Solution Features List

General Features

- High security system through encrypted password protected access levels to configurations, forms, reports, organizational levels and set up functions
- System login, user and group permission
- Logbook by user for tracking all entries and updates regarding "sensitive" information such as salaries and time attendance
- User friendly, Microsoft .NET based interfaces
- Both in Vietnamese and English language
- Flexible configuration through extensive and numerous set up forms
- Extensive Help file
- Flexible data import and export
- Back up that allows backing up automatically following an entered schedule

Human Resource Management

- Organization definition by multiple organizational levels
- Extensive employee and candidate search function. Selections can be memorized
- Detailed personal information of candidates and employees including database of employee documents, recruitment history, qualifications, working history and family relationships
- Reminders regarding amongst others contracts, appraisals, interviews and visa renewals
- Manual or automatic employee code assignment, with or without prefix

- Multiple employee classifications such as employment level, organization level, employee group..
- Employment under different contract types: 1/2 yearly, indefinite contracts, probation, seasonal etc.
- Employee transactions such as promotion/demotion, transfer, contract renewal, salary changes
- Employee relation management: awards, disciplinary measures, appraisals and device hand outs
- Scheduled performance appraisals to measure employee performance and to set future goals
- Training management by course and by employee including training budgeting and customizable training bonds, skill requirements
- Safety section including accident registration, scheduled health checks and clinic management
- Resignation management per resignation type and resignation search;
- Insurance Setup, assignment and calculation; insurance history

Recruitment Management

- Plan headcount including staff budgeting per upcoming quarter or year
- Add and control candidate information
- Create job descriptions; job request form
- Manage multiple rounds interview process of each candidate and final approval
- Advanced candidate selection system

Leave Management

- Set up of annual leave and any kind of other leave such as sick leave, unpaid leave and other leave types. All with their own payment rules
- Accrued annual leave build up or yearly assignment
- Annual leave policy definition: leave surplus payable at the end of the year or (partly) transferable to the next year
- Periodic leave assignment policy for other leave types than annual leave
- Leave record per day, half day or per hour
- Back dated leave functionality
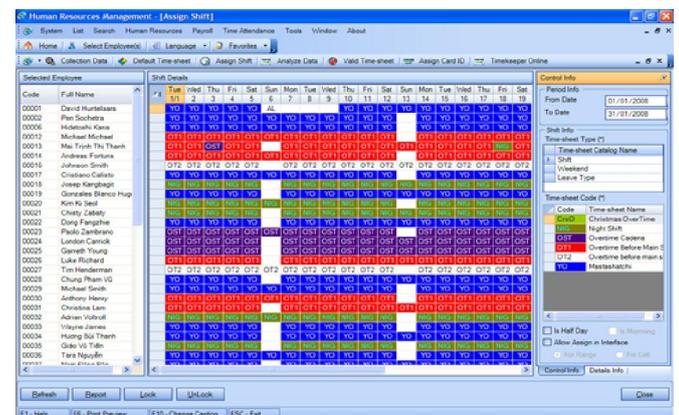- Compensation hours management

Solution Features List (cont.)

Payroll Management

- After payroll configuration completion, fully automated and efficient salary calculation for all your staff without errors that can occur with "manual calculation"
- Allowances/Bonus management: allows defining unlimited number of allowances (such as night tariff, service charge and overtime compensation), deductions, other income, thirteenth month bonus, etc.
- No restriction on the number of pay items, the requirements of the computation will be provided by customer.
- Full PIT finalization functionality
- Pay Slip can be sent automatically by email
- Pay Slip can be viewed and printed for not only the current month but also the previous months for which the payroll has been closed
- Pay Slip can be extracted for single employee or in bulk
- Final settlement calculations for resigned staff. The final settlement will include the proration of Annual Leave and the Leave encashment also.
- Retro-active salary capability to be able to formally correct for past errors or for backdated changes to the values of allowances/salaries. E.g salary or fixed allowance amount is changed backdated.
- Apply different exchange rates of multiple currencies for salary and insurances
- Compliance with latest Vietnamese tax regulations and when necessary retroactive calculations
- Define payment periods of your payroll system; payroll periods can deviate from time attendance periods
- Deviating payment method and payment period for casual workers

- Gross to net and net to gross salary calculation
- Salary withholding, salary exclusion and advance salary functionalities
- Feature to close the payroll of a month. No changes can be done for that month's processed data thereafter
- User permission setting to authorize payroll closing
- Time attendance data can be imported following the Cadena MS Excel template

Time Attendant Management

Cadena's Time Attendance module features a roster time-sheet that is built on years of experience within real factory environments. It can be used for both detailed operational planning and flexible shift assignment. If no roster time-sheet is required the basic time-sheet can be selected for standard shift assignments. Shift assignment is required for time based salary calculation or just for time attendance monitoring.

