

# Solution Description

## Core Modules

### Functionalities of Softfac Solutions – Core Modules

- Easy License Serial Number Maintenance.
- Security Login Setup, which can be categorised by:
  - Accessible Employee Group
  - Accessible Function Group
  - User Login Maintenance
  - Transaction Locking
  - Field Locking
- House Keeping Functionalities that enables archiving and backup of data stored.
- Softfac HR Information System setups that encompasses:
  - Organisation's Bank(s) Information
  - Organisation Setup
  - Organisation Level Setup
  - Organisation Level Grouping
  - Organisation Sector Setup
  - Category Group
  - Job Grade & Job Title Maintenance
  - Citizenship Types Maintenance
  - Types of description for race, religion, resignation reasons & IC Colour
- Softfac HR Payroll System setups that encompasses:
  - Payroll Cut-off dates
  - Overtime Rates
  - Allowance Types & Rates
  - Deduction Types & Rates
  - Consecutive Allowance Types
  - Bonus
  - Employee Provident Fund (KWSP)
  - SOCSO
  - Inland Revenue (PCB)
  - Child Relieve Maintenance
  - Mail Merge
- Softfac HR Leave System setups that encompasses:
  - Leave Types
  - Leave Entitlement sequence
  - Carry Forward Rules
  - Leave Balances
  - Leave Deductions
- Softfac HR Rostering Management System setups that encompasses:
  - Shift Types
  - Day Types
  - Overtime Break Time Types
  - Overtime Conditions
  - Minimum Overtime Conditions
  - Overtime Effective Start Times
  - Internal/External Shift Linking's
- Audit trails for all modules within the Softfac HCRM solutions.
- Comprehensive template reports for audit trails.
- Report export functions to MS Excel & plain text formats and PDF format.
- Detail staff information storage which covers:
  - Employee Personal Information
  - Date of Birth
  - Marital Status
  - Address
  - Type of Employment
  - Salary Information
  - Staff bank Information
  - Staff Statutory Information
  - Employment Status
  - Fixed Allowances & Deductions
  - Staff grouping
  - Additional remarks
- Supports photographs attachment.
- Supports files attachments.
- Emergency Contact Information storage.
- Easy transfer of staff within organisation.
- Staff Listing.
- Easy Maintenance of Family & Next of Kin Information.
- Storage for Previous Work Experience Information.
- Storage for Educational Information.
- Easy entry for staff resignation.
- User definable employment types.
- Comprehensive reports which covers:
  - Head Count Report By Company
  - Head Count Report By Division
  - Head Count Report By Department
  - Head Count Report By Section
- Ad-hoc Reporting via an easy to use selection once publish in report list.
- Easy links to MS Excel.
- Supports Third Party Crystal Reporting Tools.
- Password Change for staff logins which links to Softfac HR System Manager Module.
- Staff Shift Calendar maintenance which links to Softfac HR Rostering Management System Module