



whyze

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Benefits

At A Glance

- ✓ **Accessible anytime, anywhere**
- ✓ **Ease of use with flexibility**
- ✓ **Easily import of data from excel**
- ✓ **Link CPF contribution automatically**
- ✓ **Flexible in customizing your fields and forms**
- ✓ **No software and infrastructure cost**
- ✓ **Dedicated Singapore-based helpdesk**
- ✓ **Compliance with local government agencies and legislative requirements**
- ✓ **Archive all types of work information from full time employee to contract staff**
- ✓ **Ideal for multiple companies with different locations**
- ✓ **Secured web encryption technologies with multi-factor authentication and SingPass App authentication**
- ✓ **IRAS listed payroll software in Singapore and Malaysia**



Professional Services

Data Migration

We provide data migration services from your current in-house or legacy systems via Microsoft Excel.

Implementation & Configuration Services

As part of initial setup, we provide implementation and configuration services. Based on your unique requirements, functionalities are made hassle-free and ready-to-use with our consultants setting up the necessary templates for you.

User Trainings & Workshops

Comprehensive trainings and workshops with varying training programs available for users at all levels.

Onsite Visits

Our support team can be onsite to resolve technical issues to augment our remote access troubleshooting.

Customer News Alert

We provide newsletters to all users. It covers timely and relevant updates on tax, regulatory issues, application matters pertaining to users and other related advisories.

Support with Remote Access

We use remote desktop access to augment our phone and chat support, enabling us to quickly troubleshoot technical errors and to guide users through users' view.

Employee Self-Service Modules

Entry Point & e-Document

e-Leave

e-Claim

e-Appraisal

e-Attendance

Personnel Tracking

e-Applicant

e-Onboarding

e-Training

Functional Modules

Payroll

Leave

Claim

Web Appraisal

Time Management

Project Costing

Costing

Bundled Modules

Basic HR

Alerts & Notification

Import Setup

Admin & Access Control



Bundled Modules

Basic HR

Centralize platform for regional HR

Centralize personnel file containing employees' particulars, public holidays calendar, employment history, appraisal records, training records, training certificates and other HR data.

Ready to use report and analysis for employee demographics, quarterly statistics survey and nationality ratio.

Breeze through ad hoc queries with easy to use column chooser and advanced queries.

Generate professional HR documents such as Employment Letter, Confirmation Letter, Increment Letter, Promotion Letter, Bonus Letter, Acceptance of Resignation and Key Employment Terms.



Dashboard provides quick data on your human resources

Alerts & Notifications

Promote efficiency with customizable email alerts

Track critical dates such as new join reporting, confirmation due, employees' birthday, work pass expiry, training certificate expiry, appraisal review date and any custom date.

Import Setup

Reduce data entry by importing from excel

Flexibility to import from excel variable allowances, bonus amount, leave adjustments, claim adjustments, benefits-in-kind, and even employees' HR data.

Admin & Access Control

Safeguard confidentiality with latest technology

Secure internet technologies prevent malicious access to your confidential data. Define the access rights of your sub Administrators by functions and employee groupings. Define your corporate security policy like password expiry and failed login attempts.



Payroll Module

Streamline your payroll process in your own way

Flexibility in adding new pay items, processing ad-hoc payroll runs or grouping employees with similar payroll policies to enhance efficiency with payroll processing.

ePayslips & eIR8A

Choose how you want to distribute payslip to employees via web login, direct email delivery and even pre-sealed perforated dot-matrix envelope. Store up to 5 years of payslip history.

Easy payroll submission for Singapore and Malaysia

Auto-generate files for bank payment and statutory submission like CPF, NS Make-Up Pay, EFP and EIS.

Integrated income tax submission

Direct submission to IRAS on employees' income tax return. Support IR8A, Appendix 8A/8B, IR8S and IR21.

Leave the statutory compliance to us

Be assured of continuous support and compliance to statutory requirements from us via newsletters and software updates.

Comprehensive library of reports

More than 100 different reports for different business needs and statutory surveys. Customize your own payroll report layout without need for programming.



Reports in several formats according to your own preferences



Costing Module

Integrate to accounting software

Link each payroll or claim item to cost centre debit and credit account codes. Generate accounts journal entry by cost centres. Support integration via API, excel and csv.

Dynamic cost allocation

Support split cost centres by percentage for employees working at multiple cost centres.

Customizable cost centre reports

Consolidate costs into report segments for more accurate costing of the various business units.

The screenshot shows a 'Cost Summary By Segment' report. It features a table with columns for Region, Country, Branch, Location, Department, GL Description, and various cost categories. The table is filtered by 'Month' and 'Year'. The data is presented in a detailed table format with multiple columns and rows, showing various cost categories and their corresponding values. The table is titled 'Cost Summary By Segment' and the data is presented in a detailed table format.

Easy to use pivot table let you customize your reports for monthly comparison



Web Appraisal Module

Easy to use form designer

Create electronic appraisal forms to capture various KPIs for different groups of employees.



Employee Self Service ESS e-Appraisal Module

Automate appraisal with multiple levels

Support process such as employees self appraise, managers appraise, employees acknowledge and HR moderates final score.



Employee Self Service ESS e-Training Module

Automate training request and training evaluation

Allow employees to submit training request for approval, give training feedback and track training plan.



Employee Self Service ESS e-Applicant Module

Automate hiring request and candidate tracking

Allow managers to submit hiring request and track candidates who applied to the job openings.



Leave Module

MOM leave policy template

Template leave settings ensure that your company has all the correct leave benefits required by the statutory board.

Flexible leave policies

Create your own leave types, leave entitlement calculation, carry forward expiry, proration method, advance leave limit, leave costing, leave encashment and public holidays.

