

**The Microsoft Dynamic NAV - Human Resource Management and Payroll** from Naviworld Vietnam enable you to direct and execute your daily human resource functions, track and analyze a wealth of employee information, and easily and accurately administer your payroll.

**Key Benefits**

**Improved Integration**

- Integration between all relevant modules HR, Payroll, Accounting

**Reduced Support**

- Simple application to support, maintain and learn
- Reduced training costs with a familiar Microsoft - based interface

**Feature-Rich Functionality**

- Flexible, feature-rich functionality to manage a broad range of business requirements for HR
- Flexible enough to perform labor cost allocations based on parameters like department, positions and more
- Fully supports local Vietnamese government requirements for insurance, payroll and personal income tax.

Microsoft Dynamics NAV Human Resource Management and Payroll is an agile Human Resource Management system that will allow you to quickly adapt your organization to meet new challenges. The Human Resource Management solution comprises two areas:

**Microsoft Dynamics NAV Human Resource Management:**

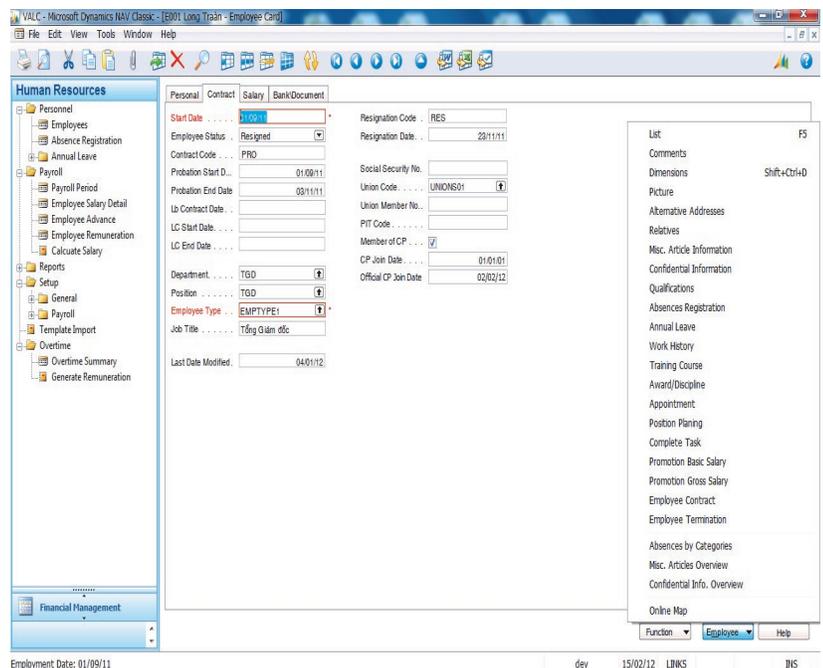
Core administration for employees and human resource professionals. Training, Recruitment, and Performance management.

**Microsoft Dynamics NAV Payroll and Time Attendance:**

Leave management and overtime management. Salary advance, Insurance management, the 13th Salary, Remuneration management, Payroll and PIT calculation

Managing your human resources is a demanding responsibility, and one that is vital to the day-to-day operation of your business. Without the right technology solution, it can be a challenge to manage data effectively while staff's strategic responsibilities are increasing.

The Microsoft Dynamic NAV - Human Resource Management and Payroll empowers HR managers and staffs to access, transact and update detailed information, schedules, qualifications, training, communications and more. The application is powerful enough to automate the processing of complex payroll calculations.



Effective human resource management has given companies a new way to create a competitive advantage in their market spaces. Accordingly, the Microsoft Dynamics NAV Human Resources and Payroll modules were designed to give companies a streamlined labor management tool that increases the efficiency and responsiveness of human resource administration and payroll processing. The system helps to simplify processes and improve the overall quality of human resource management within the organization, resulting in improved employee satisfaction and reduced costs.

## Personnel Management

### Organization Structure Definition

- Create different divisions and departments
- Define positions and reporting structures

### Employee Database Management

- Create and maintain a comprehensive database of employees
- Record employee's personal details, qualifications and skills
- Record employee's relatives
- Record salary information
- Record contract information

### Extensive Personal Information

- Record employee's confidential information
- Record events like visa and passport expiry dates for necessary follow up

### Historical employee transaction

- Renew labour contract
- Record all salary changes event
- Record department, position transfer event

### Employee Training Management

- Assess employee training requirements and organize training
- Organize individual or group training
- Update employee's training result

## Payroll Management

### Personal Income Tax Calculation

- Tax calculation rules are set up as formulas. Payroll calculation function supports to handle the most complex tax calculations to comply with the local tax authority

### Employee Salary Advance

- Calculate salary advance for employee base on the basic salary or the specific amount

### Overtime and Trade Union Calculation

- Setup formula and calculate trade union fee
- Define and create various overtime allowances

### Payroll Processing Cycle

- Monitor your regular payroll cycle, from data entry to fully reconciled results
- View complete history of payroll results
- Mark erroneous calculations for retry, while keeping reconciled calculations intact

### Earnings and Deductions

- Define unlimited number of allowances and deductions which are applicable for a specific period or start after an event
- Define an individual tax category for each allowance

### Payroll Processing Rules

- Control your own processing rules and calculations
- Process payroll by employee, department or group, or for the whole organization
- Use simple, easy-to-learn formulas
- Use conditional logic for more complex cases

### Timesheet Management System (TMS)

Ability to interface with the locally available industry standard Time Attendance Machines (TAM) is one of the key requirements of a Payroll system as it can reduce the manual entry of data and the human errors associated with it. Recognizing this need, Naviworld Vietnam develops TMS application to interface TAM's and Payroll system to cater the specific needs of the Client.

### Various time attendance machine

- Compatible to most time attendance machines available through different, customizable import adapters.
- Time attendance data can be imported from MS Excel, MS Access and MS SQL Server

### Shift Management

- Allows easy and quick setup of working hours for any company's needs
- Allows setup unlimited shifts for employees

### Leave Management

- Define different types of leave
- Create and maintain a comprehensive employee leave history
- Define a comprehensive leave policy like carry forward, restricted carry forward, etc.

### Overtime Management

- Setup overtime base on labour law and company's regulation
- Register employee's overtime request into the system
- Compare the actual overtime hours with requested hours
- Manage overtime threshold

### Daily Timesheet Processing

- Takes all raw input data plus all configured employees, shifts, leaves and the like and calculates timesheet data per employee on a daily basis

### Monthly Timesheet Summary

- Process the data of one month and easily transfer it to your payroll and HR module.

### Numerous Excel imports and exports

- Provides vast import and export interfaces to excel
- Support import or export mass configurations for overtime and leave
- Export or import processed timesheet data.