

**MS Dynamics NAV - HRM module - Overview Introduction**

<b>MS Dynamics NAV - HRM module</b>		<ul style="list-style-type: none"> <li>- The add-on HRM module which is developed in MS Dynamic NAV by Naviworld Vietnam.</li> <li>- Localized functionalities which fully compile with Vietnamese regulations (Insurance, Income Tax)</li> <li>- License is controlled in NAV based on concurrent user mechanisms so it is possible to leverage available user account in Accounting</li> </ul>
<b>Code</b>	<b>Functionality</b>	<b>Description</b>
<b>Human Resource Management</b>		
<b>HR 1.0</b>	<b>Employee Information</b>	
HR 1.1	Personal Information	All detailed personal information of employees
HR 1.2	Identification	Record identification information such as ID, Passport, Visa
HR 1.3	Alternative Addresses	Record Employee detailed addresses
HR 1.4	Confidential Information	Record confidential information of employees
HR 1.5	Employee Bank Account	Record detail bank account of employees. Employee can has more than one bank account and set which bank account is primary bank
HR 1.6	Misc. Article Information	Record detailed information related to handout devices to employee such as devices, status
HR 1.7	Relatives	Record all information related to Employee's relatives and PIT dependents
HR 1.8	Employee Project	Record all projects which employee has been assigned
HR 1.9	Employee Experience	Record employee 's work history before joining company
HR 1.10	Employee Discipline	Record discipline event off employee. Allow user to record award amount by currency and pass to payroll
HR 1.11	Employee Reward	Record all award event off employee. Allow user to record award amount by currency and pass to payroll
HR 1.12	Employee Qualification	Record all information about qualification such as maior, school
HR 1.13	Employee Certificate	Record all certificates which employee archived
HR 1.14	Employee Course	Record training course attendance history of employee
HR 1.15	Employee Transaction	Record transactions history such as promotion/demotion, transfer, contract renewal, salary changes
HR 1.16	Employee Contract	Manage labour contract of employee and labour contract renewal history
HR 1.17	Employee Termination	Record resignation/termination event for employees.
HR 1.18	Organization	Allow user define and manage organization structure as requirements
<b>HR 2.0</b>	<b>Insurance Management</b>	
HR 2.1	Insurance Information	Record all related insurance information such as social insurance, health insurance of employee
HR 2.2	Insurance Changes	Manage and record all changes with insurance contribution of employee such as Salary for insurance, increasing or decreasing insurance
HR 2.3	Insurance Allowance	Manage insurance allowance claim for sickness, maternity leave
HR 2.4	Insurance Calculation	Calculate monthly insurance contribution amount by company and employee
<b>Payroll</b>		
PR 1.0	Payroll cycle	Allow to define many Payroll cycle in system (paid by Monthly, Weekly, Biweekly, Daily)
PR 1.1	Payroll Elements	Setup flexible and unlimited payroll formula based on company payroll regulation. User can create and update payroll formula for each employee type in company if need.
PR 1.2	Payroll Elements Groups	
PR 1.3	Payroll Groups	Support to manage payroll by multiple employee groups with separated regulations
PR 1.4	Payroll Periods	Define payment periods of your payroll system
PR 1.5	Payroll Documents	Define and manage unlimited Allowances and Deductions
PR 1.6	Payroll Process	User can perform salary calculation for all company or group of employees
PR 1.7	Payroll Journals	Record detailed payroll amount after calculation
PR 1.8	Payroll Payment Journals	Automate to generate Bank transfer reports as required template
PR 1.9	Transfer cost to G/L	Transfer payroll cost to G/L module directly
PR 1.10	Send pay slip by email	Send pay slip to email via email
PR 1.11	Exchange rate	Apply different exchange rates of multiple currencies for salary and insurances
PR 1.12	Calculate PIT	Compliance with latest Vietnamese tax regulations and when necessary retroactive calculations
<b>Time Attendance Management</b>		
<b>TA 1.0</b>	<b>Roster and Working Hours Management</b>	
	<b>Scheduling</b>	
TA 1.1	Shift setup	Allow user to define and update unlimited shift according to company work schedule
TA 1.2	Shift Patterns	Define mechanism to repeat work schedule for employee. Automatically assign the employees to certain shifts or shift pattern
TA 1.3	Special Day	Able to setup Public holiday and special day as Company and Gov. regulations. Used to setup the day which want to exclude from the schedule
TA 1.4	Location Role Budgets	Able to define how many people be needed for particular role and shift. A role and shift combination must have minimum need of 1 employee
TA 1.5	Work Shift Planning	Review detailed shift information
TA 1.6	Staff Roster	<ul style="list-style-type: none"> <li>- Generate Roster from Shift Pattern of employees automatically</li> <li>- Able to add/remove employee in Roster</li> <li>- Assigned resources and budget will be compared</li> <li>- The difference between budget and Assigned resource will be highlight and warning</li> <li>- Able to manage Roster status</li> </ul>
TA 1.7	Vacation Planner	View total taken/registered leave or day off by employee for all year. Able to view by week or view by month

	<b>Time Registration</b>	
TA 1.8	Time Registration	Employee time in and time out can be recorded in system by batch or individual
TA 1.9	Batch Time Entries	Able to get employee time in/out data from Time attendance machine
TA 1.10	Time Entries History	View history of employee's time entries
	<b>Time Acceptance</b>	
TA 1.11	Time Acceptance	Support Manager/Supervisor able to review their employee's working hours to accept or reject actual working hours for salary
TA 1.12	Managers Shift Requests	Able to view Shift Request which made by Managers and theirs status
	<b>Salary Worked Hours</b>	
TA 1.13	Salary Entries History	Review confirmed employee's working hour which confirmed by supervisor/manager and will be used to calculated salary
TA 1.14	Salary Total	Salary total information base on confirmed working hours
	<b>Absence/Unavailability Management</b>	
TA 1.15	Define Absence /Unavailability/Leave Type or reason	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
TA 1.16	Record Absence/ Leave history of employees	Support user to register leave request for employees
TA 1.17	Manage total taken leave/absence and remaining balance days of each type	Calculated total taken leave days, remaining balance days of each leave type for each employees
<b>Employee Self Service - Employee Portal</b>		
EP 1.1	Request Day off (Off Day, Leave)	Allow employees to submit their Day-off request (Off day or Leave request) to get supervisor's approval via application in mobile or web
EP 1.2	Request Work day (working days)	Allow employees to submit their Working day request (Shift request) to get supervisor's approval via application in mobile or web
EP 1.3	View Accepted/ Rejected Day off	View accepted and rejected Day-off request via application in mobile or web
EP 1.4	View Accepted/ Rejected Shift day	View accepted and rejected work request via application in mobile or web
EP 1.5	View Work Schedule (Assigned shift day)	View accepted and rejected work request via application in mobile or web
EP 1.6	View Assigned Work request	Shows the current scheduled shifts for the employee via application in mobile or web
EP 1.7	View Worked hours (Salary hours)	Shows the time registration which has already been converted to salary entries and will be exported to the salary system via application in mobile or web
EP 1.8	View Working Total (Total Overtime, taken leave, working time)	The application can present any kind of summary of the planned or worked hours via application in mobile or web
EP 1.9	View Profile	Allow employees to view their profile via application in mobile or web
EP 1.10	View Pay slip	Allow employees to view their monthly pay slip via application in mobile or web