



Human Resource
& Payroll System



Motivation Results Success



Aruti is an ideal business tool for managing organization's most valuable assets "Human Capital".

Aruti is the choice of Human Resource and Payroll Managers worldwide; it is an Integrated, Flexible and Affordable Human Resources and Payroll Management System ideal for managing organization's most valuable assets "Human Capital".

Human Resource Components:

- Employee Bio Data Management
- Leave and Time Management
- Jobs and Establishment Management
- Recruitment Management
- Performance and Appraisals Management
- On Job Training Management
- Training Needs Analysis
- Disciplinary Cases Management
- Medical Bills and Claims Management
- Manager Self Service
- Employee Self Service

Payroll Management Components:

- Payroll Management
- Loans And Savings Management

Aruti General Features and Benefits



- Everything you need to manage your workforce is made available in one package with seamless connection between the tools.
- Aruti offers unequalled Employee Diary, the diary tracks and organizes every single event of employee life in your organization then makes it available with single click.
- Pay Tax Efficient Salaries with Aruti Payroll, the only payroll that can be configured to meet the needs of all regulatory and tax authorities worldwide, including statutory reports.
- Aruti graphical Dash Board – offers you a quicker way to visualize facts in your organization and take immediate measures.
- Aruti Mail Box is another unparalleled feature that allows you to instantly email or print standard letters automatically.
- Aruti Reminders and Alerts will ensure that you workforce is alerted accordingly on important events like birthdays, retirement dates etc.
- Supports all performance evaluation methods including blance score cards and 360° evalutaion method
- Aruti supports multi companies in one installation
- Aruti offers Multi currency support as well as Multi language
- Integration with Active Directory
- Integration with Microsoft SharePoint
- Integration with all financial systems as well as Electronic Banking
- 24/7 online support.

Aruti Human Resource Package Components

Performance, Assessment and Appraisals Management

- Perform both 90, 180 or 360 degrees assessments
- Supports all Performance Evaluation Methods including Balanced Score Card and 360° Evaluation Method
- Pre-define your appraisals criteria and Aruti will do the rest for you.



On Job Training Management and Training Needs Analysis

- Linked with Performance Evaluation
- Develop your workforce through efficient training planning which is linked with organizational goals
- Manage training costs
- Measure the impact of training by performing training impact evaluations
- Receive training feedbacks through efficient end of course evaluations questionnaires

Medical Bills and Claims Management

- Track your Medical Service Providers, their bills, status and claims.
- Manage various medical benefits offered to your workforce, assign them to various groups of your workforce
- Manage Sick Sheets
- Track incidents of employee injuries
- Track Medical Expenses.

Disciplinary Cases Management

- Track employee disciplinary cases
- Track resolution steps taken to resolve the case/conflict
- Send automatic notifications for case statuses
- Track disciplinary actions taken against employee
- Seamlessly update the rest of the system with actions taken from here (example suspension, termination which will automatically stop employee from payroll)

Manager & Employee Self Service

- A web based interface that allows all employee and their managers to interact with the main system and perform all activities privileged to them.
- From here employees can:
 - * Manage their Profile
 - * Apply for Internally advertised jobs
 - * Conduct Self Performance Evaluation
 - * View their diary
 - * Apply for leave and monitor leave approval status

Aruti Human Resource Package Components

Employee Bio Data

- Record and track everything you need from the employee personal information:
 - *Birth date, appointment date, confirmation date, probation end date, retirement date etc
 - *Present address, domicile address, emergency contacts, etc
 - *Basically everything - employee picture/photos, hair color, blood group, languages, etc
- Track Employee Dependents and specify guidelines for their benefits if any
- Manage Employee Benefits Easily
- Track Employee References
- Track Assets assigned to Employee
- Employee Skills, Qualifications and Experiences

Jobs and Recruitment Management

- Jobs and Career Pathways – plan your workforce, set required qualifications then get Aruti to do for you the rest.
- Establish the need to recruit, advertise the vacancy (internally or externally)
Manage applicants through the efficient internet based job application function
- Perform applicants short listing in seconds through pre-defined criteria
- Schedule interviews, conduct interviews (internally or externally), track interview results
- Mark Applicants eligible for employments the seamlessly convert them to your workforce.
- Send automatic notifications for every stage of your recruitment process with standard and automated letters.
- Track all the recruitment costs from vacancy announcement to the end.

Salary Grades, Wage Tables and Salary Increment

- Group your workforce into salary grades and manage salaries easily or assign each one his/her own salary
- Set Minimum, Maximum for salary grades and perform automatic salary increments



Leave & Time Management

- Manage leave cycles with easy
- Define unlimited number of leave types, give your own preferred colors to easily distinguish them in the leave planner/calendar.
Define Public Holidays and set Holiday Exceptions
- Apply and Approve leaves in a seamless integrated workflow through employee self service
- Issue full day(s) leaves or even a fraction of a day leave; say half day leave or 2 hours leave.
- Use automated Time and Attendance Machines to track employees' time, you can then use this time to pay them accordingly.
- Forecast leaves and determine that cost component attributed by leave days well in advance.

