IntegraHRIS 365

The first downloadable HRIS in the Philippines

Empowering Connections

Security and Integrity

Government Compliant

Business Driven People Focus

Fast and Accurate Load Times

Your data is even made safer because it is with you

Empower people by providing fast and easy mastery of the process!

- ✓ Business Driven People Focus
- ✓ Fast and accurate load times
- ✓ Security and Integrity
- ✓ Government Compliant
- ✓ Empowering Connections
- ✓ Comprehensive Employee Record
- ✓ Seamless Migration of data
- ✓ Scalable
- ✓ Encrypted data
- ✓ License is transferable at no cost to you
- ✓ Free updates in government tables and reports

IntegraHRIS 365

IntegraHRIS 365 is the new version of the Integra HRIS Payroll Master Cloud edition which is made downloadable to end users and can be installed on premise. It has new and advance features making this new application software easy to install and implement on premise eliminating the complicated procedures and technicalities in system installation and configuration.

- ✓ Downloadable and easy to install
- ✓ Online licensing, full web-based
- ✓ 24/7 online chat and support

GDPR CHANGED THE LANDSCAPE OF HOW SOFTWARES ARE NOW DESIGNED.

Your data is even made safer because it is with you

The **Data Privacy Act (DPA)** in the Philippines and **General Data Protection Regulation (GDPR)** in European Union changed the landscape on how the software is currently designed. With that in mind, IntegraHRIS 365 helps your company to become compliant with the new laws. It provides peace of mind to your appointed Data Privacy Officer (DPO), Personal Information Processor (PIP) and Personal Information Controller (PIC) in carrying out their functions.

- You hold your own data
- Data is not exposed to third party providers
- Passed the vulnerability testing and penetration testing
- System is fully compliant with Data Privacy Act
- Encrypted personal data

DATA PRIVACY ACT RA 10173

DATA PRIVACY ACT – an act protecting individual personal information in information and communication systems in the government and private sectors for a purpose of National Privacy Commission. If the organization fails to comply with the DPA, responsible parties may face up to six (6) years of imprisonment and fines of up to six million pesos (P6,000,000).

[Rule Sec. 28 Letter G] DATA PRIVACY PRINCIPLE

DATA PRIVACY PRINCIPLES: Rule 6, Section 28, letter g. "Encryption of personal data during storage and while in transit, authentication process, and other technical security measures that control and limit access."

[NPC Advisory No. 2017-01] DPO, PIC AND PIP DIVISION

Data Privacy Officer (DPO), Personal Information Processor (PIP), Personal Information Controller (PIP): NPC Advisory Number 2017 – 01.
With IntegraHRIS 365, your Data Privacy Officers are assured that you comply with government laws on Data Privacy.

We've eliminated all the hassles

⊘ ONE STEP DOWNLOADING AND INSTALLATION

The application through its seamless downloading and system installation can be made available to users instantaneously upon online purchase of the software thereby eliminating the time-consuming delivery activity. Installation is simplified for faster and simple to follow on-screen instructions.
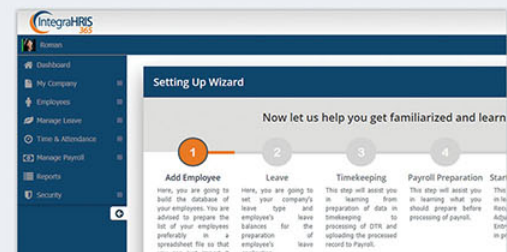
⊘ ONLINE LICENSING, NO MORE LONG WAITING TIME

Saves much time in installation and licensing activities as system activation can be done in just few seconds compared to the three days turn around time (TAT) of the previous Integra Payroll Master. Access can be done through any web browser such as Safari, Opera, Google Chrome, Internet Explorer (IE), Mozilla Firefox using any of the workstations within the network.

Previously, for the software to be installed to another computer unit, license fee per computer is needed. Just un-register the current license then you can re-use the license.

