

HR & Payroll Management Solution



SmartHR

www.paperfree.pk



SMART HRMS: HR & Payroll Solution

Ensure the Employee Data Simple, Easy and Smart

Paper Free offers a complete and secure online solution to integrate payroll and HR processes. The Smart payroll and HRMS is to make sure that employee engagements linked properly with the HR and Line managers. Through build-in features and system make certain that the data and information with respect to employees in the company systematically organized. Standard or customize solution are available as per needs and requirement of the clients'. The Smart payroll and HRM Solution are available through cloud (SaaS).

WHO WE ARE

- Paper Free provides one-stop digital solution for enterprise needs.
- Paper Free is focused on productivity improvements by eliminating paper work.
- Delivering digital business solutions tailored as per process requirements and ultimately reducing manual work.
- A range of resourceful and innovative services are available through SaaS and on premises.



Committed to increasing productivity



Close the project within the time frame



Paper free based solution approach



Committed to reducing the paperwork

VISION

Paper Free is delivering innovative and automate solution counter to the manual work.

MISSION

Bring the concept of Paper Free and automation department.

Smart Payroll & HRMS Benefits



Modular Solution

Smart Payroll & HRM Solution has different modules that form a cohesively whole solution; Employee profiles time, leave, loan, income tax, payroll, reports and other management modules.



Information Access

Smart Payroll & HRM Solution have different user's roles viz. Super Admin, CEO, HR Manager and Employee (self-service). These roles may have both central access, or to create silos for sensitive, integrated and secure information.



Data Analysis

The data logs are maintained for security and review the user's activities. To make evidence-based decision the software have designed in way that it organize and integrate information system. Creating "Employee time performance" reports and data organization is very simple and time saving.

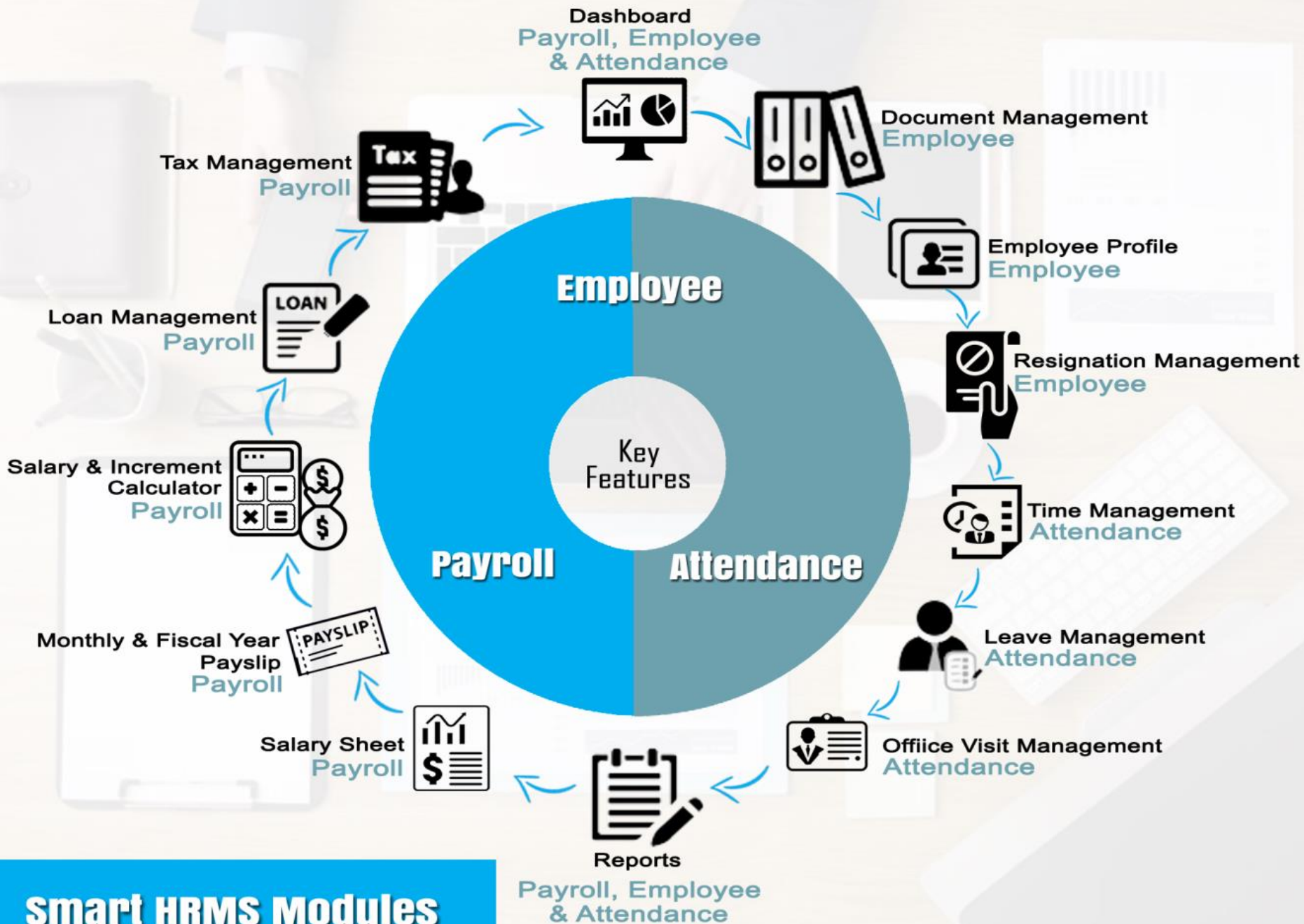


Risk Mitigation

Paper-based or excel files are at large risk of getting damaged, and if a copy is not available, it's traumatic for organization. Our solution incorporates disaster recovery features enabling system to be restored quickly even in most calamitous disasters.