For a FREE demonstration of the package;
Please contact us through the addresses

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Human Resource
& Payroll System



Gain total
control of your
payroll process

Aruti Payroll, Loan and Savings Management

Aruti Payroll, Loan and Savings Management System is designed to efficiently process staff earnings and deductions in accordance to statutory regulations governing staff in specific regions /countries. It generates user-defined reports as well as mandatory statutory reports.

Aruti Payroll, Loan and Saving Management:

- Fully manages and administers the entire Payroll and Taxation processes and automatically tracks the earnings, deductions and benefits for the purposes of reporting to Employees, Government Agencies, Accounts Department and Management.
- The system also manages Employee Costing Distribution, Banking Services, Payroll History Tracking, online verification of Data entry, data Security, Integration to General Ledger, Financial Systems and other Human Resources Management Products.
- The Loans and Savings part ensures that all loans given to employees and their savings are properly tracked and reported.
- Aruti multiple companies giving it the flexibility to run several payroll solutions centrally for multiple organizations / departments/groups.

Aruti Payroll, Loan and Savings will help you:

- Eliminate errors and speed up your pay processes
- Ensure tax compliance
- Gain total control of the staff pay process.
- Seamlessly integrate the payroll processes with your financial management system

General Features and Benefits:

- User definable processing and payment periods; Weekly, Fortnightly, Monthly, Yearly or any other user specified period.
- The system will tax Terminal benefits using any newly introduced rules or chosen guidelines.
- The system supports Periodic or Annual salary increments which may be defined as per the various payroll categories / classifications.
- All Bonus /Arrears will be distributed to their respective months of payment for the Tax computation purposes.
- Support is provided for court orders, Garnishments, tax levies and other Court imposed assessments.
- Company Cost Distribution Reporting
- Payroll messages: The system is able to broadcast messages to employees individually, globally and/or collectively grouped by Cost Center, Pay point or any other predefined categories and classification.



Aruti Payroll Package Components

Bank Processing:

The system supports user definable banking institutions:

- The bank codes in use are compliant to the Countries Bankers Association.
- Supports recording of the Company and Employee bank details.
- It provides unlimited direct deposit designations, allowing employees to designate multiple deposits to multiple accounts and multiple banks.
- System supports the remittance of salaries and payments electronically (Electronic Data Interchange - EDI) to paying banks.
- Supports user definable currency denomination breakdown and analysis for employees paid by cash.
- Generates Bank Remittance list for all employees paid through bank.



Multi Currency

- Aruti supports multi-currency pay computation, with conversion between currencies occurring automatically as per user definition. Basic salary conversion from Sterling Pounds to US\$ or other.
- Keep track of exchange rates by dates.



Payroll Cost Centers

The system supports employee cost centers. E.g. Accounts, Sales, Administration, Production, Marketing, etc.

- The system supports employee earnings cost distribution to unlimited number of cost centers by percentage and/or constant amounts.
- The distributed amounts may be displayed in the pay slip and other costing reports.

Employee Payroll Classes

Employee Payroll Class: The system supports unlimited number of staff classifications and categories. E.g. Executive, Management, Senior, Casual, Contract, Unionisable, Non-Unionisable for the purpose of the separating the payroll process for individual groups

Employee Pay Point

The system supports unlimited number of staff pay points, E.g.; Head Office, Branches, Factories, Distribution centers, Regional offices, etc.

Data Import & Export

This feature allows transactions to be imported and exported into the system from other applications without the need for manual data entry

Aruti Payroll Package Components

Loans & Saving Processing

Supports unlimited number of Company, Co-operatives, Mortgages, Banks, and Credit Society loans whose decreasing balances and Interest are computed and managed to completion.

- The interest charged on a loan is user configurable and may be based on reducing balance or compound interest.
- Supports unlimited number of savings and contributory schemes, where incremental balances are maintained and interests accrued.
- System supports the starting and stopping of loans/savings processing at will. The user may put any loan/savings on hold



Batch Processing

The System supports batch transactions posting, importation and processing. This facilitates easy Batch audit, Batch importation, Batch processing and reporting of a batch of transactions. Banks and Insurance Companies.

Vendor Processing

- System supports multiple third party organizations that provide for staff welfare. This includes Savings schemes, Pension schemes and staff Welfare Organizations, Banking Institutions, Co-operative societies, Donor Organizations, Credit Societies, Mortgage Banks and Insurance Companies.
- Different Vendor based formula calculations can be configured as per Vendor unique needs. Example two different Cooperative Vendors can charge different interest rates for the same type of loan. This facility is also used to generate reports for the vendors.

Data Integrity Checks

The system has facilities for checking the accuracy and completeness of employee data.

Time Clocking Interface

The system supports international standards clocking equipment data interface and thus enable you to monitor employee time and pay them accordingly if you want

Payroll Reconciliation

The Reconciliation reports will show the variances existing on selected transactions between the current and previous months.



Aruti Payroll Package Components

Audit Trail

The Audit Trail will generate reports on all the unprocessed transactions based on various data input categories, like new data, imported data, Clocking data, Updated and Fixed data.