Time records of the time attendance terminals are analyzed against entered shifts leading to payable hours. Before transferring the final time-sheet to the Payroll module, time data must be validated and officially approved. The data validation is supported by automatic error reports and efficient correction tools.

Roster Time-sheet

Our roster time-sheet is designed to facilitate detailed and operational planning of an unlimited number of shifts and functions at the same time as a flexible shift assignment tool for your department heads. The planning can be printed for example on a weekly or monthly basis as a duty roster. The roster time-sheet combines shift assignment, holidays, off days and leave registration.

Time Keeper Online

Time records are directly and in real time retrieved from time attendance terminals into the Cadena system. Therefore it offers a tool to detect misuse of the time attendance terminals. Furthermore it enables to be informed and monitor at any time regarding presence of staff, visitors and suppliers in your facility or office.

Other Features

- Compatible with any kind of time attendance terminal: barcode, proximity card, RF card or finger print reader
- Assignment of working shifts; shift policies regarding check ins and check outs, overtime and split shift
- Night and Split Shift recognition and compensation
- Flexible off days assignment
- Overtime recognition based on daily shift deviations, registered overtime shifts or as working hours that exceed the total number of "normal" hours per week or payment period
- Compensation policy in time or money for overtime and for working on national holidays and off days
- Back dated overtime functionality
- Working hours adjustment and adjusted hours allocation capabilities
- Enter default time-sheets for management staff
- Enter Business trips
  Lock function of the time-sheet. Unlocking only by authorized users

CADENA Accounting Interface

To establish an integrated financial system, we developed a flexible tool to interface with accounting systems such as SAP, Oracle, Microsoft Dynamics, Sun System, AccPac, iScala etc.). The flexible set up functionality of this tool allows making direct links between salary components and cost centers, projects.

CADENA Accounting Interface (cont.)

The CADENA Accounting Interface will automatically produce the payroll result including cost allocation in an unchangeable format that is directly accepted by the accounting system. Before producing this format, the result can be checked in an Excel file. Adaptations (for example because of missing data or wrong allocations) must be made in the core system, after the "unchangeable format .ndf" must be produced again.

Management Reporting

Every module contains numerous reports. These reports can be divided in:

- ***Internal documents:*** for internal communication and information providing

- ***MIS Reports:*** management information reports for management Analysis and decision making

- ***Statutory Reports:*** as requested by Vietnamese tax law and labor law The statutory reports are compliant with the current regulations for the city/country. All applicable government reports which are monthly/yearly and ad-hoc are included in the product.

Dynamic Reports

Besides almost 120 standard reports, our system supports customer making reports by themselves with our Dynamic Report Tool. With this function, customer is able to see all information in the database and to make the reports in Excel format.

- Allow discovering all information in the database
- Select data to make the reports just by one click
- Customer is able to specify data by row or column
- Export all dynamic reports into Excel
- Customer can make the title and enter the logo in the reports
- Save the reports into the system for future use.

E Cadena

- To provide a web based tool to process leave by entering and confirming leave request by subordinates and supervisors.
- To provide a web based tool to process over time requests after approval of supervisors..
- To provide a web based tool for employees and managers to view and when applicable edit, Personal Info, Salary Info and Time-sheet info.

Leave Processing

- Access through your company's e-Cadena web page and the Calendar View
- A web-based system for handling all types of leave: annual, sick, family, military, court, funeral, etc.
- Confirmed leave requests are updated in the application database. E-leave data will flow real time into payroll
- Integrated with other modules of Cadena HRM Series
- Allows staff to apply for leave online and to view leave balances without contacting the HR Department. Back dated leave applications are allowed.
- Allows managers and supervisors to approve or reject employees' leave requests from virtually anywhere around the world via the web, thus saving time and eliminating paperwork
- Email notification of leave application and approval/rejection to subordinates and supervisors
- Up to 2 levels of approval can be set per leave type

Self Employee Services

- Employee access through your company's e-Cadena web page
- Edit and view selected personal information. Edits are updated in the application database. This option is view only for HR , for employee it should not be visible also
- Integrated with other modules of Cadena HRM Series
- View personal salary information. This option is view only for HR , for employee it should not be visible also
- View personal final time-sheet. This option is view only for HR, for employee it should not be visible also

  Selected information accessible for employees is managed through a protected administration web page

Connect with us

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