OpensoftHR

OpensoftHR is a leading provider of Payroll and Human Resource Management System catered for businesses looking to improve their HR operations

Listed as one of the best Payroll and HRMS Software in Singapore, you can be assured that your payroll needs will be taken care of.

PSG Grant up to **50%**

HumanResources Online
HR VENDORS OF THE YEAR 2022

GOLD **Best Attendance Automation System 2022**

GOLD **Best HR Management System (SMB) 2022**

https://www.opensofthr.com
FB/IG/LI/YT: @opensofthr

The Opensoft**HR** Business Model

Our plans, packages and target audience.

Enterprise - Comprising of the standard functions necessary for a small to medium enterprise to be productive in their HR operations.

ePayroll, eLeave, eAttendance, eClaim, eRoster, eAppraisal

Premium - Comprising of the full range of comprehensive functions that medium to large enterprises can make use of to customize the solution to fit their HR operations.

ePayroll, eLeave, eAttendance, eClaim, eRoster, eAppraisal

Enterprise

Target

Small to medium sized enterprises with headcount ranging from 25 to 200

Modules

On premise/Cloud-based standard ePayroll, eLeave, eAttendance and eClaim, eRoster, eAppraisal

Pricing

Depends on hosting setup. Yearly support maintenance at $400 per module for 50 pax headcount.

Premium

Target

Medium to large sized enterprises with complex requirements

Modules

On premise/Cloud-based standard ePayroll, eLeave, eAttendance and eClaim, eRoster, eAppraisal

Pricing

Depends on hosting setup & customization requirements.

Happy Customers

Our growing base of local & international customers, some of which have been with us since our early days

2023 Milestones

What's coming up for us this year?

Further Expansion in Malaysia
Q2 2023

New User Interface
Q2 2023

Data Protection Trustmark
Q3 2023

Data Analaytics Dashboard
Q4 2023

Our Products

- ⬡ **ePayroll**
- ⬡ **eLeave**
- ⬡ **eClaims**
- ⬡ **eSelf Service**
- ⬡ **eAppraisal**
- ⬡ **eTime and Attendance**
- ⬡ **eRoster**
- ⬡ **eEmployee Management**

OpensoftHR ePayroll

Features and Benefits of OpensoftHR ePayroll

If you do your payroll manually, you will need to:

✗ constantly keep track of all CPF and tax rates

✗ manually calculate and deduct no pay leaves from the employee's payroll accordingly

✗ have a backup in case your excel sheet hangs or gets corrupted

✗ risk your company's payroll getting leaked

✗ make sure all calculations are done correctly

✗ triple-check to make sure there is no human error

✗ keep track of howto calculate payroll for Citizens, S Pass, E Pass, and Tech. Pass Holders

✗ manually update and email out each employee's pay slip every month

So much hassle, So much time spent. With OpensoftHR, all it takes is a click of the mouse and you are done with each month's payroll.

MAKE BETTER USE OF YOUR TIME
Good payroll software is essential for any serious business.

✓ **Compatible With Top Accounting Softwares**

✓ **User-Customizable**
Customise any formulae to suit your organization policies.

✓ **Automatic Backup**
Backup data automatically and keep for an unlimited time.

✓ **Safe And Secure**
All data is encrypted. Specific rights on visibility can be granted to relevant staff for different tasks.

✓ **Configurable Pay Frequencies**
Users can configure different pay days for different employees.

✓ **Export To Excel**
Easily export Payroll data to Microsoft Excel or Google Sheets.

✓ **Itemized Pay slips**
Compliant with Ministry of Manpower's policy.

✓ **Tracks Recurring Payment**
Allowances and deductions disbursed to each employee will be tracked and accumulated for management reporting.

✓ **Online Submissions**
Submit your Bank GIRO, CPF-Line and IRAS-Line submissions easily.

✓ **Tools & Reports**
Ease of generating important reports such as:
1. Summary reports of Monthly Payroll
2. Summary of Year-to-date Payroll
3. Overtime Expense Report

✓ **Save Time With Smarter Payroll Software**
Take the stress out of managing your payroll.

✓ **Integration Across Platforms**
Seamless Integration with OpensoftHR cloud platforms ensures you get a complete HR Management Solution.

✓ **Spend Less Time Entering Payroll Data**
Employees' usual pay are already recorded in the system. Payroll automatically syncs with Time & Attendance and Leave Management - This greatly reduces human errors.

✓ **Easy Management Of Pay And Entitlements**
All your pay calculations will always be in compliance with the statutory requirements for Singapore and Malaysia businesses.

