

Small Business Edition



Revolutionizing the traditional way of Human Resource Management

A complete and automated HR solution that addresses the most pressing HR automation requirements of small and medium enterprises (SME) without substantial investment.

SunFish SBE includes:

- Employee Record Keeping
- Career Transitions
- Attendance Management
- Payroll Calculation and Processing
- Tax Management
- Organization Structure Management
- Reporting and Analysis

Specifically designed for SME's, SunFish SBE brings an initial level of HR automation technology and supports SMEs in the **following innovations**:

- Automation & efficient management of employee records and payroll allows HR staff focus on higher value added tasks incl. training, career management, recruitment;
- Easy access & insight to attendance, overtime and payroll data allows SME optimizing such expenses, and thus, impact on operating cost profitability;
- 'Best Practice' incorporated in SunFish SBE guides SME on how to operate more efficiently and to become as proficient in managing HR as larger businesses;
- Reporting & analytical functions help managers understand HR situation to find ways to improve operations (e.g. reduce overtime);
- Automates compliance process with Indonesian regulations through standard configurations, thus, reducing uncertainty;
- Move from traditional to more advanced record keeping;
- Simple interface that users become easily familiar with helps to overcome ITC aversion, and may pave the way for future technology adoptions.



SunFish SBE Includes

Employee Record Keeping

- Keeps employees' personal information including names, pictures, standard demographic data, family, employment summary, education, skills, etc.
- Maintains employee payroll data
- Keeps employees historical records, such as career history, monthly attendance history, pay slip history, etc.
- Quick access for HR department and management to employee data
- Embeds tools to create employee reports for management oversight
- Allows management of all career transition types incl. promotion, mutation, branch movement, status change, termination, etc.

Attendance Management

- Includes fundamental attendance management functionalities
- Provides user with two management options for employee attendance records:
 - ♦ Attendance file upload, whereas the required file format can be downloaded first
 - ♦ Manual entry of attendance status data
- Flexible in maintaining different types of attendance status
- Supports analysis of attendance data such as number of days present, indexed overtime hours, leave days, sick days, etc.
- Supports reporting on overtime, absenteeism and lateness

Payroll Calculation and Processing

- Allows multiple pay frequencies (payroll periods) a.o. weekly, monthly, annual, etc.
- Manages basic salary information as well as, flexibly, various allowance, deduction and neutral payroll component types
- Supports calculation of payroll based on formula driven payroll components such as meal, transport allowance, etc.
- Includes calculation and processing of standard payroll, of the thirteenth month salary (THR) and/or (other) annual bonuses as well as severance payments
- Generates and prints employee pay slips

Tax Management

- Accurate calculation of employee taxes using both gross and net tax calculation methods
- Removes unpredictability of tax burden being incurred when annual tax is calculated in March of the subsequent year
- Simplifies tax administration by:
 - ♦ Automatically generating all monthly and yearly Indonesian (SPT) tax forms
 - ♦ Prints 1721 forms for each employee
 - ♦ Calculates and generates PPh 21 summary reports for all employees
- Eases the administration and filing of employee insurance and retirement contributions with the government operated, mandatory Jamsostek
- Automatically complies with Jamsostek regulation

Organization Management

- Manages organizational structures such as positions, position hierarchies and cost centers effectively
- Displays current management structures (and all its pertinent information) through a drillable organization chart
- Position levels can be further drilled down to reveal the names of employees working in respective positions

Reporting and Analysis

- Allows better analysis of employee data, overtime records and payroll costs
- HR quick view on Homepage for demographic employee data

Security

- Allows multiple user types
- Configures user groups based on roles in the system and gives user group based access to menu functions
- Each user is represented with the appropriate menu interface and data according to their user group

Multi Language Functionality

- Standard version languages are Bahasa Indonesia and English
- Users can switch between languages at any time

Online Help

- System embeds an easily understood Online Help in English and Indonesian
- Provides user guidance on all HR operations

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