



靈智系統顧問有限公司
IBS Research Limited

靈智人力資源管理系統

AccWiSE HR and Payroll Management System



「靈智人力資源管理系統」適合一些仍以傳統工咭形式運作，或現已採用電腦化僱員出勤記錄的公司。系統包括讀咭、考勤、假期、計算工資、強積金及報稅等六個元素。彼此息息相關、緊密相連。只要透過讀入僱員的上下班資料，便可協助管理者運用資訊科技，快速準確處理繁瑣的管理流程和事務，從而提升員工的工作效率。

AccWiSE HR and Payroll Management System is suitable for those companies which are still using the manual working cards, and those companies which had already adopted the computerized attendance recording equipment. The system includes the RFID card swipe, attendance checking, holidays, salaries calculation, mandatory provident fund (MPF), tax return and etc. They are closely bound up and irresolvable. By reading the time-in and time-out attendance records of employees, it can help the management staff to make use of the information technology to rapidly process the complicated workflow and tasks, thus the employees' working efficiency can be enhanced, as well as to improve the time management for the entire enterprise.

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AccWiSE HR and Payroll Management System

系統結構 System Structure



系統特點 System Features

-  Easy to setup different ranking staff benefit
可設定不同階層的員工福利和假期
-  Support for the calculating of relevant statutory entitlements (713)
可按「以12個月平均工資來計算有關法定權益」
-  Enquiry statutory holidays and annual leave easily
隨時查詢僱員年假、病假、補假、勞工假及餘假等記錄
-  Provide internal or external training courses function
系統提供內部或對外培訓課程管理功能
-  User can customize payroll slip format
客戶可自制工資收據格式
-  Support Hong Kong tax calculation and IRD consolidation
支援香港稅務局之稅項計算及IRD報稅表
-  System provide table edit tracking query
系統提供文件改動記錄查詢，以便日後追蹤
-  Provide HR e-Leave Application
另有人事管理網上假期申請系統
-  Support Trilingual (English / Traditional Chinese / Simplified Chinese)
系統預設英文、繁體中文或簡體中文介面
-  Integrated with AccWiSE POS System or Accounting System
可與靈智零售批發系統或會計管理系統整合

問與答 FAQ

Q: 系統有沒有排班功能? Does the System provide duty roster function?



A: 系統除有適合朝九晚五的簡便排班外，還可以處理7天24小時之輪班工作。
The System provides a nine to five simply roster or 7x24 shift duty roster.



Q: 系統有沒有處理12個月平均工資的功能? Does the System manage 12-month average wages?



A: 系統是根據“香港僱傭條例”處理12個月平均工資來計算有關法定權益。
The System will base on "Hong Kong Employment Ordinance" to handle Calculation of Relevant Statutory Entitlements on the Basis of the 12-month Average Wages.



Q: 系統如何處理僱員的有薪病假及工傷? How does the System manage Sickness & Injury allowance?



A: 系統會根據香港勞工處的僱傭條例處理。
The System will follow the rules of the "Employment Ordinance of Labour Department" in Hong Kong to manage different kinds of allowances.



Q: 系統可以處理薪俸稅嗎? Does the System support Salary Tax?



A: 系統已符合香港政府的報稅規格，只要簡單的步驟，便能將整年度的資料匯集起來。
The System will follow the structure of Inland Revenue Department; it can consolidate the employees' salaries within a few steps.



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