

TANDEM

HRWorks™

Data Sheet

Tandem Integrated Business Solutions Private Limited

www.tibs.in

About HRWorks

Tandem Integrated Business Solutions Private Ltd (TIBS) presents HRWorks™, a web enabled software for managing HR processes, on a subscription basis. Users can login to TIBS website from remote locations on the internet, configure HRWorks to their requirements, and use the same for managing their business processes on an ongoing basis.

Currently offered to organizations in India, HRWorks has the following key features.

1. Employee database to store official and personal employee information.
2. Automated payroll processing including statutory deductions such as Income tax and Provident fund.
3. Individual employee logins, and online submission and authorization of claims and tax related declarations.
4. Microsoft Excel interface for bulk entry and download of data.
5. A report library of statutory and MIS reports.
6. Electronic messaging facility for transmitting payslips to employees, and recording communication during processes such as claims administration.
7. Flexible access control, including the facility to create users belonging to vendor organisations for tasks such as claims processing.
8. Personalisation by way of customisation of e-mail templates for events such as payslip e-mailing.
9. Transmission of welcome mails containing login information, for new employees, by a click of a button.
10. Employee self service for auto re-generation of password.
11. Helpdesk facility for users to record their queries and the helpdesk personnel to answer queries.

Advantages of the subscription model

The key advantages of the subscription model over the traditional software purchase model are as follows.

1. No implementation risk:

By any measure, the failure rate in implementation of business software is high. Organizations pay significant sums of money for both license fee and implementation and run the risk that the software does not meet user requirements.

In the case of HRWorks, which is fully pre-built, you can do a thorough evaluation and satisfy yourself that HRWorks is indeed the right software for your organization. TIBS offers a free trial period, if customers wish to see HRWorks in action before making a decision. At the end of the trial period, if you decide against using our service, you can do so without any obligation whatsoever.

There is no implementation risk, since customers, after initial evaluation, can get going within a matter of days, if not hours, by configuring HRWorks, using its intuitive interfaces.

2. No maintenance effort:

Customers need not worry about version upgrades or technology obsolescence since we take the responsibility for the same. Whenever there are statutory changes with regard to deductions such as income tax, we will make the required changes to the software and make available to our customers a revised version.

3. Lowest cost of process administration:

HRWorks is delivered with the aim of users realizing the lowest cost of process administration.

Software cost: Users of HRWorks need only a web browser to access the software. There is no requirement for any expensive software for payroll application, database or application servers. The fee that customers pay us is a small fraction of the cost they will be incurring if they were to build or buy equivalent software products.

Hardware cost: Users can access our application using low cost, low-end personal computers with just internet connection. There is no requirement for expensive hardware servers that will be required if customers were to create or buy, and manage software in-house.

People cost: Customers need not recruit expensive systems specialists since the software is maintained at our end. Business users can manage HRWorks, without any help from technology specialists.

Modules

The modules of HRWorks include the following.

1. Employee information repository and bulletin boards

- Maintenance of a single central employee information repository
- Facility to enter a variety of information (current and past) such as grade, designation, status, dependants, reporting managers and contact information for each employee
- Creation of divisions (unlimited number) under which the individual employees may be placed
- Specification of information such as holidays and work week at the organization, division and employee levels
- Individual employee logins for employees to view their personal and official information

The screenshot displays the HRWorks interface for an employee profile. The header includes the HRWorks logo, a welcome message for Mr. Srikanth Narasimhan, and navigation links like 'Change Password' and 'Logout'. The main content area is divided into several sections:

- Profile:** A sidebar menu with options like Dependants, Contact Info, Holidays, and Work Week.
- Personal:** A table listing personal details such as Salutation (Mr), First Name (Srikanth), Middle Name, Last Name (Narasimhan), Date Of Birth (15-Jan-1966), Sex (Male), Father's name (Kannan Chari), Marital Status (Married), Spouse's name (Sahana Srikanth), Nationality (Indian), Blood Group (O Positive), Bank Account Number (123456), Bank Name (New Bank of India), and Bank Branch (R A Puram).
- Official:** A table listing official details such as Employee ID (010), Employee Type (Permanent), Category (Specified), Status (Employed), Grade (G1), Designation (Asst Mgr Projects), Division (DEVT), Location (Chennai), Tax Processor (TDS Group), Date Of Joining (16-Jan-2006), PF Join Date (16-Jan-2006), and Date Of Confirmation (16-Jan-2006).
- Statutory ID:** A table listing statutory IDs such as PAN (TRED1245E) and PF No (TN/4041/34).

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Figure 1 - Employee profile

2. Payroll

The payroll module allows you to configure a variety of complex business rules that govern heads of pay, deductions and payroll runs in your organization.

The key features are as follows.