⊘ HASSLE FREE USER GUIDE AND IMPLEMENTATION WIZARD

IntegraHRIS 365 users will be guided by the built-in wizard that provides easy learning and mastery of the detailed step-by-step procedure through series of well defined digital tutorial within the application such as **Data Migration, Setting Up, DTR and Payroll Processing Wizard**. The easiest to install Integra HRIS ever that you can do it on your own.

Our fastest and most advanced system yet

With our twelve years experience, we are continually improving through ups and downs to give you the best HRIS yet.

We have significantly reduced the processing speed of our system compared to previous Integra Payroll Master.

100X* Faster in **DTR** Processing

AND

1.13X* Faster in **PAYROLL** Processing
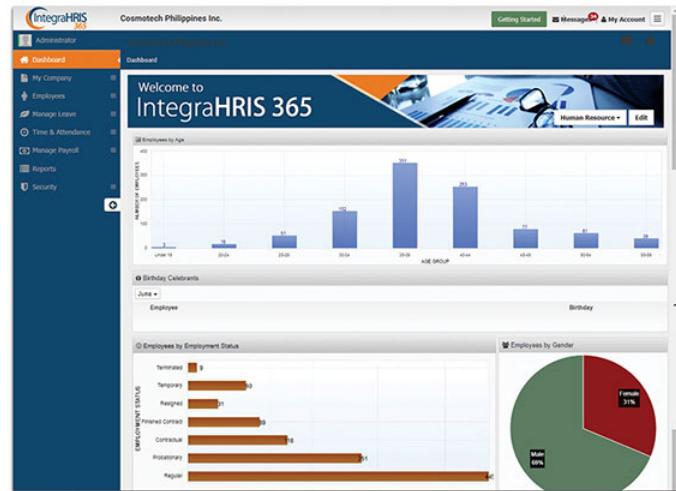
* Test Environment:
- **Client:** Core i3 @ 3.4GHz, 8G RAM, Windows 10 Professional
- **Server:** Core i3 @ 3.4GHz, 8G RAM, Windows 10 Professional
- **3000 Employees**

Main Features

DASHBOARD

Instant viewing and monitoring of statistical information and graphical summaries. Designed to be customizable and user-friendly, IntegraHRIS 365 Dashboard has a wide range of widgets to choose from for Human Resources, Timekeeping, and Payroll-related functions which you can select and display as desired.

- ✓ Quick Note
- ✓ Birthday Celebrants
- ✓ On Leave employees
- ✓ Employees by confidentiality level
- ✓ Employees by employment status
- ✓ Organizational Unit viewing
- ✓ Custom Timekeeping setup view number of employees under
- ✓ Monthly Net Pay Summary
- ✓ Absenteeism and Tardiness bar graph
- ✓ Salary Adjustment tracker
- ✓ Bonus

EMPLOYEE RECORD

Comprehensive and systematic recording of employee's information and 201 File. Employee Record or sometimes called the Electronic 201 File lets you experience hassle-free storage and retrieval of data and documents for each employee which includes their personal information, employment details, and 201 records. You can also mitigate the risk of lost and deteriorating documents by utilizing the attachment of electronic copies of employee's files (e.g. Birth Certificate, Certificate of Employment, etc.) which can also be printed any time, as needed.

- ✓ User definable company information, organizational unit and available positions
- ✓ Comprehensive recording and maintenance of employee's information
- ✓ Multiple attachments of employees documents
- ✓ Fast searching and systematic grouping/ filtering of employees
- ✓ With option to deduct loans automatically every given period
- ✓ Fast Salary Adjustment module for mass updating of employee salaries
- ✓ One time recording of employee's other income/deductions
- ✓ Easy tracking of changes in employee information through audit trail
- ✓ Graphical view of organization units presented in hierarchical format

LEAVE MANAGEMENT

Accuracy and ease in monitoring Employee's Leave Applications and balances. IntegraHRIS 365 gives you the flexibility in defining the leave types available in your company, as well as recording the employee's leave credits, leave applications, and requests for SL/ VL cash conversion. What's more is that the system can automatically compute and update the remaining leave balances of employees and generates relevant and timely reports for you.

