OLDOWAN
(HR Management Software)
Features Brochure

OLDOWAN
HR Management Software
HUMAN RESOURCE INFORMATION SYSTEM

Feature Overview

- Applicant Tracking System
- Employees 201 File Management
- Geolocation Attendance Logs
- Multi Shifting Support
- Online Application for Leave, Overtime, and Shift Change
- Online viewing of Payslip
- Automated Computation for SSS Benefits (Maternity, and Sickness)
- Automated Premium Contribution (SSS, Philhealth, HDMF, WHT)
- Automated Generation of Bank Text Files
- Automatic Deduction with Priority Levels
- Automatic Computation of Final Pay
- Supports Generation of BIR 1601C
- Supports Generation of Alpha List
- Schedule 1 and Schedule 2
- Supports Generation of Alpha List Text File
- Supports Generation of SSS R3
- Supports Service Charge/Commission Distribution
- Supports Multi-Platforms (Web Based Application)
- Supports Confidential Payroll
- Multi-Level Approval
- Customized Reports (Based on End-Users request)
- Updateable Contribution Table (For Train Law Updates)
- Notification Bell (End User to End User)

ONE CLICK PAYROLL PROCESS

HOME SCREEN

will show end-user list of the following:

- PAYROLL
- APPROVAL
- BIRTHDAY CELEBRANTS
- TIME KEEPING

- **Payroll** for viewing or printing of payslip
- **Approval** to approve pending Overtime Leave, Change Shift Salary, and Deductions
- **Birthday Celebrants** list of Employees that will be having their Birthday for the current month
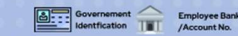- **Time Keeping** - Viewing of Attendance Logs

201 FILE

SUPPORT PICTURE&FILES UPLOAD

File Attachment for government documents submitted

JOB TRACK
- Date Hired
- Regularization
- Seperation

EMPLOYEE ACTIVITY TRACKER
ASSIGNING OF EMPLOYEES
- SCHEDULE
- DEPARTMENT
- BRANCH
- PAYROLL GROUP

- Governement Identification
- Employee Bank /Account No.

PERSONAL ACTION NOTICE

Records Employees "Personal Action Notice" received.

CAN BE USED FOR:
- BRANCH / PROJECT TRANSFER
- PROMOTION

WARNING FOR EMPLOYEES WITH VIOLATION

PRINT EVALUATION FORM

Report/Form Printout will be customized based on clients preference

PAYROLL

CONVENIENT PAYROLL PROCESSING

PROCESS PAYROLL
Based on specified Payroll Group

PROCESS ALLOWANCES
Process allowances received from other companies as professional fee without any government deductions

SUPPORT HOLD SUMMARY
LEAVE ENCASHMENT

AUTOMATIC COMPUTATION
COMPENSATION AND OTHER BENEFITS

AUTOMATICALLY ADJUST DEDUCTION TO RECEIVE ATLEAST 30% OF THEIR GROSS PAY BASED ON SET DEDUCTION PRIORITY LEVELS

End-User can file leave, change shift and overtime using:

- MOBILE PHONES
- COMPUTERS
- LAPTOP

APPLICATION FORM

Multi-Level
LEAVE APPROVAL
CHANGE SHIFT APPROVAL
OVERTIME APPROVAL

LEAVE MANAGEMENT

SUPPORT:
- Partial Leave
- Cumulative Leave

AUTOMATIC COMPUTATION LEAVE ALLOCATION

AUTOMATIC INCREMENTAL LEAVE CREDITS BASED ON EMPLOYEES TENURE

AUTOMATIC CANCELLATION EMPLOYEES LEAVE UPON VERIFICATION OF ATTENDANCE LOGS

CHANGE SHIFT

SUPPORT CUSTOM CHANGE SHIFT

Which allows employees to file a **NON-STANDARD SHIFTS**

Can be filed on a specified date range of effectivity

OVERTIME

Automatically requires initial overtime for at least one hour

Succeeding hours automatically round down to the nearest 0.5 hour.

AUTOMATICALLY COMPUTES OVERTIME HOURS

ACCESS GROUP

SUPPORT MANAGING RESTRICTIONS PER MODULE

Create custom fit security per department or per user.

APPROVAL SCHEME

MAJOR FUNCTION
MULTI-LEVAL APPROVAL
- Leave
- Salary
- Overtime
- Change Shift
- Auto-Deduction

Each functions can have a **DIFFERENT APPROVER & LEVELS**

PER DEPARTMENT WORK GROUP

AUTO DEDUCTION

- Supports HOLD PAYMENT
- Multi-Level LEAVE APPROVAL

COMPUTE INTEREST FOR EMPLOYEES LOAN/CASH ADVANCE

FINAL PAY COMPUTATION TO DEDUCT REMAINING BALANCES

PRINT EVALUATION FORM

TIME SHEETS

AUTOMATICALLY COMPUTES attendance based on **ATTENDANCE LOGS**

May come from importation using:

- **EXCEL TEMPLATE**
- **WEB CLOCK BUILT-IN APPLICATION** which sends logs based on internet time and includes geolocation which shows the users location upon time in/out.
- **BIOMETRICS DEVICE** Scheduled/Real-time upload

Geolocation refers to mobile device GPS for its accuracy.