Automatic reminder for HR

Remind HR to submit claims for government paid leave such as maternity, paternity and childcare leave.



Employee Self Service

ESS e-Leave Module

Staff to apply leave and managers to approve leave online

Determine your approving manager(s) and custom workflow by company, leave type, department and even specific employee.

Automatic reminder for staff

Remind manager(s) to take action on pending leave application and employees on any expiry leave balance.



Claim Module

Enable flexible benefits and multiple claim benefit policies

Support co-payment, shared capping for a group of benefits and varying claim policies.

Able to set capping by monthly, quarterly, half yearly, yearly, bi-yearly and more.

Claim can be linked to reimbursements, entitlements or expense report

Suitable for medical claim, transport claim, project expense claim, overseas travel claim and overseas per diem claim.



Employee Self Service

ESS e-Claim Module

Custom fields for your claim forms

Customize your claim forms with custom fields for employees to enter information required for different types of claim.

Choose which fields are mandatory or optional for employees to submit.

Streamline claims administration

Automate claim calculation, approval workflow by supervisor, project in-charge, claim type and even claim amount.

Track currency exchange rate used and corporate exchange rate history.



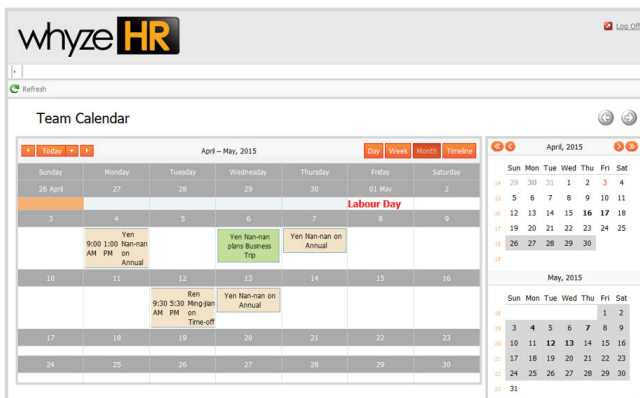
Employee Self Service

ESS Mobile App

Employee Self-Service mobile app available on Android and iOS

Convenient and secure login with your device biometric verification.

Access your device camera and photo album to upload attachments for leave and claim.



Facilitate workplace productivity via shared calendar among co-workers



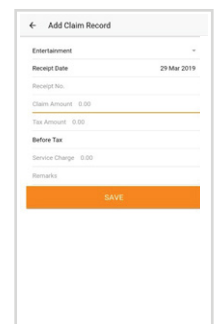
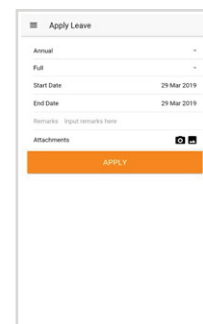
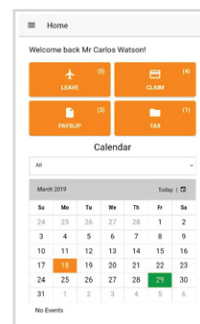
Employee Self Service

ESS Entry Point & e-Document

Online HR portal for employees

HR can share HR documents and push announcements to employees.

Employees can update HR on changes in their basic personal particulars, upload supporting documents and submit flexible work arrangement request for approval.



Simple interface for employees and approving managers with phone notification



Time Management Module

Auto calculate lateness, overtime and attendance

Eliminate the tedious process of calculating employees' timesheet.

Plan shift schedule or setup fixed working hours pattern

Allow supervisor to plan daily shift schedule for with flexible ad-hoc changes to meet operation needs.

Able to set fixed working hours pattern for employees not working on rotating shift.

Automatic email on daily attendance

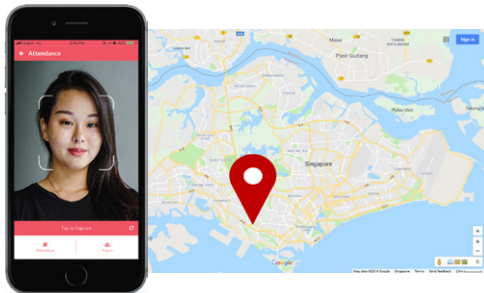
Push notification to the respective supervisors helps you to make quick decision on staff deployment at multiple locations.

Highlight employees who are late, absent, early clock out or have forgotten to clock out.

Personnel tracking mobile clocking app with face recognition and location tracking

Allow employees to indicate project and remarks when taking attendance.

Real-time photo and automatic location tracking prevent fraudulent clocking.



Assign attendance allowances with system rules on shift and actual attendance

Define your rules to automate allowances such as meal allowance, night shift allowance, standby allowance and perfect attendance award.

Support multiple types of attendance calculations for different groups of employees

Define policies on lateness, early clock out, overtime, overtime rate, break time, late from break, normal working hours and using overtime to offset lateness.

Allow supervisor to verify attendance anytime anywhere

Convenient for supervisor to verify attendance of their subordinates.

Flexibility for admin users to overwrite calculated working hours and indicate remarks for daily attendance.

Integrate with biometric devices

Easy to use biometric devices for employees to clock in/out.

Support fingerprint recognition, face recognition and password access.



OT Approval Module

Additional 2 levels of approval to verify and approve employees' working hours

Prevent overpayment of overtime by ensuring only approved overtime will be paid via payroll.



Employee Self Service

ESS e-Attendance Module

Convenient for employees to view planned shift and review own attendance

Notify employees on their planned shift and recent attendance.



Project Costing Module

Allow employees to clock in/out at multiple projects in a day

Control manpower cost with instant visibility on overtime expenses.

Devices at each location can be preset with project code.

System options available to automatically handle travelling time between projects.