



**INTRODUCES**

**ADDITT PAYROLL & HR V16**

*(A premium Nigerian Payroll & HR Software)*

# Additt Payroll & HR v16

Welcome and thank you for your interest in Additt Payroll & HR.

The Nigerian private and public sector payroll system has been characterised by a number of problems such as delayed salary payments, ghost workers and incomplete and inaccurate employee database. In order to overcome the aforementioned problems, there is the need to maintain a reliable, sustainable, scalable payroll and employee database. Dni & Associates developed Additt Payroll & HR to meet this requirement.

Additt drives about 70% of all junior banks employees' payroll and HR nationwide via the major outsourcing firms in the country.

## **MODULES:**

Additt Payroll & HR ships with the following modules:

1. Payroll module
2. HR module

## **FEATURES:**

Additt Payroll & HR has the following unique features:

### **(a) Payroll:**

- ✓ Handles unlimited number of employees.
- ✓ Accommodates large digits when entering numeric transactions.
- ✓ Authorised users can call-up, edit and resave transactions.
- ✓ Unlimited allowances and deductions.
- ✓ Allowances and deductions could be made to run once or perpetually.
- ✓ Support up to 9 user defined allowances and 9 user defined deductions computed based on selected allowances and specified rates.
- ✓ Salary structure based on grades.
- ✓ Payroll could be recalled from salary structure.
- ✓ Broad changes could be made to selected allowances and deductions using Companies, Locations, Departments, Grades and Positions as filters.
- ✓ Unlimited Companies (clients), Locations, Departments, Grades, Categories, Positions, Pay modes and Pension Funds Administrators.
- ✓ Suitable for HR outsourcing operations as a result of unlimited Companies (clients) capability.
- ✓ Generates clients' billing/reimbursement schedule.
- ✓ Prevents paying an employee more than once.
- ✓ Rejects repeated Bank Account numbers and Pension Fund numbers.
- ✓ Computes tax deductions based on tax laws or on selected allowances and specified rate.
- ✓ Loans management with unlimited number of loans deductible using either annuity method or flat amount.

- ✓ Unlimited welfare deductions that run continuously or timed.
- ✓ Computes employees' overtime with weekdays and weekend rates.
- ✓ Computes employees' service charges (suitable in the hotel environment).
- ✓ Functionality to pay staff via different method such as cash and different bank accounts with reports automatically generated.
- ✓ Prorates salaries for employees that joined mid-way in the month.
- ✓ Prorates Xmas bonuses/13<sup>th</sup> month for employees that joined mid-way in the year.
- ✓ Prorates salaries for employees that recorded absence and lateness during the month using days and hours respectively.
- ✓ Auto-emails pay slips to employees' emails boxes via Microsoft Outlook.
- ✓ Generates salaries payment schedules and PFA schedules that are exportable to Excel for easy crediting of employees accounts.
- ✓ Payroll for a particular date could have up to 9 batches.
- ✓ Retention of all previous months reports after month end closure.
- ✓ Employees could be blocked/unblocked against entries that have payroll implications during processing.
- ✓ Online users listing showing the computers they logged into with time and date and the ability to log off users who did not log off properly in their last sessions.
- ✓ User level security for granting access rights to individual menu items.
- ✓ User's ability to securely change their passwords by themselves.
- ✓ Managers can help users recreate forgotten passwords retaining their existing login name.
- ✓ Audit trail showing who last modified each transaction including the date and time of modification.
- ✓ Integrates with Additt Accounting.

***(b)HR:***

- ✓ Comprehensive employee personal information details.
- ✓ Trainings management.
- ✓ Queries.
- ✓ Prizes and commendations.
- ✓ Leaves management with roasters.
- ✓ Appraisals management.
- ✓ Reviews.
- ✓ Employees' movements.

***(c)Reporting:***

- ✓ Numerous and customizable reports including pay slips, payroll details and summary, payroll allowances details and summary, payroll deductions details and summary, loans position details and summary, Grade changes schedule, Due arrears schedule, New employees schedule, Exited employees schedule, Inactive

employees schedule, Null welfare schedule, overtime schedules, tax deductions schedules, pensions deductions schedules.

- ✓ Flexible column headers for payroll details and summary reports.
- ✓ Most reports could be grouped/filtered using companies, locations, departments, categories, grades or positions.
- ✓ Most reports are exportable to Excel.
- ✓ Accounting journal report for easy posting into other accounting software when not integrated with Additt Accounting.

**(d) System:**

- ✓ Unlimited number of companies when purchased with multi-company licence.
- ✓ Supports between 25-50 concurrent users as against 1-6 offered by similar products when using Microsoft Access database and unlimited number of users when using Microsoft SQL Server.
- ✓ Data files can accommodate as much as 2GB of data and is up-sizable to Microsoft SQL Server.
- ✓ Reliable and secured data file that requires minimal administration. Users can optimise data files without calling in a consultant.
- ✓ Easy data file backup and restore procedures.
- ✓ Colour settings to suit users colour preferences.

