

# Microsoft Dynamics NAV HR & Payroll

HR & Payroll is not only an inevitable activity in any organization but also the most complex. It is a critical process that every business entity has to incorporate in its operations.

The most important and productive resource of any organization is the Human resource. Business heads today realize that employees are the core foundation for their organization and it is imperative that there are suitable processes in place for their proper functioning & work satisfaction levels.

## AUTOMATED FEATURES

- Piece rate based payment process
- Loans/Advances Management
- Salary/Reimbursement Management
- Salary Planning
- Tax Management
- Timesheet/Attendance Management
- Organisation/Branch Level Support
- Leave/Holidays Management
- Employee Transfer Management
- PF and ESI Management



## Ideal HR & Payroll solution software must deliver the following:

- Seamless integration with your existing payroll capability
- Easy to use, simple navigation (user friendly)
- A flexible solution for any size company
- A cost effective, quick and efficient solution Complete, Accurate Employee Streamlining Your Recruiting Practices
- Give Employees Access to Personal Information
- Effectively Track and Monitor Events
- Flexible, Standard Reporting
- Skills-Based Training Ensures Requirements Are Met On Time
- Medical claim processing & healthcare information handling
- Employee Insurance & Provident fund processing
- Induction processes for new recruits
- Maintenance of new recruitments / enrollments
- Post retirement employee records processing
- Employee screening & appraisal software
- Data processing of employee & administrative records
- Maintenance of Legal & labor related issues
- Periodic training systems
- Quality Audit procedures & planning
- Eliminate unnecessary resources
- Improve efficiency of administration
- Reduce overtime costs

All this is packaged for you in the robust yet simple software - Microsoft Dynamics NAV HR and Payroll. Even the most cumbersome and complicated HR and Payroll Processing can be made as simple as child's play since extensive information is available at your fingertips through this software. Equipped with this technology you can efficiently maintain and protect your company's most valuable asset – Human Capital.

# Add-on Benefits and Features

## BENEFITS

- Easy and ready to use Payroll Processing
- Administrative Overhead Reduction
- Location Network Support
- Accurate, Highly Integrated and Flexible
- Reports at your desk anytime

## FEATURES

- Seasonal payroll process
- Shift basis payroll
- Statutory Reports
- Employee Groups
- Income Tax Calculation
- Perquisites Calculation
- Overtime Calculation
- Full & Final Accounting
- Professional Tax Calculation
- Half day leave
- Leave Encashment
- Location wise policy



Understanding the complexity of HR and Payroll management, Microsoft has created a truly global and versatile solution using its extensive expertise and state-of-the-art customization. With a clear understanding of your business needs, Microsoft can create a tailor-made solution using proven technologies. We pride ourselves on our high levels of service, support and training - delivering a reliable solution which can adapt to your changing requirements.

Microsoft Dynamics NAV HR and Payroll is in compliance with all Indian statutory HR and payroll requirements and the Provident fund, ESI and Gratuity laws. Important statutory reports like Form-3A, Form-6A, Form-5, Form-10, Form-7, Form-12A, etc can be generated, viewed, printed and emailed as and when required.

Microsoft Dynamics NAV HR and Payroll is also well acquainted with Indian Income Tax laws and can easily compute Projected Tax at the beginning of a financial year and Actual Tax at the end of the year with a single click of the mouse. Form-16, Form-24 and Form-12BA for income tax filing purposes can be readily generated and used.

Integrated e-mail capabilities make communication with individual employees and employee groups quick and easy. With our human resource management system, you can send e-mails directly to employees from their demographic records. You can send reports by e-mail to selected groups, departments or the entire company.