OpensoftHR eLeave

Features and Benefits of OpensoftHR eLeave

Leave Management is more than just applying and approving annual leaves

PREVENT UNNECESSARY TENSION CAUSED BY POOR LEAVE MANAGEMENT
Say goodbye to the arduous task of constantly searching for past leave documents.

Some issues you may face if there is no proper leave management system in place.

"When is he off, again?"

"Hey, I never took off that day!"

"Why is my leave balance zero?"

"Oh no, everyone is on leave."

The above issues can easily be resolved with OpensoftHR eLeave.

✔ **Manage All Types Of Absences**
Garner greater visibility of everyone's leaves, so you can have smoother, less time-consuming leave process and improve your organizational planning effectively.

✔ **Calculate Entitlements The Smarter Way**
Simply define the company policies, and the system takes care of the rest. Leave policies can be tailored to suit different groups of employees and includes useful features such as entitlement by length of service, increments,and more.

✔ **Route Approvals The Way You Want To**
Absence requests are automatically routed for approval based on the options you select during setup.

✔ **Save Everyone's Time**
Empower your employees by enabling them to manage their own leave. All the manager needs to do is click'Approve' or 'Reject'!

✔ **Keep Up With Compliance**
Our system is regularly updated to ensure entitlements are calculated in line with Singapore legislation relating to Singapore statutory child care leave entitlements.

✔ **Employee Friendly Interface**
Our eLeave screen is designed to be intuitive and simple for both you and your employees, with a simple menu bar at the side to navigate various modules and task functions.

✔ **Take A Strategic Approach To Work**
Become more efficient and improve the oversight of employees' absence while maintaining holistic understanding of company leave policies.

✔ **Document Attachments**
Employees can easily upload necessary document scans that will be securely stored as supporting documents.

✔ **Mobile Apps**
Now you don't have to wait until you're at your desk in the office to perform leave related matters. Apply or Approve leave Anytime, Anywhere.

✔ **Team Calendars And Who's Off Notifications**
Makes it convenient for all to view who's not around, to avoid unwanted clashes and make sure the appropriate resources are in place.

✔ **Integration With Optional Time & Attendance And Roster Scheduling Modules**
Absences will automatically be synced to other modules so no manual updating is required.

No more manually keeping track of hundreds of receipts each month

MANAGE EXPENSES AND CLAIMS WISELY
Stop wasting time and energy going through all those hundreds of claims receipts every month.

✕ No more manually keying in the additional Claims Amount to be reimbursed back to each employee.

✕ No more loose receipts lying around.

A Good Claims Software means that the HR-in-charge does not need to lift a finger to create Claim reports from scratch and triple-check that all claims have been paid for.

With OpensoftHR eClaims, all you need to do is to simply check each receipt that the employee has submitted, and then click on 'Approve' once approved, or 'Reject' if not approved.

✔ **Reimbursements Made Easy**
Approve or Decline employee expenses as individual items or grouped together.

✔ **Keep A Digital Record Of All Receipts**
Employees can easily upload digital receipt attachments together with their eClaims submission, where required.

✔ **Control Expenditures**
With allowable claims pre-defined into OpensoftHR eClaim, such as spending limit settings, there is no more confusion about claimable expenses and their respective spending limits.

✔ **Audit-Ready**
With integrated company expense policies setup in OpensoftHR e-Claim, HR administrators no longer have to worry about employees' non-compliance.

✔ **Submit Claims On The Go**
Together with the OpensoftHR mobile application, employees can submit claims from anywhere, even overseas. Employees can easily access OpensoftHR e-Claim through their smartphones, tablets and any internet connected devices.

✔ **Currency Feature**
For companies that often transact in foreign currency, employees can submit expenses in foreign currency and get reimburesed in local currency based on the latest exchange rate set by the finance team,

✔ **Instant Notification**
When an employee submits an approval request, managers will instantly be notified via email or through mobile.

✔ **Tools & Reports**
Ease of generating management reports such as:
1. Summary of total expenses per employee each year
2. Summary of expenses grouped by category each year

OpensoftHR eSelf-Service

Features and Benefits of OpensoftHR eSelf-Service

Are you constantly getting bombarded by employees to do small but distracting tasks like:

✕ updating the employee's particulars

✕ sourcing for pay slips

✕ helping employees to apply for leave

✕ helping employees to cancel leaves etc.

These issues seem small but they all add up quickly and can take up much of your day.

MAKE BETTER USE OF YOUR TIME

OpensoftHR's Employee Self Service (ESS) can handle all of the above tasks, so you can spend more time on more important tasks (such as talent retention, training, recruitment, growing your business), instead of being bogged down by administrative matters that can easily be automated.

REDUCE YOUR ADMIN WORKLOAD
Stop getting bogged down by time-consuming administrative matters.

