly basis is also available depending on the process period. The "Mid month payment" advance is paid based on the number of days or quantum of work performed from the beginning of the month to a specified date. System will compute the mid month advance as per the regulations and recover the advance paid from the month end payment.

This system can generate all the relevant reports also. The *Payroll System* also helps to report the actual expenses as and when it is incurred. In other words, it can generate the report of the actual labour expenses incurred on different cost heads on a day-to-day basis.

The HARVEST plus Payroll system will integrate and work closely with the *Human Resource (HR) System* and *Functional Administration*, where all employee related master data is maintained.

Main Features of Payroll System

The Payroll System automates the data recording and wage processing of labor and junior level employees working at the unit and head office level. The primary function of this system is to record work details and compute wage for the employees.
The major features of this system are listed below:

1. The details of employees from their probation to pension period can be maintained in this system. The history of employees can be entered for the HR details.

2. You can define the basic wages of employees based on either their grade and level or category.

3. Employee wise supervisor (Mandor) hierarchy is introduced to facilitate the incentive, wage calculation and to expedite the data entry process.

4. Competent with the complex incentive computation for oil palm and rubber estates.

5. The family details of employees can be captured for the computation of the ration eligibility for their dependents.

6. Allocation is introduced to define various allocations such as jobs, allowance, benefits, debit, credit and leaves. Jobs, allowances and benefits allocations of similar types are grouped under allocation groups.

7. Various benefits are introduced in this system, which are paid to employees during his/her tenure with the company such as Holiday, Leaves, Ration, Bonus, Arrear, THR etc.

8. Accrued leave functionality is introduced in leave computation of employees.

9. Various types of deductions can be maintained and deductions are assigned with priority. Recoveries from the gross wage are done based on priority of the deductions.

   ➢ The **Deduction** screen is used to enter the details of various deductions in employee salaries. Deductions can be company deductions, external or statutory and each deduction carries a priority code used while generating reports. The expression used to calculate the deduction amount and the recovery details of each deduction is specified using this screen.

10. You can view the equal monthly installments (EMI) of the loan using the **Loan Schedule List** button through **Loan** option.

11. This system calculates the incentive based on various harvesting criteria's such block age, performance grade, yield, task etc.

    ➢ The incentives will be calculated after deducting penalties that you have set if there

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is any deviation from the base task. The **General Penalty Entry** screen is used to capture the penalty details of the employees belonging to the selected administrative unit, on a specified date.

12. This system facilitates the transport incentive processing based on employees and vehicle settings. The **Transport Incentive** screen is used to define the incentive details corresponding to various vehicles in the company.

13. **Tax:** All the details regarding the tax relief amounts and tax heads are captured through this section.

   ➢ The **Tax Relief** screen helps to enter the tax exemption amounts of the employees for monthly and yearly tax calculation.

   ➢ The **Tax Work Sheet Head** screen is used to define user defined tax work sheet that includes different salary components and expressions for tax calculation.

14. In case if there is an undeclared holiday in a week, then some other holiday (like Saturday) will be declared as working day. Such swapping of holidays can be done using the **Swap Day** screen.

15. The **Transmittal Slip** screen is used to define the number of transmittal slips that has to be entered for a particular mandatory transactions corresponding to a specified division. The process date of the system can be changed only after entering the specified number of sheets corresponding to the mandatory transactions.

16. Analysis of various wage related expenditures based on multi dimension analysis types and analysis codes is possible through this system.

17. The **Transaction** screens are used to enter the details of actual mandays utilized for the completion of the job allocations in various blocks corresponding to the specified administrative unit. This can be entered against block, allocation and mandays used. These details are required to analyze actual and budget mandays utilized for allocations.

18. This system is competent to manage different types of attendance entry such as daily, supervisor wise (Mandor/Workgroup), hourly and piece rate. The attendance entries can be imported atomically from the third party software.

19. The Dry Rubber Content screen is used to enter the factory weight of the task items and the quantity of dry rubber content obtained from these task items, based on work group.

