

With **asiaadmin®**, you can fully digitize every human resource management process within your organization. Leverage this comprehensive HCM solution to ease the burden on HR team of managing multiple local compensation modules or systems.

Implement **asiaadmin®** suite including HR Management, Payroll, Leave and Overtime and Roster Management to free up your HR team's capacity for more strategic work and elevate HR to a proactive information hub for your entire company.



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DEZAN SHIRA & ASSOCIATES

Your Partner for Growth in Asia





Your HR and Payroll Solution for Asia



Multi-jurisdiction payroll platform



Extensive Asian experience



Regional vendor with local knowledge



Cloud (SaaS) or on-premise



Template-based implementation



Highly configurable without code changes



No legacy system issues



Mobile APPS for employee self service



Cloud-based HR Management

asiaadmin® HR Management allows companies to manage and centralize their organization and employee information systematically. It tracks the complete lifecycle of each employee within the organization to ensure accurate maintenance of employee data from point of hire, transfers and promotions to point of exit.

Regional Workforce Management

- A single platform with all attributes for complete cross Asian workforce management.
- Fully compliant in China, Hong Kong SAR, Singapore and Vietnam.

Organization Structure Maintenance

- Visualize your corporate hierarchies & entity relationships with dynamic 'Org Charts' for your business units, departments, incumbent and reporting relationships.
- Track multiple attributes for each chart entity or 'node' including employee photographs, job title, headcounts and vacancies.
- User-definable organization levels for current and future expansion of your business unit entities such as locations, departments and branches with flexible 'expand and collapse' drill down type capabilities.

Position Management

- Provide a framework to build your position roadmap for complete workforce and succession planning.
- Hierarchical presentation of all the positions needed with position incumbent tracking for headcount and vacancy analysis and recruitment management.

Employee Portfolio Maintenance

- Provide a central database of all employee current and historical information which is maintained and added to overtime.
- Complete employment history including any changes to job position, salary and personal records.
- Employee relatives including spouse, dependents and all details for IIT and Social Security Fund calculation required for each jurisdiction.
- Other relevant information such as Education, Qualifications, Training and Performance Reviews.
- User-definable fields provide great flexibility to meet any specific requirements not provided as a standard within the system.
- Effective date control provides great flexibility for maintenance to be applied at any date in the future.

Automatic Reminders

- Provide email and online reminders for birthdays, probation dates, salary adjustments, performance reviews, etc.

Payroll

asiaadmin® Payroll provides a multi-jurisdictional payroll calculation engine which allows users to create and maintain user defined payroll groups, salary items, calculation formulas and sequences for all payroll requirements including country specific statutory and taxation requirements, retirement and provident fund contributions, miscellaneous allowances and tax withholding.

One Single Solution from Recruitment to Retirement

Manage all employee records in one database across all modules from [HR Management](#), [Payroll](#), [Leave](#), [Rosters](#), and other modules.

Regional Payroll Management

- One payroll engine for all your business entities across Asia.
- Country specific templates for easy set-up and implementation.

Corporate Governance and Control

- Standardize payroll processes for all countries or regions with one common payroll management system to save on communication, labor and other infrastructure related costs.

Payroll Groups

- Support multiple payroll groups for all your company's unique payroll calculation requirements.

Multi-tenancy for Multi-company Support

- Single company single database setup with multiple Payroll Groups to support multiple group operations in one or many countries.
- Multiple company multiple database setup where each company is maintained independently of each other.
- Multi-tenancy options support all Shared Service Centre processing requirements.

Multiple Payroll Currency

- Support multiple payroll currency per payroll group for regional deployment requirements.
- Support multiple currency payments for each employee.

Flexible Payroll Period Design

- Allow users to maintain payroll periods on a monthly, semi-monthly, weekly or even daily basis to meet multi-regional requirements.

Multiple Payment Cycle and Payment Methods

- Allow users to have multiple payment batches for regular payments, off cycle payments or to meet specific

requirements for new hires, terminated employees based on specific payment items.

- Different payment methods per employee such as bank auto-pay, cash or cheque.

User Definable Salary Calculation Flow

- Provide user flexibility of payroll calculation logic where users can change or skip calculation rules.
- Provide full traceability of every calculation step for complete transparency.

Advanced Back Pay Functionality

- Provide retroactive payroll management and analysis.
- Recalculate overtime and leave salary based on the pay period when it originally occurred.

Flexible Labor Cost Allocation

- Support various cost center allocation methods with seamless general ledger integration.

Payroll Audit Report

- Track all the payroll related information for each employee.

Statutory and Business Compliance

- Provide country specific employee maintenance forms.
- Statutory compliance includes taxation, social benefit calculations and government reports.

Multi-level Security

- Multi-level access controls to ensure sensitive information is only viewed or maintained by authorized personnel.

Comprehensive Reporting

- Standard and customized reports to meet specific customers' needs for different operations and industries.

Full Integration

Integrated to **asiaadmin®** [HR Management](#), [Leave](#), [Rosters](#), and other 3rd party applications.





