



# The Human Resource Management System

designed for Small to Medium Enterprises (SME)



An HR system which is

Easy to install

Easy to use

Easy to maintain

Developed from HR21's flagship enterprise software product HRMS, **HR-Lite** is tailored for SME in all walks of business. It has a rich set of functions which are only available in software used by large enterprises and is yet simple enough for SME to make the best out of it.

**New Feature**

**Electronic submission of  
autopay and MPF instructions**

***HR-Lite comes with the following modules***

- Personnel Information
- Payroll, MPF & Tax Processing
- Benefit Administration
- Salary Administration
- Leave Administration

***Personnel Information***

A database is used as a repository to keep all personnel information for secure and effective access. Information to be kept can be very basic or comprehensive in these categories :

- Personal particulars, including spouse and dependent data
- Employment positions, terms and benefits
- Employment and salary history
- Academic qualifications and skill profiles

***Payroll, MPF & Tax Processing***

Regular and ad-hoc payments and deductions can be defined, and payroll runs can be done as many times as wanted to ensure all payroll calculations are done without any missing information. Reports can be printed and viewed before the autopay and MPF diskettes are generated.

***Benefit Administration***

Taxable and non-taxable benefits are tracked and reported as part of the staff remuneration package. Benefits such as provident and retirement funds, various allowances and deductions are covered.



## **Leave Administration**

Different type of leaves, including annual, sick, maternity, pay or no-pay leave can be defined and tracked according to the Hong Kong Labour Ordinance. Online enquiry functions allow annual leave entitlement, taken and outstanding leaves to be retrieved easily.

## **Salary Administration**

With HR-Lite, the complexity of salary administration is made much easier. Salary history and other related information can be extracted for salary analysis.

### **Electronic Submission**



**No diskette needed!**

For companies using payroll and/or MPF service of selected banks, **HR-Lite** can be used to submit the autopay and MPF contribution instructions through their respective electronic submission facility via Internet. You can do away with the diskette and there is no need to do any physical submission.

### **Entry-Version**

A standalone PC version running on MS Windows 98, 2000 or NT Workstation

### **Advanced-Version**

A LAN version running on MS Windows NT or 2000 Server with MS Windows 98, 2000 or NT clients

As the company grows, **HR-Lite** can be upgraded to HR21's enterprise version of HRMS with minimal effort since the **HR-Lite** database is upward compatible with that of the Enterprise HRMS.

HR-Lite

## The HR21 Company

HR21 Limited ("HR21"), a subsidiary of Excel Technology International Holdings Limited (8048 Hong Kong Stock Exchange), is a human resource solution and service provider catering to the needs of large and small companies in the Asia region. HR21 aims to become a source of products and services to help the HR departments to handle the increasing complex HR tasks efficiently and cost-effectively.

HR21 offers a wide range of quality and reliable HR enterprise software, ASP services, HR consulting, outsourcing, training and e-Learning services.



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