20. Tapping System can be defined for the rubber oriented estates.

   ➢ Each employee is given a performance grade based on the employee's performance. The **Tappers Performance** screen is used to allocate the performance grade to the employees belonging to the specified workgroup.

21. This system allows you to generate **Leave Schedule Report** before the leave is approved.

22. Sometimes, the employees working in one location may have to work in some other location due to certain reasons. The **Lent Allocation** screen allows you to enter the details of employees lent for performing various allocations in other locations, for a particular period.

23. All employees are paid a fixed percentage of their monthly basic salary during middle of the month; this pay is called small pay or mid – month advance. This amount is considered as an advance and is deducted from the month end pay. The mid month advance is calculated through *Mid – Month Advance* screen for the specified month and year, based on the basic wages of each of the employee and percentage of basic wage to be paid as advance.

24. .The **Ration Process calculation** is used to calculate the ration of the employees for the specified month and year. The ration items issued for the employees are based on the number of working days/ working hours, different type of dependents and number of dependents, eligible quantity of ration for each of the dependants and the period for which the ration is issued.

25. The **Wage Process Calculation** deals with the calculation of the wages to be given to the employees in the company. System is capable of doing the wage process in Employee Category wise.

26. The *Account Posting Calculation* screen is used to calculate the expenditures of the company and post these expenditures from Payroll System to General Ledger System. The account posting is done for the employees belonging to a selected category for a specified period.

27. **Report Generation:** Various reports are incorporated in the system such as " Pay Reports, Pre Printed Pay Slip, Ration Register, Family Details, Employee History, Employee ID Card, Employee wise Bank Note, Arrear Report, Harvesting Analysis Report, Absent Analysis Report, Harvesting Incentive reports, Tapper Incentive Reports, Statutory Reports, Tax Reports, Tax Statements, Allocation Report, Mandays Exception Report, Mandays Analysis Report etc.

28. **Audit Trail details:** The *Process Audit Trail* report records the access details of all users who have done the processes in this system for a specified period.

29. Competent with the Data Import/Export from/to external data sources.

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Human Resource Management System

The HARVEST plus Human Resource Management System is designed for data recording and maintaining the details of the employees in an organization. The recruitment, appraisal, training and retirement benefits of employees are the major functions of this system. The overall functioning of an organization is controlled through this system. The employee personal details can be entered through this system. You can define the roles and responsibility, skill, qualification, designation, work area of the employees. You can also define the post, question bank, interview panel, action committee, shortlist type etc. The perks and benefits provided to the employees can be defined through this system.

The resources required in the various departments are listed through a resource request or recruitment plan. The vacancies are declared against a recruitment plan or resource request and the vacancies are advertised for the recruitment of candidates Resumes are collected from the candidates and short listing is done based on the test or interview conducted. The employment offer is sent to the selected candidates and appointment is done for these candidates. A rejection or apology letter is sent to the candidates who have not been selected. The employees are sent to other administrative units or departments on deputation.

The appraisals of the employees are done periodically and increment is given to them. The perks and benefits such as house or servant are provided to the employees. Also insurance, medical reimbursement, awards and compensations are provided to the employees. Training details and the evaluation of employees based on the training is also capturing. The suggestions or complaints against the employees are also collected and warning or actions are taken accordingly. The data of the incoming or outgoing of the employees are tracked using a register.

The details of the documents collected or issued to the employees are recoded through this system. Also an exit interview is being conducted while an employee is resigned from the organization. We can also do the retirement benefits of an employee. The details of the documents collected or issued to the employees are recoded through this system. This system also produces all the desired reports required for monitoring and controlling the system.

HARVEST plus Human Resource Management system will integrate and work closely with the *Payroll System* and *Functional Administration*, where all employee related master data is maintained.

Main Features of Human Resource Management System

This system is designed for data recording and maintaining the details of the employees in an organization. The recruitment and appointment details of the employees can be recorded in this system.

The major features of this system are listed below:

1. This system is capable to record the family details, designation and responsibility of the employees in the organization.

2. The **Resource Request** screen is used to enter the details of resource requests raised from the specified administrative unit and department.

