



**ENDEAVOUR**  
AFRICA GROUP



# **PAYMASTER**

PAYROLL MANAGEMENT SYSTEM

**INNOVATIVE, ACCURATE & AFFORDABLE PAYROLL SOLUTION**



[www.endeavourafrica.com](http://www.endeavourafrica.com)

## **HUMAN RESOURCE SOLUTIONS**

KENYA • UGANDA • TANZANIA • NIGERIA • INDIA

**A sophisticated and comprehensive software, Pay Master is designed to suit the need of HR and finance professionals across small, medium and large size organizations. Developed with the latest technology, Pay Master is powerful and yet so easy to use that it makes payroll processing a simple job that can be performed in house. Web version available for Inpermise/cloud deployment.**

## **MAIN FEATURES**

- Fully configurable to suit any organizations policies
- Central client/server architecture
- Multi company, Multi-user, Multi-location
- Multiple currencies
- Supports all network infrastructure
- SQL SERVER database
- Handles both regular and casual employees
- Easy to use design
- Parameterized system to suite TAX regulations
- Toggle between the months to review/print any historic data
- Approved with relevant tax authorities for Kenya, Uganda, Tanzania, Congo, Rwanda, Sudan, Nigeria Ghana & Ethopia
- Seamless integration with time attendance, Human resource and known ERP systems
- Supports full third party software integration
- User defined payments/deductions
- Exports payroll reports to Excel, CSV and PDF
- One step backup and restore
- User defined statutory tables for NHIF, monthly/yearly income tax NSSF etc
- Full user profile management

## **PAYROLL MANAGEMENT**

- Maintain cumulative balances for pension
- Option to specify voluntary NSSF, pension, PF
- Maintain details of various benefits e.g. motor vehicle details etc
- One click process to calculate employee payslip
- Salary revision module to calculate arrears automatically
- Revision effective from past or current dates, fixed amount, percentage etc
- Flexible salary processing periods for casuals
- In built user defined payslip message for greetings, notices, etc

## **EMPLOYEE**

- Comprehensive masters to store employee information (e.g. bank, salary grades etc)
- Multi-level grouping for employees (i.e. branch, department, designation, category etc)
- Employee wise benefits
- Advanced features to set applicable payment/deductions, pension, PF, HOSP. Housing allowance, insurance premium etc
- Detailed HR information for analysis and tracking
- User defined field (UDF) in employee master

## **LOAN & SAVINGS**

- User defined loans/savings
- Maintains individual loan/saving balances
- Automatic fringe benefit tax calculation
- Interest calculation on reducing balance/principle amount/fixed amount.
- Various loan deduction options variable deduction/fixed deduction
- Deduction based on pre-agreed employee wise deduction schedule

## **SPECIAL FEATURES**

- In depth piece rate management and calculation
- Import of various data into payroll like advances, allowances, deductions, loans, savings, P9 details & employee details
- Cost center allocation
- Project based hours costings
- Contracts and notification
- Gate pass authorization
- Compatible with various online tax submission portals e.g ITAX, NSSF, NHIF, By product etc
- Payslip emailing, Pg card emailing.
- On premise - Install & use it in local area network
- Cloud - Subscribe/buy & host on Cloud to use across the world.

## SECURITY LEVEL

- Role based security
- Policy based processing of salaries (i.e. branch, departments, designation and category)
- Controlled access to reports & employee process.

## LEAVE MANAGEMENT

- Various leaves definition e.g. annual leaves sick leaves, study leaves, etc...
- Specify employee wise leave opening balance as on particular month
- Leave application processing & leave encashment handling
- Leave details printing on pay slip

## PAYMENT DEDUCTION

- Custom payment/deduction. Users can create virtually unlimited payment/deductions as per their needs
- Fixed, Rate Based, Piece Rate based, Variable payment & Standard payment
- Calculated (formula based) payresults/deductions
- Slab Based (e.g. sales commission, target) payresults/deductions
- Easy to use payment/deduction entry screen for periodic monthly inputs

DEMO COMPANY NAME PAY SLIP - May 2009	
Name: SAMPLE NAME Department: PRODUCTION Employee NO: P021 PIN: A00140829M IDNO: 34180 NSSF: NHIF: R0816	
Description	Amount
Basic	76,000.00
Housing	12,000.00
<b>GROSS PAY</b>	<b>88,000.00</b>
PAYE	20,272.40
NSSF	200.00
NHIF	320.00
<b>TOTAL DEDUCTIONS</b>	<b>28,792.40</b>
Contribution(-)	200.00
Taxable Income KSh	87,800.00
Taxable Income KPn	4,390.00
Tax Chargeable	21,434.40
Relief of Month(-)	1,162.00
<b>NET PAY</b>	<b>59,207.60</b>
Signature	Bank