✔ **Any Employee Can Easily Update Personal Details**
Whenever personal particulars change (such as marital status, home address, etc), the employee can immediately update their personal details and submit document proof through the ESS.

✔ **Retrieve Payslip Anytime**
Anyone in your company can easily retrieve their own payslips company-generated IR8A forms, and many other payroll-related items from the OpensoftHR platform. This helps reduce the time that the HR admin spends helping employees source for their payslips.

✔ **Access Auto-Generated Analytics And Reports**
All information collected by the Employee Self Service portal is securely stored and backed up, enabling company management to retrieve analytics and reports pertaining to the status of their human resources. Such reports provide insights for management to effectively carry out re-organization.

✔ **Make Company Announcements Efficiently**
Have an announcement, document, policy, etc., that you need to share with your employees, preferably without much hassle?

Watch the video below to see how the 'Company Document(s)' dashboard feature on the OpensoftHR Starter platform helps you reduce all the unwanted back and forth with your employees.

✔ **Track Leave And Claims Anytime, Anywhere**
Upon submitting leave application or an expense claim through the ESS portal, the employee can easily track the status and receive notifications.

✔ **Easily Access From Your Mobile Device's App Screen**
Designed for use on any mobile device, simply open your main browser and type in the address bar:

www.hiose.com

Follow the steps in the video below to add OpensoftHR Starter platform on your mobile app screen with ease.

Career Progression

↗ Career Progression is a top priority for most Millenial and Gen Z employees who need to know how they are performing on a regular basis.

↗ With OpensoftHR eAppraisal, Employees are empowered to create, monitor, and collaborate on goals with their managers.

This ongoing feedback system that modern employees crave without requiring extra time and attention, is key to motivating employees.

↗ OpensoftHR's eAppraisal involves employee evaluations that encourage action and limit subjectivity, which results in
- higher engagement
- more accurate insight into employee performance
- greater opportunities to address problems anytime they arise.

↗ This ultimately results in lower employee turnover rate for your business.

MOTIVATE AND EMPOWER YOUR EMPLOYEES
Gone are the days of traditionalfeedback systems that only occuronce a year.

✓ **Support Employee Goal Planning**
Employees are empowered to build their own goals that have a positive impact on their career and for the company.

✓ **Keep A Record Of Skill Sets Achieved**
Upload certifications that indicate achievement of a particular skill any time and have it kept in the system for future reference.

✓ **Aligns Fact-Based Information To Employee Performance**
Bring about more objective information into the performance appraisal process.

✓ **Peer Review Option Available**
Engage in 360-degree feedback for a more well-rounded insight in an employee's performance.

✓ **Career Development Component**
Managers can recommend and track training and/or skill development programs for their junior employees.

✓ **Keep Track Of Performance Progress**
Employees are able to know the status of their progress has been made towards each of their goals.

✓ **Goal Library**
HR Administrators are able to set up and fully customize company goals, including the level of priority focus, unit of measurement and purpose, etc.

✓ **Automated Reminders And Notifications**
Managers and employees will be notified via email or mobile of forms that require their assessment, and upcoming appraisal sessions.

✓ **24/7 Access**
Managers don't have to worry about missing out on employee's appraisal forms, as it can all be easily accessed and printed out.

OpensoftHR eTime and Attendance

Features and Benefits of OpensoftHR eTime and Attendance

OpensoftHR X VIRDI Biometric Fingerprint Systems

EASILY TRACK WHEN YOUR EMPLOYEE CLOCKS IN AND OUT
No more Undocumented Time Attendance Issues!

✗ Are you sick of not knowing where a certain employee is at?

✗ Are your employees making it a habit to come to work later than usual, without any valid reasons?

✗ Are your employees leaving work too early?

✗ Are your employees OT-ing but you are not aware of it?

With OpensoftHR eTime and Attendance, you can track when the employee clocks in and out and have a track record of time attendance patterns.

Opensoft Time & Attendance helps you reduce time theft by applying rounding rules and restricting schedules, as well as eliminating the common problem of buddy punching when using VIRDI biometric fingerprint access control systems. If you are interested in the Opensoft Time &Attendance bundle, you can contact us for more details!

✔ **Synchronise OpensoftHR eLeave To ePayroll**
Data collected in OpensoftHR T&A can be easily integrated to other OpensoftHR application with just the click of a button.

✔ **Flexible Time-Tracking Options**
Extensive and flexible range of work patterns and schedules can be defined to suit your company.

✔ **Keeps Accurate Time With Real-Time Monitoring**
Interfaces with VIRDI Biometric Fingerprint system and OpensoftHR Mobile Attendance for actual time employees work, not the hours they are scheduled to work.