- ✓ Unlimited and user-definable leave types.
- ✓ Easy recording of leave application using graphical calendar view
- ✓ With yearly setting and re-setting of leave entitlement
- ✓ Monitoring and tracking of employees' leaves
- ✓ Viewing of used leave, monetized leaves, adjustment and current balance
- ✓ Monetize or convert employee's leaves into cash anytime of the year (SL/VL)
- ✓ Graphical view of filed leaves and status in calendar format.

TIME AND ATTENDANCE

Fast and efficient processing of the employee's Daily Time Record (DTR). In a single click, you can immediately generate the complete and accurate timekeeping details of an employee, with automatic identification of filed leaves, holidays, incurred tardiness/ undertime and others. Notable and significant improvement in DTR Processing speed has also been implemented in the IntegraHRIS 365 as compared to its previous versions, allowing you to process multiple employees all at once in no time. The system also works seamlessly with the Virdi Biometrics and can directly capture time logs from the device, eliminating the manual procedure of encoding or importing them.

- ✓ Customizable time and attendance setup based on available types and attendance policies
- ✓ Per employee assignment of timekeeping setup
- ✓ User definable holidays categorized into Legal, Special and Company holiday
- ✓ With schedule manager per employee
- ✓ Per employee and per location holiday assignment
- ✓ Multiple tagging of employee's rest days

- ✓ Manual encoding of daily clock in/out including break out/in
- ✓ Batch importation of employees' time logs from Excel file
- ✓ Time logs captured directly from supported Biometric device
- ✓ By employee or by group processing of DTR
- ✓ Compute regular hours, absences, tardiness, undertime, paid leaves, overtime, restday, holidays, night differential

- ✓ Automatic generation of Daily Time Record (DTR)
- ✓ Flexibility through post approval of rendered overtime
- ✓ Viewing of processed attendance with no time in/out
- ✓ Lock and unlock daily time record to avoid accidental changes
- ✓ With integration and uploading of daily time record to payroll module

PAYROLL MANAGEMENT

Versatile setup and uncomplicated processing of payroll. With the seamless integration of the Payroll, Leave and Timekeeping Modules, IntegraHRIS 365 guarantees accurate computation of your employee's payroll. Sit back, relax, and let the system do the payroll for you as it also automatically computes mandatory statutory deductions such as SSS, Philhealth, Pagibig and Withholding Tax. No more manual computations since the system can also process bonuses, 13th Month Pay, and Year End Tax Adjustments in just a few clicks.

- ✓ Payroll policy setup per employee
- ✓ User definable schedule of mandatory deductions, cut-off period, and government mandatory deduction tables (e.g. SSS, Philhealth, PagIbig, Tax Status, Annual Tax)
- ✓ User definable Payroll Account Codes (e.g. Regular Hours, OT, Legal Holiday etc.)
- ✓ Fast encoding and recording of payroll entries
- ✓ Per employee or batch processing of employee's payroll
- ✓ Process monthly, semi-monthly and weekly payroll of employees

- ✓ Computation of Overtime, Other Income, Other deduction, De-minimis, Gross and Net Pay
- ✓ Grouping/filter of employees allows user to process payroll by group
- ✓ Payroll locker/unlocker per employee
- ✓ Process other earnings,13th and 14th month pay other than regular payroll
- ✓ Batch processing of year-end tax and tax adjustments of employees
- ✓ Generate Payslip, Payroll Register and Remittance Reports

LOAN MANAGEMENT

Convenience in monitoring loans and flexibility of its payment terms. Reduce the tedious monitoring of employee loans by scheduling loan deductions based on preference (e.g. every pay out, once a month, etc). No worries on overlooking deductions and overpayments since the system automatically withholds loan payments from employee's payroll and will also automatically stop deductions once the loan balance reaches zero.

At your disposal, loans can also be tagged as "Inactive" to temporarily suspend deductions.