System Log

The system maintains comprehensive log data information indicating the user who entered/changed, time of login/logout, date of login/logout, etc.

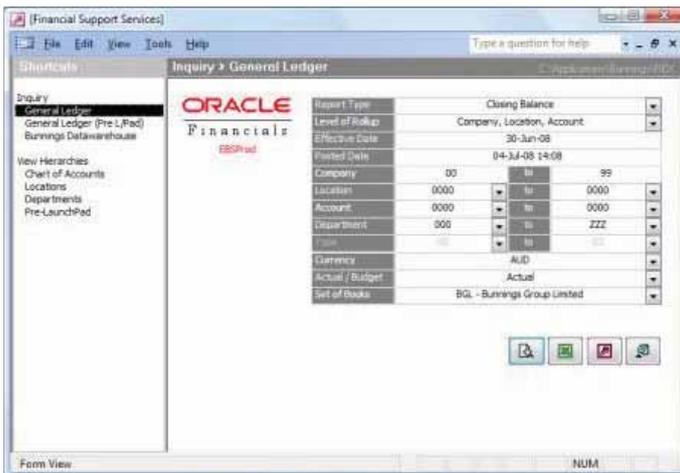
Payroll Reports

The system will generate reports for all company requirements, categorized as:

- Management reports: Accounting Reports, Banking Reports, Statutory Reports, Audit Reports and Employee Reports. All reports can be produced by Cost Center, by Employee, by Company and/or by other predefined criteria.
- Pay Slips
- Master Payroll Reports

Payroll Journal

The system generates a user definable Payroll Journal that can be interfaced to all standard General Ledger accounting/financial packages. SUN SYSTEMS, PASTEL ,CAMELEON, GREAT PLANES, SOLOMON, TALLY, ACCPAC, SAP, BPCS, BAAN, SERA, SCALA, CS12, SAGE, MFG/PRO, SYSTEMATICS ACCORD, HOGIA, TETRA. etc.



Reports Special Features

- The output to Screen, Printer, and to a text File.
- The system can produce reports bearing data from different payroll periods.
- Selection facility i.e. you may specify output by, employee no, Cost center, Period or user defined status.
- User defined headers and footers for all reports.
- The user defined reports may be generated with Year-to-Date, Employee, with Balances, Vendor and Status.

Aruti Payroll Package Components

Other Reports

- Company Totals
- Payroll Summary
- Statutory Summary report
- Management Summary report
- Age analysis report
- Employee listing
- The Bank remittance
- The Bank register
- The Coinage Analysis
- The Credit Advices
- Cheque Payment register
- Cash Payment register
- Cheque Writer
- Payroll Journal
- Coinage Analysis
- The Cost center Summary
- The Payroll Audit reports
- Payroll Reconciliation Report
- Exemption reports
- Cost percentages distribution
- User definable YTD Statements report.
- P9 and P10
- Stamp Analysis
- Negative Pay listing
- EDI /SFI Bank Remittance reports.
- Employee listing
- Payroll detailed report (per Employee)
- Employee Bio data details
- Labels.
- Transaction Report - User specified report.
- Data Integrity reports

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Earnings/Taxation/Deduction Information:

The System supports unlimited user input and rated automatic transactions.

(Fully Formula driven where applicable):

- Basic Salary, House Allowance, Overtime Hrs @1.5/1.75/2.0, Overtime Amount, Salary Adjustments, Commission Amount, Bonus, Special Allowance, Leave Allowance, Transport Allowance, Tax Free Amount, Medical Allowance, Staff Meals, Car Allowances, Duty Allowance, Gratuity, Terminal Allowance, Security Allowance, Entertainment Pay, Acting Allowance, Hardship Allowance, Sundry Allowance, Pay in Lieu of Notice.
- Disturbance Allowance, Lump sum Allowance, Dividends, Tax Free Payments, Net Pay, Value-of-Quarters, Non-Cash-Benefits, Low Interest Benefit, Owner Occupier Interest, Chargeable Pay, Chargeable Pay Pounds, Tax Charged, Monthly Personal Relief
- Pay-As You-Earn, Social Security Fund, Hospital Fund, Service Charge, Pension Contribution Benefit, Hire Purchase, Mid-Month, Lost Hours, Lost Days, Union dues
- Insurance, Medical Deductions, Medical Claims, Co-operative Shares, Co-operative Loan, Co-operative Interest, Mortgage, Social Security Fund, Social Hospital Fund, Company Loans, pension, Provident Fund, Staff Welfare Pledges, Salary Advances, Court Orders, Tax Levy, Rental Value, Rent Charged, Overtime hours, P.A.Y.E YTD, Lost Hours/Amount, Pension (Company) Lost, Days/Amount
- Loan Balances, Savings Balances, YTD Amounts, House Servant, Gardener, Ayah, Watchman (Day/Night), Furniture, Water, Telephone, Electricity, Security Systems, Motor Vehicle, Fuel, Arrears, Personal Driver, Body Guard, Private Assistant, Home Ownership Savings Plan.