To summarize, Microsoft Dynamics NAV HR and Payroll's vision is to turn HR, accounting, payroll and tax services into a dynamic cost saving and management asset so that you can deliver your results faster, cheaper and better with the power of task automation

## FIRSTWARE ADVANTAGES

- Post Implementation Support
- Enhancement Request
- Technical Support
- *Telephonic:* Available during and after office hours, wherein a Firstware Software Solution representative will be allotted to the client
- *On Site support:* Visit by consultant on site
- *Periodic Support:* Twice a month or more sort of arrangements
- *Chat client support:* On line chat with a consultant on prior arrangements

## CONTACT

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## Company Setup

**Company Policy:** Setting up of the main company level policies like Attendance System based on Rigid or Flexi hours, Branch System, Bonus Terms & Conditions, Gratuity, Industrial disputes, Posting Accounts, Numbering Policies, etc. can be systematically achieved

**Branch Policy:** Companies having branch networks with self-governing policies for individual branches in fields like address, office timings, holiday/off-day policies, can effectively manage the same using the Branch Policy functionality of Microsoft Dynamics NAV HR and Payroll.

**Grades:** Setting up of Multiple Grades for employees with each grade having its own set of pay-elements and pay structure, makes HR management easy.

**Provident Fund:** Microsoft Dynamics NAV HR and Payroll is in compliance with all the statutory PF policies like Employer Contribution Rate, Employee Contribution Rate, EPS Rate, EDLI Rate, PF Administration Charges Rate, which enables efficient setting up of these policies and generating accurate statutory reports of the same.

**ESI:** ESI covered Organizations can maintain accurate ESI Accounts of each employee by setting up Employer and Employee Contribution Rates, Age Limit, Salary Limit for Contribution and eventually generating accurate reports of the same.

**Employee Groups:** Creating hierarchy among employees by grouping them logically and setting up attributes like leaves, loans, perks and pay structures that varies for each employee group respectively. The added feature here is that once attributes are established to an employee group, any employee newly joining this particular group will automatically be assigned with those respective attributes.

## Employee Details

**Employee Information:** Microsoft Dynamics NAV HR and Payroll maintains vital employee records like Employee Code, Name, Address, Contact No., Grade, Department, and Sanctioning In charge, Email ID, etc in its Employee Information Database.

**Employee Pay Details:** Salaries can be calculated separately for each employee based on the parameters set for computing individual pays, like Entitlement to PF/ESI/OT Rate, Employer/Employee PF Deduction on Actual Salary, etc.

**Employee Transfers:** Companies with a branch hierarchy can effectively manage individual employee transfers from one branch to another through this functionality.

**Employee Leave Account:** Microsoft Dynamics NAV HR and Payroll maintains accurate and up-to-date leave record for each employee and enables the management to view leaves taken, leaves encashed, leaves b/f or c/f and number of days remaining for each category of leave like CL, SL, EL, etc.

**Employee Termination:** This functionality manages the Employee Termination from either side.

**Employee Full & Final Accounting:** An accurate report is generated on what is due to, or has to be recovered from an employee leaving the organization. This report is updated till the last working day of the employee so as to compute the leave encashment till the last day and the statutory levies like PF and ESI on such full and final disbursements.

**Employee Personal Details:** This functionality helps an organization get rid of huge heaps of employee record files. All personal information of an employee such as family details, blood-group, marital status, anniversary dates, PF/ESI no., driving license no., etc are recorded here. Also, scanned copies of all documents related to previous experience, academic details etc. can be attached to each employee record individually.

## Benefits / Social Security

**PF Management:** Microsoft Dynamics NAV HR and Payroll maintains accurate PF records and statutory reports so as to comply with all the statutory provisions of the PF Act. Also, accurate PF challan from the salary related data and returns like Form 3A, Form 6A and Form 12 A can be generated every month.

**ESI Management:** This Functionality automatically checks for the ESI eligibility of each employee and computes both Employee and Employer's contribution as per the parameters set up by the organization. The salary data in the Navision Database helps generate accurate Form-7 as and when required.

**Gratuity Management:** Once the stipulated tenure is achieved by an employee the retrial benefits like Gratuity is automatically calculated and becomes a component of the full and final element in the respective Employee's Information records.

**Bonus Management:** The bonus is automatically computed by Microsoft Dynamics NAV HR and Payroll based on previous year's revenues and as per the predefined parameters.

**Reimbursements Management:** This functionality keeps track of all the reimbursements by maintaining an up-to-date balance account for each reimbursement pay element.