

## transact<sup>2</sup>-HR

Human Resource (HR) department plays a vital role in managing the most important asset of a company, the People. Companies in general consist of employees coming from different background, thus, exhibiting different behaviour and working attitude, having different expectations and anticipation.

HR always strive towards building a harmonious working environment in order to bring out the best of employees for the greater success of the companies. Having a good and efficient tool to assist in administering and managing the basic operational needs such as payroll, leave, claim, attendance etc will aid in achieving the company's growth from the human capital perspective.

transact<sup>2</sup>-HR, a HR system that is designed to meet the most basic but critical function of human resource management provides users a platform to efficiently perform the day to day functional and operational needs in the human resource department. The system is well thought and designed with practicality in mind, supported by an experienced and passionate team with the vision to enable all companies to have a comprehensive but affordable HR system.

### Key Features

- **Multi Companies with Complete Service Record Tracking within Group of Companies**  
Unlimited company profiles can be created in transact<sup>2</sup>-HR. A complete history of employees' service record within the group of companies can be retrieved with a click of button. Service record include hire, transfer, cessation, promotion, salary adjustment, confirmation etc are available for analysis at anytime required.
- **Date Effective Enabled**  
All setups and maintenance records in transact<sup>2</sup>-HR will be controlled by an Effective Date. Future dated policies and/or record can be maintained in advance with the system is able to observe and trigger the necessary changes as per the effective date entered.
- **Flexible and Unlimited Payroll Run**  
transact<sup>2</sup>-HR supports UNLIMITED payroll run within a month! In addition, transact<sup>2</sup>-HR supports processing of multiple companies' payroll in a single payroll run whilst having the payroll reports to be presented by company, department, branch etc.
- **Multiple Active Employments**  
Employees especially those at the senior management level who hold more than one positions within the group of companies will be able to have the service records within each company maintained properly in transact<sup>2</sup>-HR. User will be able to access and analyse the service record of the employee within each company.
- **Extensive Data Extraction Options**  
Data maintained in the system can be easily extracted into various formats. In transact<sup>2</sup>-HR, every screen is a reporting screen. Every screen is equipped with the capability to export data into csv and PDF, making data analysis a peace of mind.

## Modules Summary

### Personnel

- Fully web based – configurable for intranet or internet to meet different business needs
- Multi companies’ management, complete with comprehensive security control to manage users’ access for companies involved
- Data access control in supporting different user’s authority, by company, by employee group
- Function access control for different user’s role within the system. Action right such as add, modify, edit and delete can be controlled for each user in each screen.
- Group wide and company level staff analysis
- Full employment movement tracking without archiving to provide complete end to end employment details of employees
- Able to provide as at date snapshot of employees’ employment information with implementation of effective date tracking of all records
- Comprehensive personal information tracking including family details and contact details.
- Keeps all movement history of employees including but not limited to hire, confirmation, transfer, promotion, re-designation, salary adjustment, cessation etc
- Provides detail tracking of staff information include documents

The image displays three overlapping screenshots of the transact2-HR web application interface. The top screenshot shows the 'Edit Person Koh Shu Jun' form, including fields for Person ID (00001), Name (Koh Shu Jun), and a profile picture. The middle screenshot shows the 'Edit Staff Koh Shu Jun' form, detailing employment information such as Employment Number (1), Staff ID (T20001), Position (Managing Director 01), and Hire Date (01/01/2019). The bottom screenshot displays a dashboard with a bar chart comparing headcount between 'Sourceight Sdn Bhd' (20) and 'Transact2 Sdn Bhd' (20), and two donut charts showing 'Overall Headcount Distribution by Gender' (Male: 62.5%, Female: 37.5%) and 'Overall Headcount Distribution by Nationality' (India: 12.5%, Malaysia: 87.5%, Singapore: 0%).

## Payroll

- Multi companies' payroll processing at once, reduces processing time and yet, maintaining the capabilities to view and analyse payroll expenses by company
- User defined currency exchange rate for pay items that are computed in foreign currency
- Unlimited payroll run per month, this flexibility enables payroll users to have better control in managing different group of employees' payrolls e.g., new joiner, resignee or managing payroll for different purpose e.g., bonus payment, reimbursement etc
- Supports different wage types, e.g., monthly salaried, weekly salaried, daily salaried, hourly salaried etc
- Unlimited user defined pay items e.g., allowance, deduction, overtime, reimbursement
- Definable computation formula for various pay items an different group of employees
- Pay elements control in different payroll type, pay item which is not meant to be processed in a specific payout will not be processed despite manual entry, be it intentionally or unintentionally.
- Supports group payment where user may predefine fixed allowance / deduction for a specific group of employees according to the criteria, e.g., by grade, by employment type.
- Direct pay item assignment instruction by staff with the option to override the group payment policy for the same pay item.
- Breakdown and processing of pay item based on actual incur date, e.g., overtime (OT) in the month with salary adjustment, transact<sup>2</sup>-HR is able to compute the OT amount based on the basic salary of the date where the OT is performed.
- Compliant to local statutory requirements, include EPF, EIS, SOCSO and Tax, complete with standard exports and reports.
- Consolidated payroll history data for all years of records

The screenshot displays two overlapping windows from the transact<sup>2</sup>-HR application. The top window shows the 'Pay Item List' table, and the bottom window shows the 'Edit Group Payment' form.

**Pay Item List Table:**

ACTION	PAY ITEM CODE	DESCRIPTION	PAY ITEM TYPE	EFFECTIVE FROM	EFFECTIVE UNTIL	AFFECT TYPE	TAXABLE EXEMP
	CAR-ALLW	Car Allowance	Allowance	2020-01-01	9999-12-31	R - EPF, EPFW, EIS, SOCSO, TAX, HRDF	
	CCS	Child Care Subsidy	Allowance	2020-01-01	9999-12-31	R - EPF, EPFW, EIS, SOCSO, TAX, HRDF	Child Care Subs
	COMMISSION	Commission	Allowance	2020-01-01	9999-12-31	V - EPF, EIS, SOCSO, TAX	

**Edit Group Payment Form:**

Form fields include: Car Allowance (dropdown), CAR-ALLW (button), Start Date (01/01/2020), End Date (31/12/9999), Payroll Type (Month End), ME (button), Currency (Malaysian Ringgit), MYR (button), and Remark (text area).

**DETAILS Table:**

ACTION	AMOUNT	COMPANY	BRANCH	DIVISION	DEPARTMENT	SECTION	UNIT	EMPLOYMENT TYPE	GRADE	JOB
	100	T2						PER		
	500	T2								

Buttons at the bottom: NEW, SAVE, DELETE, CANCEL.

transact<sup>2</sup>-HR Login As: ADMIN  
Last login: Sep 14, 2020 9:52:04 AM  
ENGLISH

transact2 HR Menu

- Settings
- Personnel
- Payroll
  - Payroll Setup
  - Payroll Run

**Payout Control List**

ACTION	PAYOUT	DESCRIPTION	START DATE	END DATE	YEAR ↑	MONTH ↑	PAYROLL TYPE	PAYROLL GROUP	EXCHANGE RATE
	T2-01-2020	T2 Jan 2020	2020-01-01	2020-01-31	2020	1	ME	PY-T2	DEFAULT
	T2-JAN-BONUS-2020	T2 Jan 2020 Bonus ONLY	2020-01-01	2020-01-31	2020	1	BON	PY-T2	DEFAULT
	SR-01-2020	SR Jan 2020	2020-01-01	2020-01-31	2020	1	ME	PY-SR	DEFAULT