## GRATUITY

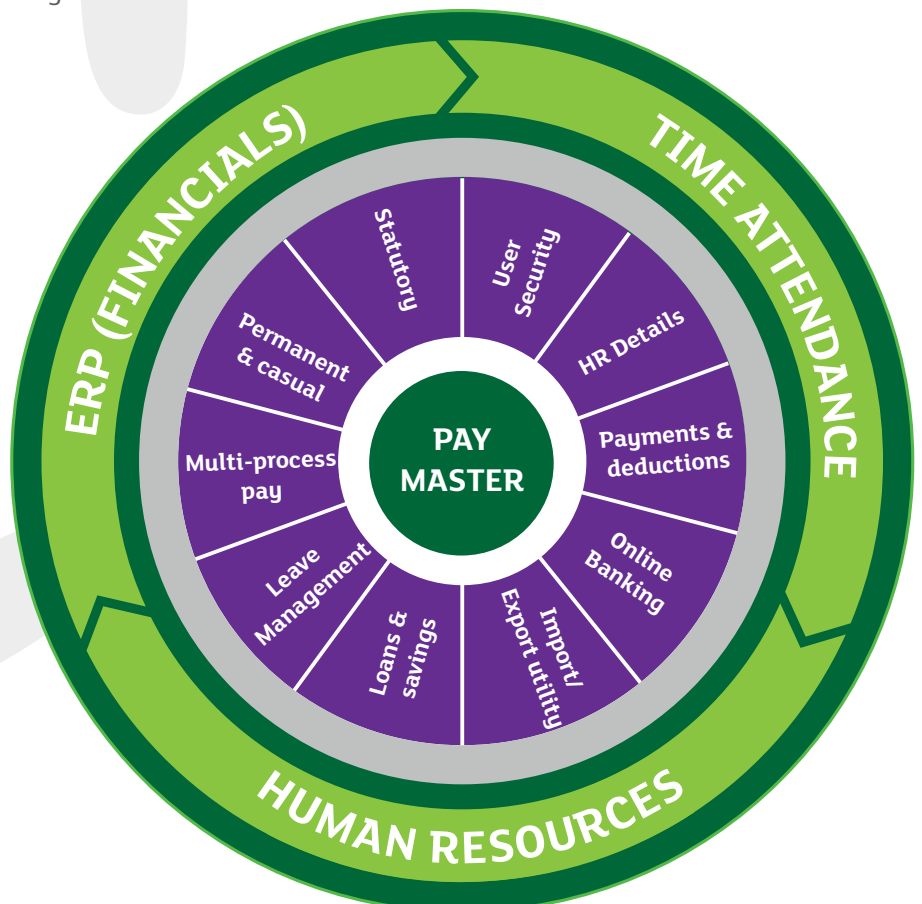
- In-Built gratuity module
- Gratuity Reports & analysis
- Option to enter last 5 years gratuity calculation

## CASUAL PAYROLL

- User defined salary processing periods (e.g. daily, weekly, fortnight, etc.)
- Wage rate setup
- Salary calculation per hour/per day of working
- Piece rate management.
- Loan/savings setup

## SAAS - ONCLOUD

- Complete webbased payroll
- Can be deployed on cloud / on premise
- Can be purchased on subscription basis at upfront cost
- Secure & Confidential
- Scheduled backups for complete system reliability
- Fast & Accurate in memory payroll processing
- Auto mailing of payroll slips.



## REPORTS WRITER AND DESIGNER

- Create almost every kind of transactional/summary reports
- Create year to date reports
- Pre-defined/on the fly filters
- Various options like group by, sort by, totals formatting etc
- Export to Excel, CSV, fixed width file
- Easy user friendly addition/deletion of various columns

## PLUGINS

- Net to basic calculator
- Audit trail
- Interactive payslip designer
- Gratuity calculation
- In built EFT Layout designer for direct bank transfer (online banking)
- In built JV design for direct integration to financial solutions (SAP, SAGE, TALLY, EBIZ, ENQUEST, SUN SYSTEMS)
- Report scheduler and mailer

## REPORTS

- In-built analysis & statutory reports
- Monthly statutory reports e.g NHIF, NSSF, PAYE,
- Loan/saving reports with cumulative balances
- Coinage analysis for net pay/advances
- Salary/advance label printing
- Bank/cheque/cash payment reports
- Payroll summary report
- Various user defined payments/deductions
- Negative salary report
- Year to date analysis
- Leave reports
- All statutory reports as per country specifications & regulations
- Compatible with online submission of statutory reports
- Payroll reconciliation / difference report
- Benefits report
- Piece rate worker payment report
- Combined company total payroll report
- DIT submission report
- Pension/PF contribution report



### Cortex Technologies

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