- Creation of heads of pay and deductions (without any limit) based on business rules that include
 - calculation rules such as a flat amount or % of Basic pay
 - different calculation and payout frequencies
 - rounding off rules
 - loss of pay rules
 - whether or not to display in payslip
 - specification of the payment mode at the employee level
- Facility to configure heads of pay as claims and define the underlying workflow with regard to specifying the claims processing persons for each employee. Claim authorizations, whenever they happen, are automatically considered by the payroll engine

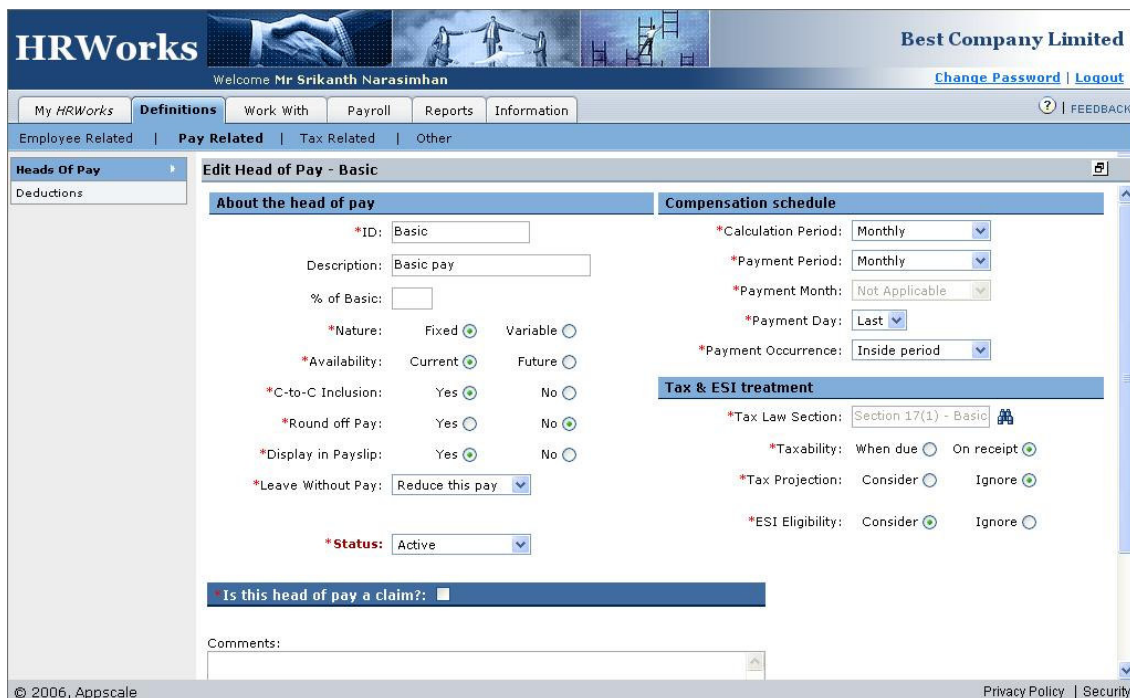


Figure 2 – Configure heads of pay and deduction rules

- Definition of deductions with start and end dates for the payroll engine of HRWorks to run a limited period deduction for employees in your organization
- Facility to configure a vendor as a claims processor without the vendor having access to any payroll information
- Automatic calculation of pay amounts in case of pay arrears, by simply specifying past dates
- Bulk upload of pay data, pay adjustments in case of loss of pay etc., by way of an intuitive Microsoft Excel template generated by HRWorks
- Payroll run for the whole organization by a simple click of a button
- No need to have blackout periods for claims processing and tax declaration submission, prior to payroll runs
- Facility to run and re-run payroll (as many times as required) in case of any changes required to be made
- Mass e-mailing of payslips to all the employees in your organization by a simple click of a button
- Facility to see the complete history of an employee's compensation changes through the period of employment
- Recording any sudden and ad hoc payments to employees
- Definition of different modes of payment and generation of bank advice with all the amounts filled in, for bank credit
- Definition of different employee statuses such as employed, resigned, relieved etc. and the facility to specify business rules regarding payroll processing and final settlement processing for each of the statuses
- Facility to specify notice period (in the event of resignation or termination of an employee) in months or days for the software to automatically calculate the notice pay recovery or payment amounts during final settlement
- Facility to enter future dated changes without waiting for them to become effective
- Generation of MIS reports such as pay sheet for the organization and bank advice by a click of a button
- Internal messaging facility to enter and record comments during claims and tax information declaration processing

- Generation of final settlement sheet by a click of a button

The screenshot shows the HRWorks interface for 'Best Company Limited'. The user is Mr. Srikanth Narasimhan. The 'Pay Related' section is active, showing a payslip for the year 2006, payment date 31-Jan-2006. The 'Earned Pay' table is as follows:

	Head of Pay	Amount (Rs)	Head of Deduction	Amount (Rs)
1	Basic	10322.58	Employee Cont. to PF	1238.71
2	House Rent Allowance	5161.29	Profession tax	69.68
3	Transport Allowance	516.13	Canteen	51.61
4	Special Allowance	2064.52	Income Tax	0.00
5	Gross Pay	18,064.52	Gross Deduction	1,360.00

Net Pay = Rs. 16,704.52 (Rupees Sixteen Thousand Seven Hundred Four And Paise Fifty Two Only)

Figure 3 – Employees can view payslips as and when they desire

3. Statutory deductions (Income tax, Provident fund etc.)

The payroll module of HRWorks is supported by a statutory deductions engine which is driven by the relevant statutes for deduction calculations. The key features are as follows.