Cloud (SaaS)



Smart HRMS Modules

Three Eyes Approval cycle



CEO Roles



Employee

Input

- Separation (Form & Approval Panel)
- Change Password



Attendance

View

- Shift
- Attendance Sheet
- Attendance Analysis Report
- Leaves (Detail, Summary)
- Office Visit (List)

Input

- Leave (Form)
- Office Visit (Form)

Approval Panel

- Leave (HOD's & HR Manager)



Payroll

View

- Salary Slip (Monthly & Fiscal Year)
- Tax Plan (Tax Certificate)
- Loan (Detail & Per Month Deduction)

Input

- Loan (Form)



HR Manager Roles



Employee

- Employment Form (All Information)
- Employee List with detail (Existence & Separated)
- Separation (Form & approval)
- Change Password
- Employee Document (Education, Experience Certificate and etc)



Attendance

- Shift (Add & Create)
- Fetch Attendance (Manual, Excel, ZK Machine)
- Attendance Sheet (All Employee)
- Attendance Analysis Report (All Employee)
- Leaves (Leave Form, Approval, Leave Summary)
- Office Visit (Form & List)
- Gazetted Holidays (Create Shift)



Payroll

- Salary Plan (Create, List & Increment)
- Salary Slip (All Employee & Fiscal Year)
- Salary Sheet (Report & Summary)
- Salary Advice (Bank)
- Tax Plan (Create, Upload & Tax Certificate)
- Loan (Form, approve & detail, Settlement)



HOD Roles



Employee

Input

- Separation (Form & Approval Panel)
- Change Password



Attendance

View

- Shift
- Attendance Sheet
- Attendance Analysis Report
- Leaves (Detail, Summary)
- Office Visit (List)

Input

- Leave (Form)
- Office Visit (Form)

Approval Panel

- Leave (Team Member)



Payroll

View

- Salary Slip (Monthly & Fiscal Year)
- Tax Plan (Tax Certificate)
- Loan (Detail & Per Month Deduction)

Input

- Loan (Form)



User/Employee Roles



Employee

Input

- Separation (Form)
- Change Password



Attendance

View

- Shift
- Attendance Sheet
- Attendance Analysis Report
- Leaves (Detail, Summary)
- Office Visit (List)

Input

- Leave (Form)
- Office Visit (Form)



Payroll

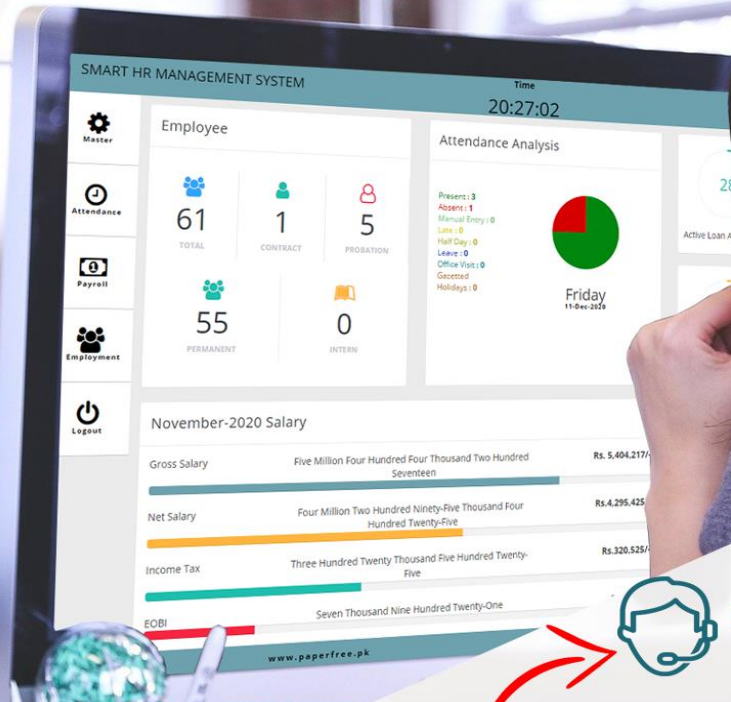
View

- Salary Slip (Monthly & Fiscal Year)
- Tax Plan (Tax Certificate)
- Loan (Detail & Per Month Deduction)

Input

- Loan (Form)

CLIENT'S INTERFACE



Routine Support



Deployment

- Customizations
- Access/installation
- Testing



Consideration

- Formal request
- Agreement & Pricing
- Payment



Discovery phase

- Introductory meeting
- Live demo
- Demo user account



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Payroll Management System