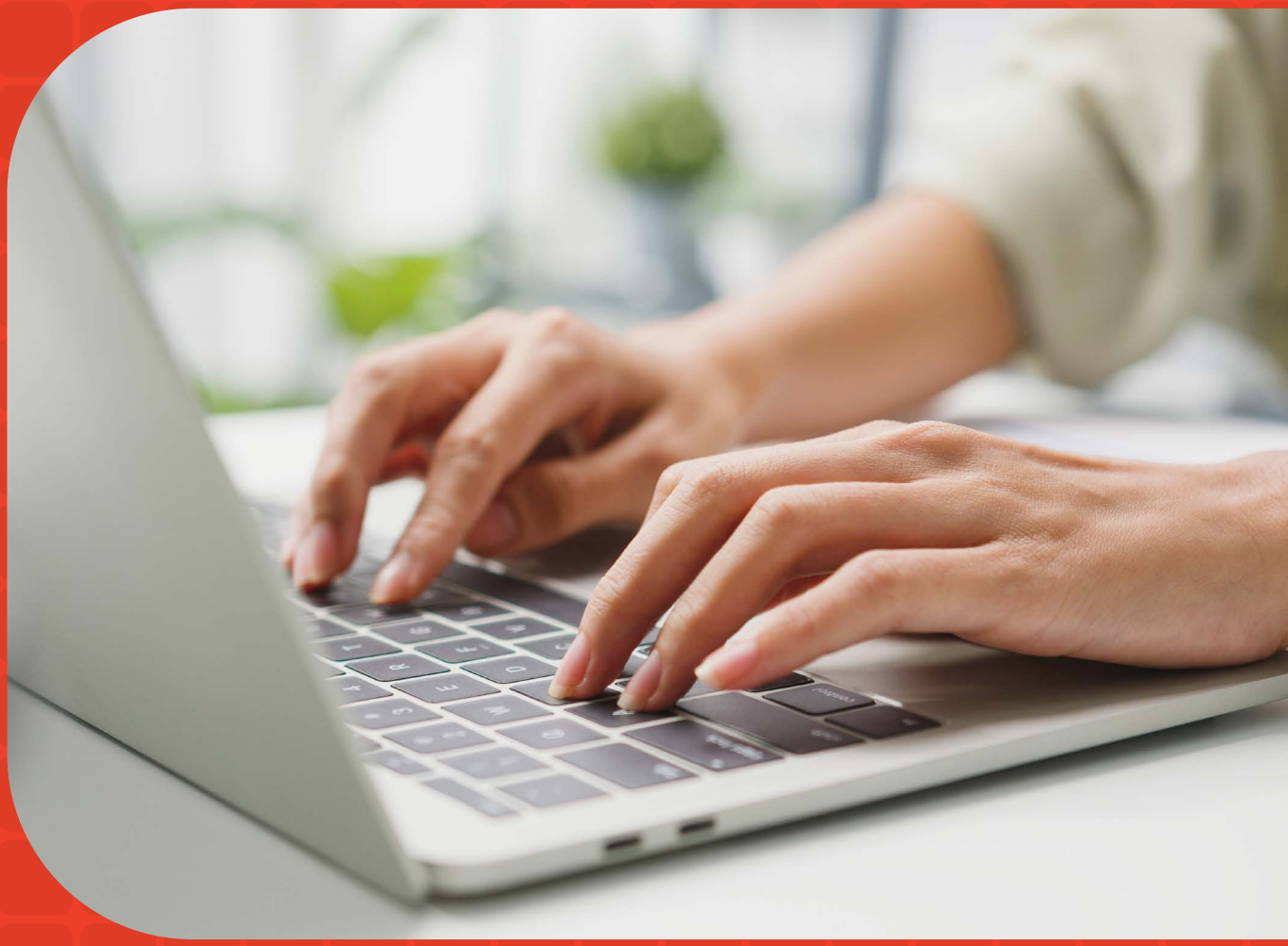
iBS®
靈智系統
IT Solution Expert since 1988

iBS HR & Payroll Management System

iBS人力資源管理系統

iHR



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iBS HR & Payroll Management System

iBS人力資源
管理系統

人事管理
Employee Management

- 僱員資料 Employee Information
- 僱員類別 Employee Type
- 僱員薪金 Employee Salary
- 公司部門 Department

考勤管理
Attendance Management

- 考勤記錄 Attendance Record
- 當值表 Duty Roster
- 當值時間 Shift Time

薪酬管理
Payroll Management

- 工資計算 Payroll Calculation
- 薪金計算及考勤公式定義 Salary/Attendance Formula Definition
- 強積金計算 MPF Calculation
- 津貼計算 Allowance Calculation
- 工資自動轉賬 Salary Autopay
- IRD 56B 報稅表 IRD 56B Consolidation