- A complete library of built in rules for tax and other statutory deductions
- Ability to specify the relevant tax law and ESI sections for each head of pay and deduction
- Facility to submit employee tax declarations and make the corresponding authorizations online
- Facility to specify the tax related declaration cut-off date for monthly payroll run. Any tax declaration submission after the cut-off shall be considered for the next payroll run
- Facility to specify cut-off dates for year-end tax related declarations by employees
- Generation of statutory forms and reports such as TDS challan, PF challan, Form 5, Form 10, Form 12A, Form 3A, Form 6A, Form 16 and Form 24Q, as and when required

HRWorks Best Company Limited
 Welcome Mr Srikanth Narasimhan [Change Password](#) | [Logout](#)

My HRWorks Definitions Work With Payroll **Reports** Information ? | FEEDBACK

MIS | **Provident Fund** | Income Tax

PF Challan Edit PF Challan for Jan 2006

Form 5
 Form 10
 Form 12A
 Form 3A
 Form 6A

COMBINED CHALLAN OF A/C NO. 1, 2, 10, 21 & 22
 (STATE BANK OF INDIA)
EMPLOYEES' PROVIDENT FUND ORGANISATION
 (USE SEPARATE CHALLAN FOR EACH MONTH)

Establishment Code No. Account Group No. Paid By

Dues for the month of: Employees Share Date of Payment
 Employer Share

Total No. of Subscribers
 Total Wages Due A/C 1 A/C 10 A/C 21

Particulars	A/C No.1	A/C No.2	A/C No.10	A/C No.21	A/C No.22	Total
Employer's Share of Cont.	5948.0		35216.0	363.0		41527
Employee's Share of Cont.	41164.0					41164
Administration Charges		3774.0			0.0	3774
Inspection Charges		0.0			10.0	10

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Figure 4 – Provident Fund challan can be generated in quadruplicate after each payroll run

- Facility to override tax calculations done by HRWorks with your own numbers
- Facility to enter your own values for prerequisites, for tax calculation

4. Online helpdesk facility

The helpdesk facility enables users to record their queries on a variety of user defined subject items and helpdesk personnel to provide support in response to such queries. The key features are as follows.

- Facility to create unlimited query (say, HR) and sub-query (say, pay related) types
- Ability to create forms with custom fields for users to raise queries
- Creation of as many ‘query processing groups’ as required and assignment of personnel to one or more query processing groups
- Submission of file attachments as part of query submission
- Identification and tracking of queries using system generated ticket IDs
- Reports to track the performance of query processing groups

Technology and Support

HRWorks is based on the industry standard J2EE framework. The servers containing the software are hosted in a world class internet data centre, managed by a leading hosting solutions provider. The data centre has strict rules governing access control in order to prevent improper physical access to servers in which HRWorks is hosted. The infrastructure in the data centre, by way of redundancies and back up facilities, ensures continuous service availability. HRWorks uses 128 bit SSL encryption technology to protect data in case of unauthorized access.

Our business model defines our customer relationship as one that is continuous and engaging. Given the criticality of HR related processes, TIBS is committed to providing continual support to customers, by way of an online helpdesk, phone and e-mail, on any issue that they may encounter.

Other services

In addition to providing software, TIBS assists customers in the initial configuration and data migration stages. Also, TIBS, on specific customer demand, provides services such as building features to meet specific customer requirements and developing custom adapters for integration with other customer applications.

TIBS also provides operational support such as processing of payroll related claims and tax related declarations made by employees, to support HR/Finance departments in customer organizations.

Pricing

TIBS follows a subscription fee model for the use of HRWorks. Customers make a payment on a per-employee basis every month. In addition, TIBS charges a one-time fee for initial set up, configuration, and training. Pricing for any service in addition to the use of HRWorks shall be indicated separately.

About TIBS

TIBS is a provider of payroll software and services to organizations in India. Committed to the software-as-a-service model, TIBS strives to offer software that fulfills complex business requirements and at the same time minimizing the cost and implementation risks to customers.

The promoters of TIBS include experts in information technology, payroll, accounting and statutes pertaining to income tax, provident fund, ESI etc.

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