- ✓ Recording of employees loan
- ✓ Automatic deduction of loans payment from payroll until it's fully paid
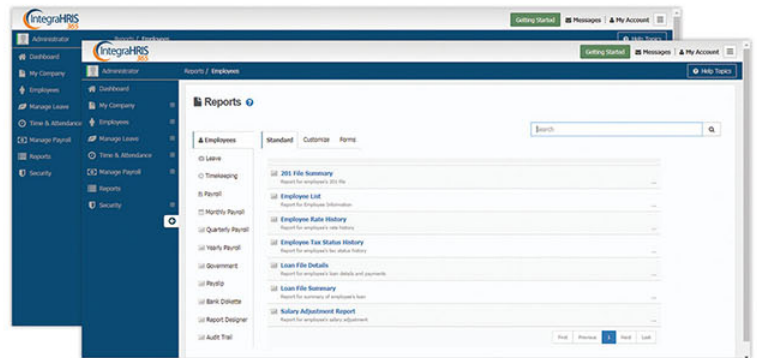- ✓ Monitoring of payments made per employee

SECURITY

Confidentiality and enhanced security through user-defined policies and back-up/ restore utilities. Worried about data privacy and safety of your data? You don't have to! IntegraHRIS 365 lets you define the roles and access of the end-users with the authority of setting the password policies for them. If you're also concerned about losing your data or doing irreversible modifications, the system gives you the control in backing up and migrating/ restoring data immediately.

- ✓ Login using user name and password.
- ✓ Group user according to their roles and responsibilities in user role modules.
- ✓ Password complexity option such as requires combination of special and alphanumeric characters.
- ✓ Lockout policy with user defined number of invalid attempts.
- ✓ Password expiration with user defined number of days.

REPORTS

Effortless and immediate generation of precise reports and forms. IntegraHRIS 365 incorporated a wide range of standard and practically generated HR reports and forms, available for you! With over 100 reports, the system also boasts its customizable reports and forms such as certificates, claims and memos.

- ✓ Report groupings option per organizational unit
- ✓ On-screen/grid preview before printing
- ✓ Report printing in PDF format
- ✓ Grouping/filtering of employees according to available fields and save it for future use Groups/filters can be shared to other users or for specific user only
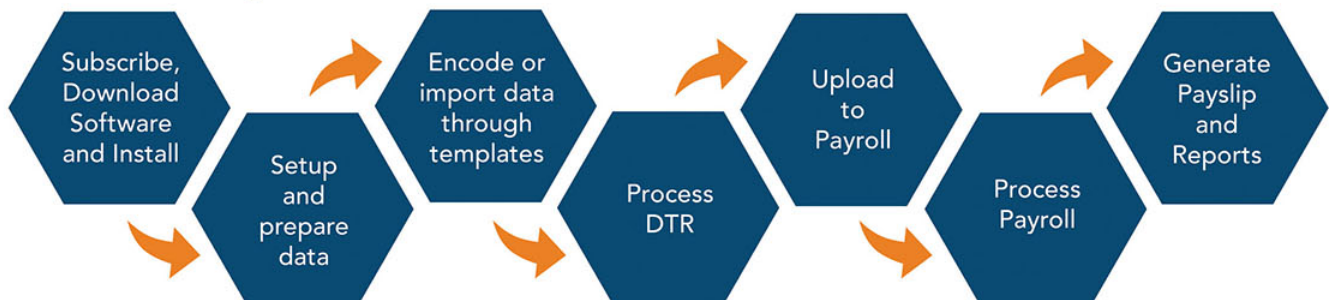
Online Chat Support

Meet IRIS, the IntegraHRIS 365 on line assistant. She is readily available to make your life easier by providing answers to your on line inquiries. Should there be concerns needing immediate resolution, IRIS is just a chat away.

Hi!

Software Implementation

- Subscribe, Download Software and Install
- Setup and prepare data
- Encode or import data through templates
- Process DTR
- Upload to Payroll
- Process Payroll
- Generate Payslip and Reports

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