**IMPLEMENTATION:**

**(a) Benefits:**

Additt Payroll & HR addresses all of the above modules and features thus making your payroll and human resource management job much easier and interesting.

**(b) Scope:**

In order to ensure that your new software will be optimally implemented, we may be required to cover the following areas:

- ✓ Assessment of your hardware, software and network infrastructure.
- ✓ Review of existing payroll and HR policies as contained in the Policy & Procedural Manual. Where a company appears not to have a standard Policy & Procedural Manual, Dni & Associates can assist in developing one at an additional fee to be discussed and agreed upon.
- ✓ Training users on Additt Payroll & HR in line with your company policies & procedures.
- ✓ Identifying source documents for input into the system.
- ✓ Data capture.
- ✓ Support for the next three months starting from end of implementation.

**(c) Approach:**

- ✓ During implementation staff will be practically taught how to use Additt Payroll & HR in carrying out day to day payroll & HR tasks.
- ✓ We will enter a few transactions in each of the modules with the user observing.
- ✓ The user then continue with further transaction entries under our supervision.

(d) Duration:

On the average, we require a period of two weeks to get the system up and running as follows:

- |  |                |
|--|----------------|
| ✓ Review of existing infrastructures and accounting procedures | 2 day          |
| ✓ Training   | 2 days         |
| ✓ Identifying source documents                                 | 1 day          |
| ✓ Data conversion and capture                                  | <u>5</u> days  |
|  | <u>10</u> days |

(e) Customisation:

- ✓ The beauty of Additt Payroll & HR is that it is customizable to meet customers' business needs which extend beyond existing features covered by the software.
- ✓ Dni & Associates is ready to develop modules to accommodate those needs at additional costs.

(a) Requirements:

Additt requires the following hardware and software configurations:

**a) *Single-user mode/Workstations***

- ✓ Workstation: Intel or AMD CPU with 2.0Ghz Processor, 2GB RAM, 500MB free space on HDD
- ✓ Operating system: WindowsXP SP2, Windows Vista SP1, Windows 7 SP1, Windows 8.1

**b) *Multi-user mode***

- ✓ Server: Intel Xeon CPU with 2.0Ghz Processor, 8GB RAM, 500GB HDD or higher configuration
- ✓ Operating system: Windows Server 2003/R2, Windows Server 2008/R2, Windows Server 2012/R2

(b) Support:

Our post support services include the following:

- ✓ Three months free supports starting from the date of commencement of implementation.
- ✓ One year free software upgrade starting from date of commencement of implementation. This does not cover request for specific additional features by clients for which a separate fee will be charged.
- ✓ Accounting and allied software packages need professional and expert supports. In order to enable us extend our professional and expert support beyond the three months free support period, a maintenance agreement will be forwarded soon after implementation. The maintenance fee charged therein will cover cost of software updates, routine visits to check software performance as well as occasional email and telephone conversations to address clients' requests.

(c) Pricing:

1) Non-outsourcing

- ✓ Software license N1,250,000.00
- ✓ Training, implementation and 3 months support N250,000.00
- ✓ Payment terms: 70% on start of project and 30% on completion.

2) Outsourcing (Starting from):

- ✓ Software license N1,500,000.00
- ✓ Training, implementation and 3 months support N500,000.00
- ✓ Payment terms: 70% on start of project and 30% on completion.

We thank you for your interest in our software.

# Training Schedule for Additt Payroll & HR

## Course description:

**Course length:** 2 days of 7 hours duration with one hour break in-between.

**Overview:** Trainees will learn and test-use the features of Additt Payroll & HR as they apply to day to day payroll procedures.

**Prerequisites:** Proficiency with Microsoft Windows operating systems and knowledge of basic payroll and HR principles.

**Delivery method:** Instructor-led delivery with hands-on activities.

**Benefits:** At the end of the course the Trainees should have successfully mastered the features of Additt Payroll & HR.

**Target Trainees:** Intending users and users who have not fully mastered the features of the software.

## Course content:

### Day 1:

1. **Introduction:** Main menu and features of Additt Payroll
2. **Data file maintenance:** Open datafile, new datafile, backup/restore, Data doctor and logging off.
  1. **Setup:** Company, Companies, employees, allowances, deductions, paymodes, locations, departments, positions, grades, GL accounts, jobs, phases and sub-phases, access rights and sundry setup items.
  2. **Transactions:** Payroll, arrears, overtimes, loans, prizes, awards and commendations, queries, latenesses, attendances, leaves, appraisals, reviews, trainings and movements.

### Day 2:

3. **Reports:** Payroll & HR reports.
4. **Periodic operations:** Payroll processing, month-end closing, Change of passwords.
5. **Enquiries:** Audit trails, employees search and online users.
6. **Help:** Help, activation and about Additt Payroll.
7. **Conclusion:** Question and answer session.