Your HR and Payroll Solution for...



China Mainland



Hong Kong SAR



Singapore

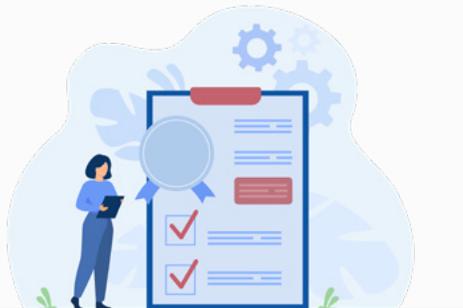


Vietnam

Plus, any customised locations across Asia

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Leave and Overtime

Well organized leave and overtime procedures are important for the company to optimize the utilization of its most important asset, their human resources. Equally important is empowering the employees to plan for times of increased workloads and hard-earned downtime. **asiaadmin® Leave** will take care of all of this!

asiaadmin® Leave and Overtime ensures that the entire leave life cycle is fully streamlined from policy setup for all leave types, online or mobile leave application and approvals by operational and HR management, to leave entitlement tracking, calculation and seamless integration to **asiaadmin® Payroll**.

Once all the different leave policy classes are defined and applied to employees when hired or promoted, the system will allocate the corresponding days of annual leave, sick leave and all other leave automatically to each employee. The system provides full transparency to HR personnel, management and employees to view detail records and balances of all leave types.

Diversified Leave Management

- Standardize regional leave and overtime policies and procedures.
- Configured to meet the specific group and regional country specific requirements.
- Maintain leave balance including year-end carry forward, paid time off for overtime and other requirements depending on local policies.
- Leave application and approval rules are based on company, organization, and specific group requirements.
- Provisional annual leave calculation that enables leave projections at year end for budgeting and planning purposes.
- Leave entitlement management including leave expiration day notification and extension.

Overtime Management

Support complex working hour calculations based on time and attendance data from the **asiaadmin® Rosters** module.

- The results of overtime calculations can be applied to compensation hours or salary payments.
- The type of overtime will automatically be categorized according to the date such as a holiday, weekend or regular workday.
- Provide flexible overtime period and maximum work time limit settings.

Compliance

- Ensure compliance of leave and overtime policies with local Labor Laws.
- Statutory compliance includes maximum overtime per week, per month, minimum rates, etc.

Multiple Access Methods

- Leave and overtime can be applied and approved through web or mobile devices anytime, anywhere.

Integrated with Payroll

Leave and Overtime is fully integrated with **asiaadmin® Payroll** and **Rosters**.

Roster Management

asiaadmin® Rosters is a comprehensive rostering and workforce management software application that helps HR and operational personnel manage all aspects of workforce deployment to ensure that the business's manpower requirements are fully optimized.

This intuitive system allows the busiest supervisors and managers to focus on their core work. **asiaadmin® Rosters** is applicable to industries such as manufacturing, hospitality, and retail that employ a labor force that mainly works and is remunerated on a time period basis and requires comprehensive shift management capabilities.

User Definable Set-up

- Collect ATS data from multiple attendance systems.
- Define work and attendance locations.
- Defines shifts or rostering in accordance with industry specific working hours.
- Define working calendars in accordance with region and industry specific workdays requirements.

Workforce Planning

- Workforce planning processes are based on:
 - » Employee's pre-set number of working months or days - User definable criteria for intelligent rostering.
 - » User definable overtime hours, leave type and workdays.
- Approval workflow for overtime and leave in each workplace through **asiaadmin® Portal**.

System Integration

- Support universal upload formats, including TXT, CSV and HTML.
- Support a user definable process schedule of attendance data integration as a background task.
- Fully integrated with **asiaadmin® Leave** module.

Regulation Compliance

- Ensure regulatory compliance in the following areas:
 - » Validation of weekly, monthly, quarterly, or yearly accumulated working hours.
 - » Calculation of overtime according to the pre-defined accumulated working hours.
 - » Working hours stipulated by laws and regulations.

Operational Excellence

- Dynamic viewing of the attendance data including exception reporting.
- Abnormal attendance data sent to HR by email at a pre-set time period.
- Enable user to review, amend and confirm attendance data to ensure accurate payroll calculation.
- Enable holistic view of total workforce per organization entity and work type via **asiaadmin® Portal**.
- Enable employee's inquiry of historical and current status of attendance, overtime and shift schedule via **asiaadmin® Portal**.





Are you making changes to your operations in Asia?
Get started by speaking to our professionals today

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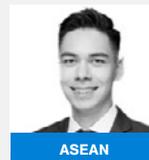


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VIETNAM

- > Accounting
- > Audit and Risk Advisory
- > Tax Advisory

- > Business Intelligence
- > Corporate Established
- > Outbound Direct Investment

- > HR and Payroll
- > Recruitment and PEO
- > Technology

- > Due Dilligence
- > Mergers and Acquisitions
- > Intellectual Property