3. **Recruitment:** This system will record all the details related to the recruitment process.

   ➢ A **Recruitment Plan** can be made for a period based on which the recruitment is to be done in the organization.

   ➢ While creating a recruitment plan the details of employees who are retiring in that period can be seen.

   ➢ The **Vacancy Declaration** screen is used to declare the job vacancies based on the recruitment plan or resource request or both. The skills and number of years experience required for the specified post can be entered.

   ➢ The **Advertise Vacancy** screen is used to enter the details of the advertisement done for calling applications for a declared vacancy.

   ➢ The **Resume** screen is used to enter the details of the resume received in the company from various candidates.

   ➢ The **Resource Querying and Shortlisting** Screen is used to sort or shortlist the details of the candidates or employees for recruitment from the posted resume.

   ➢ All the details related to interview process such as interview panel, question bank can be defined in the system.

   ➢ The **Test Scheduling** screen is used for scheduling the tests for the shortlisted candidates. You can also print a call letter for the shortlisted candidates. The time and date and venue at which the test is to be conducted can also be specified using this screen.

   ➢ The **Interview Scheduling** screen is used for scheduling the interview for the candidates based on different interview shortlists.

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- ➢ The **Test and Interview Result** screen is used to enter the results of the tests and interviews conducted.

- ➢ The candidates who were rejected from the interview or test conducted are issued a regret letter through **Rejection Letter** screen.

- ➢ The **Employment Offer** screen is used to prepare employment offer for the final short listed candidates. You can enter the date of join, division to be joined, probation duration, proposed salary and the terms and conditions that are applicable to the candidates.

- ➢ The **Appointment** screen is used to enter the details of the new employees selected through the recruitment process in the company. The details of technical, educational, training attended, experience of the candidate can be captured through this screen. The terms and conditions and training recommendation details for this candidate are also specified through this screen.

- ➢ The **Vacancy Closing** screen is used to close the vacancies under a particular vacancy declaration that are already filled.

4. The employees appointed in this system are available in all other modules of HARVEST *Plus*.

5. The **Resource Allocation** screen is used to allocate employees of a specified administrative unit to a specified work role under a particular work area. The roles and responsibilities, the work assigned and the supervisor under which these employees have to work can be entered through this screen.

6. The deputation details of employees can be recorded and at the time of settlement the payment request is generated in Cash Book System.

7. The **Deputation Settlement** screen is used to enter the details of settlement of bills to the deputed employees.

8. Provision is there to schedule the appraisals and to update the results.

- ➢ The **Appraisal Scheduling** screen is used to prepare a schedule for the appraisal of the employees belonging to a specified administrative unit in a particular designation for a specified period.

- ➢ The **Appraisal Result** screen is used to record the results of the appraisal as per the appraisal scheduled.

9. **Perks and Benefits:** This system allows you to record the details of the perks and benefits provided to the employees by the company. This includes the awards or compensation and insurance.

- ➢ The details of the extension, release or cancellation of the perk allotted to an employee can be defined.

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> The details of the medical reimbursement, insurance and awards and compensations provided to the employees can be defined. Medical reimbursement is done based on mediclaim settings.

10. The deputation advance, settlement and awards are getting updated to Payroll System.

11. **Training:** This system allows us to prepare training plan. And we can do the training recommendation with or without considering the training plan. Based on this we can schedule the training and training evaluation.

12. The *Suggestions/Complaints* screen is used to record the suggestion or complaint that has been raised either against the company or employees.

13. The *Action* screen is used for tracking the solutions or actions taken for the suggestions or complaints raised. The details of the decisions taken and the committee members involved for solving the issues can also be specified.

14. The warning letter is issued for giving a warning to the employees corresponding to a specified action reference number.

15. The *Exit Interview* screen is used to record the details of the exit interviews conducted to those employees who are resigning from the company.

16. Document flows and movement register is maintained to record the incoming and outgoing of the employee during the office hours.

17. The employee retirement can be scheduled in this system and also you can calculate the retirement benefits based on the settings.