假期管理
Holiday/Leave Management

- 查詢年假 Leave Enquiry
- 休假記錄 Leave Record
- 補假記錄輸入 Compensation Leave Entry
- 年假 Annual Leave
- 病假 Sick Leave
- 事假 Personal Leave
- 工傷 Injury Leave
- 婚假 Marital Leave
- 產假 Maternity Leave

系統結構 System Structure

iBS人力資源管理系統

適合一些仍採用傳統工咭，或已使用電腦記錄僱員出勤的公司。系統包括讀咭、考勤、假期紀錄、工資計算、強積金計算及報稅表等六大元素，彼此環環相扣，能集中處理僱員人事紀錄可以大大節省企業時間。只需要透過存取僱員的出勤紀錄，管理者便可以快速制定上述元素的工作流程及內容，從而提升員工的工作效率，及改善企業的人力資源管理。

iBS HR & Payroll Management System

is suitable for companies that use traditional time cards or computerized employee clocking systems. It includes features like RFID card reader, attendance and holiday records, salary calculation, mandatory provident fund (MPF) calculation and tax return filing of six elements – all of these work together to centralize the management of employee personnel records, which saves a significant amount of time for the company. By accessing employees' attendance records, managers can easily incorporate the aforementioned features to create a workflow and tasks that help improve efficiency, while taking HR management to the next level.

合適行業 Suitable Industries:

- 餐飲行業 Catering Industries & Restaurants
- 零售行業 Retail industries
- 建築工程 Construction Projects
- 企業集團 Corporations
- 批發行業 及更多... Wholesale Industries and more...

系統其他功能 Other Functions

- Free 薪金及考勤計算定義 Salary/Attendance Calculation Definition
- Free 課程培訓及表現評分 Course Training & Performance Summary
- Free IRD 報稅表 IRD Tax Calculaion & Tax Return
- Free 長期服務金報表 Long Service Payment Report
- Free 強積金記錄輸出 Export MPF Profile
- Up! 12個月平均工資法定權益 (713) Basis of the 12-Mth Average Wages (713)
- Free 讀入打咭記錄(指定型號) Import Card Reader Record (Specific Model)
- Up! 網上休假申請 eLeave Application

iBS Research Ltd. 靈智系統顧問有限公司
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系統特點 System Features

電腦化管理假期
Computerized leave management

可設定不同職級的員工福利和假期
Set employee benefits and holidays for different ranks of staff

提供網上假期申請系統
Offers an online leave application system

隨時查看僱員的年假、病假、補假、勞工假及餘假等紀錄
Access staff holiday records, including annual leave, sick leave, compensation leave, statutory holidays and more

貼合企業需要
Satisfying business needs

用戶可自定糧單格式
Users can customize the format of Payroll Slip

提供內部或對外培訓課程管理功能
Provides internal and external training management

提供文件改動紀錄查詢
Document change / trace log enquires

多元化支援
Diversified support services

支援香港稅務局之稅項計算及IRD報稅表
Supports Hong Kong IRD tax calculation and tax return

系統預設英文 及 (繁體中文或簡體中文) 介面
Supports English and (Traditional Chinese Or Simplified Chinese) interfaces available

支援『以12個月平均工資來計算有關法定權益』(713)
Supports calculation of "Relevant Statutory Entitlements on the Basis of the 12-Month Average Wages" (713)

支援與TPOS+ 零售批發庫存管理系統或iBS財務會計管理系統整合使用
Integrated with the TPOS+ System or the iBS Accounting Management System

兼容性強
Strong Compatibility

系統可連接多款RFID讀咭機（指定型號）存取僱員出勤紀錄進行薪金計算
System supports various RFID card readers (specific model) to retrieve employees' attendance records for salaries calculation

常見問題 FAQ

Q 系統有沒有編更功能?
Can I create a duty roster through the system?

A 系統不但提供朝九晚五的簡單編更功能，還可以編排7天x 24小時的更表。
You can create not only a simple 9-to-5 duty roster, but also a 7x24 shift plan.

Q 系統有沒有處理 12個月平均工資(713)的功能?
Can the system process 12-month average wages(713)?

A 系統會根據「香港僱傭條例」，處理12個月平均工資來計算相關法定權益。
The system calculates the relevant statutory entitlements on the basis of the 12-month average wages according to the Hong Kong Employment Ordinance.

Q 系統如何處理僱員的有薪病假及工傷?
How does the system handle employees' paid sick leave and work-related injuries?

A 系統會自動根據香港勞工處的僱傭條例處理。
The system processes such incidences based on the Hong Kong Employment Ordinance by the Labour Department.

Q 系統可以處理薪俸稅嗎?
Can the system process salaries tax?

A 可以！系統已符合香港政府的報稅規格，只需簡單步驟，就能整合計算整年度薪俸稅。
Yes, it only takes a few simple steps to consolidate and calculate annual salaries tax according to the Hong Kong Inland Revenue Department's tax filing specifications.

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