EMPLOYEE ATTENDANCE ON TIME SHEETS
Automatically categorized on the following pay rates:
- DATE
- TIME
- ASSIGNED SCHEDULE

SUPPORT RE-PROCESSING TIME SHEETS

Automatically computed on payroll if the employee is entitled with Premium Pay

Automatically classify pay rate per day for Premium Pay

- NIGHT SHIFT DIFFERENTIAL + OVERTIME
- NIGHT SHIFT DIFFERENTIAL WITH OVERTIME

*These are the standard values based on DOLE rates but can be change based on company preference.

SALARY MANAGEMENT

Process in advance and will automatically take effect based on Effectivity Date

SUPPORTS DIFFERENT PAY TYPE
as reference of computation

Monthly, Daily, Annual, Percent, and Quantity

AUTOMATICALLY COMPUTES CEILING AMOUNT FOR DE MINIMIS BENEFITS

ASSIGN SCHEDULE FOR ALLOWANCE
- PER PERIOD
- LAST PERIOD
- MANUAL

SERVICE CHARGE & COMISSION

Based on Amount Recorded on a Specific Period.

SUPPORT PERCENTAGE RATIO based on employee assigned :
- SERVICE CHARGE / COMMISSION GROUP
- COMPUTED BASED ON WORK HOURS

SUPPORT MULTI-COMPANY COMPUTATION
In the event an employee reported to its intercompany

FINAL PAY

COMPUTED BASED ON REASON OF SEPERATION

Automatically identifies which item/particulars they are entitled of their final pay

- ADD/REMOVE ITEMS MANUALLY
- PRINT QUITCLAIM

SSS BENEFIT

AUTOMATED COMPUTATION

SSS BENEFIT FOR MATERNITY

SSS BENEFIT FOR SICKNESS

FORMULA FROM SSS

Refers to specified Maternity Information and Employee information on calculating 'Benefits Computation' automatically

PRINT NOTIFICATION FORM
Automatically fill up SSS Maternity notification form based on employees information and specified maternity information.

BIR 1601-C
AUTOMATICALLY CALCULATE TAXES WITHHELD TO EMPLOYEES BASED ON SPECIFIED "YEAR" AND "MONTH"
Supports printing of Based Data to show breakdown of Tax Withheld Total

BIR 1604-C
AUTOMATICALLY LIST REMITTANCES TO BIR BASED ON BIR FORM 1601C

BIR 2316
AUTOMATICALLY FILL UP FORM 2316 BASED ON EMPLOYEES INFORMATION AND SALARY

ALPHA LIST SCHEDULE 1
ALPHA LIST SCHEDULE 2

AUTOMATICALLY CLASSIFY Employees Schedule

AUTOMATICALLY CALCULATES AND FILL UP Alpha List Schedule 1 & 2

ALPHA LIST TEXTFILE
SUPPORTS GENERATION OF TEXT FILE WITH .DAT File Format
- Compliance to BIR required format

SSS R3 TEXTFILE
SUPPORTS GENERATION OF SSS R3 FILE WITH .TXT FORMAT
- In compliance to SSS required format

BANK TEXTFILE
SUPPORTS GENERATION OF BANK TEXT FILE WITH .TXT FORMAT
- MULTI BANK
- PRINT PAYROLL TRANSMITTAL

End-users can provide their bank text file requirements if not yet supported.

Report/Form Printout will be customized based on clients preference

APPLICANT TRACKING SYSTEM

- JOB REQUISITION
- Multi-Level LEAVE APPROVAL

Authorize user can file a "Job Requisition" to fulfill any man power requirements.

Job Title automatically refers to information recorded by end-user.

JOB
- RESPONSIBILITY QUALIFICATIONS
- KEYWORDS

CAN FREELY REVIEW JOB REQUESTS

IDENTIFY APPLICANTS that have been:

HIRED	NEW
SHORTLISTED	REJECTED
ARCHIVED	BLACKLISTED

OLDOWAN WEBSITE
CAN BE LINKED TO YOUR EXISTING WEBSITE

*** OLDOWAN CAREERS
APPROVED JOB REQUEST are automatically posted on your "Careers".

*** OLDOWAN CAREERS
When an employer select a requested Job:
JOB SUMMARY
JOB RESPONSIBILITIES
JOB QUALIFICATION
will be display based on JOB TITLE INFORMATION

End-Users can provide preferred format for this page.

*** OLDOWAN CAREERS
Each applicant applied will be listed on APPLICANT LISTING

When the applicant click the button:
It will require basic information, Job Experience, and Skills.

INFORMATION will be use if the applicant will be shortlisted automatically based on the "Job Request".

From an appointment end-user can specify the next step of each applicant.

End-User can create an appointment for each applicants.

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