18. Organization Chart can be generated from this system automatically based on the reporting structure.

19. **Report Generation:** Different analysis reports are included to analyze the employee's performance, company's expenditure towards the employees.

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Clinic System

The HARVEST plus Clinic System automates the functioning of the clinic in the estate and the various sub clinics functioning under them. It keeps track of the treatment given to the employees, their dependents and other people. This system maintains the record of the patient registers and provides unique patient identification numbers. This system provides information on the list of consultants and personal doctors of the patients. This system contains provisions to enter the requirements specified during the treatment of patient such as medication or scheduled tests. This system keeps track of the patients medical and treatment history, allows emergency admissions in accident cases and details of billing. This system takes care of the immunization provided to the employees in the estate. This system records the details of births and deaths occurring in the clinic. Also this system records the details of physical fitness of the candidates short listed for recruitment to the company. The details of family planning done to the employees are also recorded in this system.

The details of the pharmacy working in the clinic are recorded in this system. The stock is maintained for the materials, medicine and chemicals at the Inventory Store. This system will provide facility to enter the details of materials at the clinic store and the medicine and other pharmacy items issued to the sub clinics from the main store. This system provides facility to track the return of unused materials from the polyclinic to the store or warehouse. This system updates the journals to HARVEST plus General Ledger System. The system can generate all relevant reports like B-Book, C-Book, Medicine Usage register, Treatment cost registers etc.

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Main Features of Clinic System

This system facilitates the functioning of clinic at the estate and the sub clinics functioning under them.

The major features of this system are:

1. This system facilitates the clinic and sub clinics functioning in the company.

2. The disease category wise information of patient's visit to the clinic is maintained in this system.

3. The details of the set of common diseases found in the region can be recorded in this system.

4. This system maintains the details of the laboratories functioning under the clinic and laboratory tests conducted in these laboratories.

5. This system maintains the record of the doctors and the visiting doctors working in the clinic.

6. The referral hospitals recognized by the company can be defined in this system.

7. This system records the details of the medical tests conducted to the candidates short listed by the company.

8. This system maintains the details of the medical card or health card issued to the employees.

   ➢ All the transactions regarding the treatment of the patients will be based on the medical card number issued to them.

9. The details of the diagnosis done by the patients are recorded in this system.

10. This system maintains the details of pharmacy functioning at the clinic.

   ➢ The materials, for which Clinic module will do a receipt against the issue made by Inventory and the clinic stock will be updated immediately.

   ➢ The medicines, lab chemicals and other materials required at the clinic are issued from the stores or warehouse to the main clinic.

   ➢ The sub clinic procures medicine and lab chemicals from the main clinic.

   ➢ If a medicine is not listed in Inventory module then user can simply type it in drug shop prescription.

> ➢ The material requests are placed from the sub clinics to the stores, ware house or clinic.

11. The system will provide facility to track the return of unused materials from the clinic to the store or warehouse.

12. This system keeps tracks of the treatment of referral cases of the clinic.

> ➢ The patients can be referred to the clinic or referral hospitals for further treatment, after getting approval from General Department.

13. This system takes care of the billing of the expenses of the out patients. The doctor's consultation charges, investigation charges, medicine charges are included. And the billing of expense will be posted from this system to the Harvest General Ledger system.

14. The details of the immunization done against various diseases for the people of various age groups are taken care in this system.

15. This system records the details of the accidents caused to the employees. The details of the insurance policies issued to the employees are also recorded in this system.

16. The details of the births and deaths occurring in the clinic are recorded in this system.

17. The details of family planning done to the employees are recorded in this system.

18. Various reports are incorporated to the system such as B-Book, C-Book Medicine Usage register, Treatment cost registers etc.

Executive Payroll System

The HARVEST plus Executive Payroll System is designed for the data recording and processing of executive level employees of the organization. This system takes care of the, salaries and allowances of the executive staffs. It also maintains the history of executive employees.