✔ **Overtime Calculations**
OpensoftHR T&A assists to calculate regular time and overtime hours from present work schedules.

✔ **Proactive Alerts & Notifications**
Option is available to configure alerts and to set notifications when employees forget to clock in and out

✔ **Audit Trail Features**
Ability to view original timesheet data, along with records of any updates/changes made by the manager or supervisor.

✔ **Powerful Exception Rules**
Defines business rules to highlight exceptions based on clock-in & clock-out times, allowing you to control your labor costs and compliance to regulatory requirements.

✔ **Tools And Reports**
Ease of generating management reports such as: Summary of Late in/Early out hours of employees, Summary of Employee Overtime Hours, etc.

Our best-in-class automation features

GET PRODUCTIVE AND EFFICIENT WITH YOUR ROSTERING
Fix your organization's employee scheduling challenges and control your labor costs

It is often a headache for supervisors to manage rosters for employees in various work locations, especially if your company operates with flexible shifts for employees.

Our best-in-class automation features can generate various rosters with a click of the mouse.

With better oversight on the availability of employees, you can better monitor the allocation of employees to work shift and ultimately improve overall roster management.

Simply set up the rules, select your team, click a button and each shift is assigned to every employee in your team.

If this week's roster looks similar to next week's roster, you have the option to duplicate it and make small adjustments if needed.

✔ **Plan Before You Publish**
You don't have to showcase a roster immediately upon creation if it's still in the works.

✔ **Monitor Staff Coverage**
Have better oversight on the availability of shift employees to better plan and monitor allocation of employees to work shifts ahead.

✔ **Employee Self-Service**
Relevant roster information, such as details of their own work schedule and fellow employees in the same shift, can be accessed by employees reducing the need to manually disseminate the information to each employee.

✔ **Save Time**
No longer will you be boggled down by tasks such as settling shift conflicts and informing employees of absence e replacements.

✔ **24/7 Access**
For employees and managers, schedules and shift changes combined with daily automated email reminders will ensure employees are aware of their upcoming shift schedules and have no excuse to forget.

✔ **Ensure Proper Management**
Only the roster administration or assigned schedule managers will be able to create and/or edit existing rosters.

✔ **Synchronise with OpensoftHR Time & Attendance**
To enhance your better monitoring of employees' attendance; lateness and absenteeism.

✔ **Customize Color Codes of Work Schedules**
To identify which staff is operating on different work schedules at a glance easily.

✔ **Generate Schedule Reports**
that enable you to analyse and efficiently manage operational costs that affect profits.

OpensoftHR eEmployee Management — Features and Benefits of OpensoftHR eEmployee Management

Are you facing employee management issues such as:

✕ WASTING TIME
chasing an employee to return a company asset

✕ FEELING CLUELESS
whether if an employee's salary is too high or too little?

✕ MANUALLY
having to keep track of courses that employees are enrolled in.

✕ NOT KNOWING
where the company's shared gadget (e.g.company iPad) is, yet again?

OpensoftHR Employment Management provides features and tools that help you stay in the know of what's happening on the ground.

STAY IN CHARGE OF YOUR EMPLOYEE MANAGEMENT
Remain in control and on top of your operations

✔ Manage Courses
Digitally keep track of the various courses that your employees have completed and are embarking on and the current status. Usually this involves a fair bit of paperwork and hence managing it all online helps you save time and have everything in check.

✔ Employee Audit Log
The Employee Audit Log allows admins to view and search for edits that the employees have made to their employee profiles. This log provides a permanent record of employees that were added, edited,or deleted by all employees, as well as information on the location, time, date, and person who made these changes.

✔ Assets Management
Keep track of ALL assets that your employees are using so you do not have to chase employees to return them back after they have left your company

✔ Job Grades.
A job grade is a method to decide the impact, seniority, and expectations for a specific role. In the best cases, a job grade will reflect knowledge, skills, and responsibility.

Job grades help determine pay scales for jobs on a national level and can help to ensure equal compensation for equal work based on federal guidelines.

Having an overview of the job grades of all your employees will give you a clearer idea on what's fair, too much, and too little.

✔ Query Reports
The query report section allows the HR admin to see only what they need to see. The HR admin can define what they want to see by selecting elements (eg lateness reports, leave reports) to be displayed in a report chart. The query report section will then display the selected elements in a chart so the HR admin can easily view all important reports at a glance.

✔ Employee Reports
Employee Reports provide both useful quantitative and qualitative information on employees, HR practices, and company trends. All this information is vital for informed decision-making. Regular HR reporting that tracks key workforce metrics is important in helping both HR and management have a clearer idea of the ongoings of the organization.