Besides maintaining the salary details, the system records the promotions and transfers of employees. You can also enter the details of allowances and benefits provided to the executive employees through this system. You can also record the details of provident fund, fund transfer to personal accounts etc of the employees. With the help of this system you can maintain the employee's leave and loan details.

The employee salary can be calculated including all earnings and deductions. The overtime and active allowances applicable to the employees can also be calculated. The bonus process enables you to find out the bonus amounts to be provided to the employees. The income tax can be processed separately and can be posted to the Payroll System.

The system generates yearly statutory statements. The system also enables bank transactions of the employee to be done through the company's accounting department. It can have 'n' numbers of allowances and deductions, bank and cash payments, benefit calculation, income tax statement, accounts updation, leave maintenance, loan and other deductions.

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Main Features of Executive Payroll System

The Executive Payroll System automates the data recording and wage processing of executive level employees.

The major features of this system are listed below:

1. Through this system you can define the department, grade and level of employees.

   ✓ Payment can be defined for this grade and level and thus the salary of an employee can be calculated from this grade-level pay definition.

2. Employees can be grouped in different category and the salary structure of each category can be specified in the employee category definition.

3. You can define the earnings, benefits and deductions to be allocated to the executive employees.

   ✓ User has the provision to set the locations applicable for each earning and deduction.

4. The salary accounts can be defined in multiple levels. It can be set employee category wise as well as employee wise. It provides extended flexibility to the system.

5. **Leave:** The leaves that can be allotted to the executive employees can be defined through this system. Leaves can be defined with different criteria applicable to different employee categories.

   ✓ The leave application details of executive employees can be entered.

   ✓ Slab criteria can be defined for each leave and the eligibility of a particular leave will be checked at the time of leave application. Two levels of approving the leave are provided in this system.

6. **Attendance:** The daily and monthly attendance of the employees can be entered through this system. Attendance of employees can be entered manually as well as it can be retrieved from the biometric system.

7. **Loan:** Employees will be eligible for different types of loans from the company. You can define different criteria of loans through this system.

   ✓ In this system you can enter the loan issue details of employees. The loan installment amount will be calculated automatically by this system from the principle amount, interest type and the number of installments and it will be deducted from employee's salary.

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8. **Overtime Calculation:** Employees working extra hours are eligible for overtime allowance. The overtime payment calculation can be done with the help of this system.

9. **Active Allowance:** If an employee is eligible for acting allowance, system gives provision to enter that amount and it will be reflected at the time of salary calculations.

10. **Multi Bank Salary Disbursement:** Salary can disburse to the employee at any time after the salary process. Salary can either give as cash or credit in to the employees bank account. Multiple banks can be tagged against each employee and it enables multi bank salary disbursement.

11. **Salary Advance:** Employee can raise the salary advance requisition. The salary can be issued to the employee after approving it. This amount will be deducted automatically at the time of salary payment calculations.

12. **Arrear Calculation:** Arrear can be processed for a particular period and the amount can be issued to the employees. Arrear can be processed and disbursed to respective bank of each employee.

13. **Bonus Calculation:** Employee will be eligible for a bonus based on the company policy. Different bonus applicable to the employees can be defined in this system.

    ✓ Employee category wise bonus calculation also can be done.

    ✓ There is a separate process called **Bonus Process** to calculate and post the bonus amount directly to the employees account.

14. **Shift Allocations and Allowances:** You can define different working shifts in the company and shift allowances can be defined employee category wise.

    ✓ Employees working in a particular shift can be set through the shift entry and the corresponding shift allowance will be calculated automatically at the time of salary calculations.

15. The employees defined through HARVEST plus Common Admin System can be redefined in this system with extensive information like personal details, statutory details and official details. Specific earnings and deduction applicable to an employee can also be specified.

16. Salary can be processed for a defined period. All the earnings and deduction entered in this period will be considered in the salary process. The salary calculation can be reprocessed. Component wise salary process is also facilitated in this system.

17. The processes such as income tax calculation, employee investment plans, employee tax cutting plans etc can be done with the help of this system.

18. **Report Generation:** This system provides different monthly and yearly statutory reports.

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