

惠安(香港)有限公司

運用雲端輕鬆處理各項人力資源管理程序

RECKON
Total Staffing Solution

一般出入口公司經常問題:

- 1.人事管理系統投資龐大, 但用EXCEL紀錄但又非常麻煩? 勞工法例/積金局指令更改了又沒時間留意?
- 2.公司內沒有I.T. 同事?
- 3.管理層/員工經常外出見客, 如何方便管理人力相關事務? 同事請假後又忘記向同事追回假紙/醫生紙作紀錄?
- 4.一人身兼多職(行政部主管/僱主), 如何簡化人事管理(出糧, 強積金, 報稅等.....)
- 5.行政部主管沒上班, 出糧/管理假期都成問題?
- 6.公事伺服器/電腦壞了, 日常營運停頓, 如何解決?
- 7.行政部主管離職, 公司之前的人事紀錄不知所蹤? 又沒有資料備份?

雲端人力資源管理方案經由雲端伺服器儲存及運作

可靠之雲端伺服器及數據中心:

- 為人所熟悉及可靠
- 獲國際認證 – ISO27001, HIPAA, PCI DSS, etc.
- 多個數據中心(例如:香港及新加坡同步儲存數據)
- 伺服器在線率高達99.9%

惠安所提供之雲端方案:

- 節省營運成本
- 安全可靠
- 支援多人同時協作
- 突破地域及時間限制
- 排除資料遺失之顧慮

與銀行緊密合作, 簡化流程及節省時間

雲端存取



每月收費, 輕鬆簡單

匯豐銀行認證



透過E-Channel向銀行
遞交強積金供款, 薪酬
自動轉賬指令

符合本港僱傭條
例及其他勞工相
關法例規定



例如: 最低工資, 平均工
資, 強積金供款法定
上/下限等等

僱主或人事部管理



詳盡僱員紀錄, 提供各
種報告, 清晰實用

僱員服務



支援報銷, 津貼, 超時,
假期申請, 報稅服務

安全性

- 數據中心獲國際認證
- 數據經過加密
- 已通過匯豐銀行安全測試

雲端版本

- 無需安裝或手動更新
- 無需添置額外的設備或硬件

可靠性

- 可儲存10年數據紀錄
- 提供備份服務

支援服務

- 免費提供教學班
- 提供電話/電郵技術支援
- 提供24小時E-Channel 電話熱線

The screenshot displays the RECKON Total Staffing Solution HR Administrator Portal. The interface features a dark blue background with a grid of colorful tiles for various HR functions: Employee Human Resources Management, Leave Absence Management, Attendance Time and Labor Management, Claims Travel And Expense Claims, Training Enterprise Learning Management, Payroll Payroll Processing, MPF/ORSO MPF/ORSO Automation, Taxation Taxation Automation, and Security System Security. A 'Sign in' form is visible on the right side, including fields for 'User name:', 'Company domain:', and 'Password:', along with a 'Forgot Password' link and a 'Sign in' button. At the bottom, there are navigation links for 'About Us', 'Product', 'Our Services', and 'Contact Us', along with copyright information: '© 2012 Wai On Services Limited. All rights reserved.' and the 'waion ITO-BPO-Solutions' logo.

雲端僱員自助服務平台

現有的元件和功能:

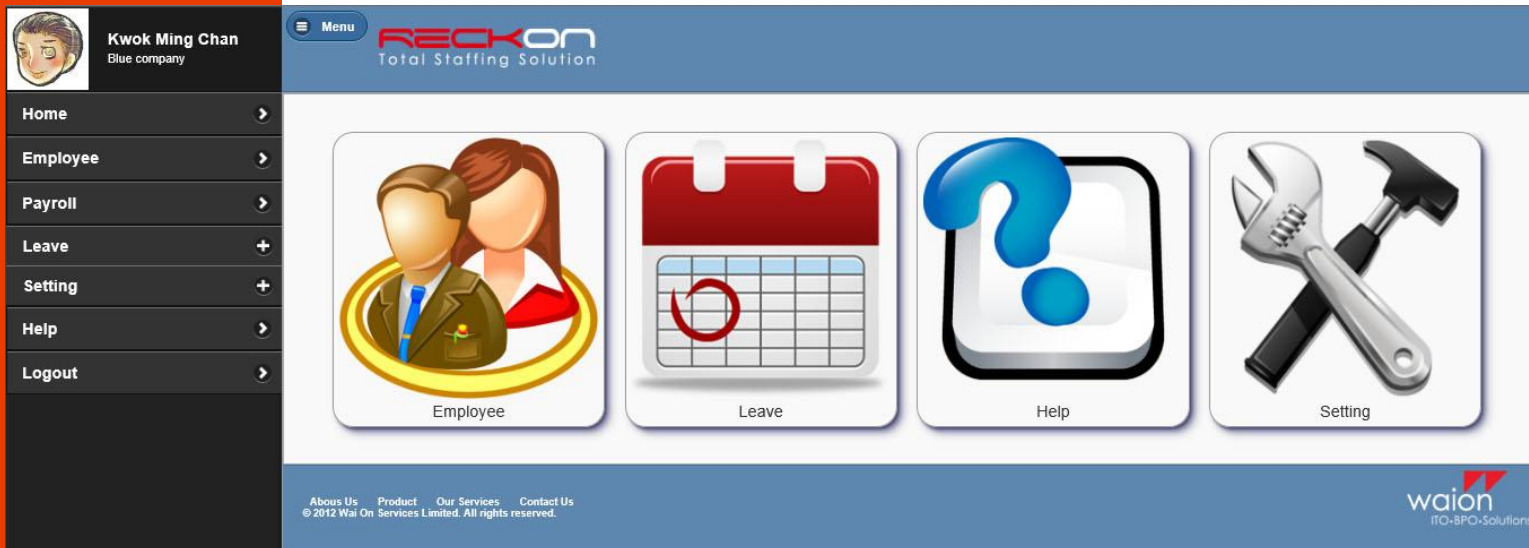
- 網上下載糧單
- 網上下載 IR 56B 表格
- 網上即時申請及審批休假, 查閱休假結餘, 休假紀錄
- 支援各手機作業平台

即將新增的功能:

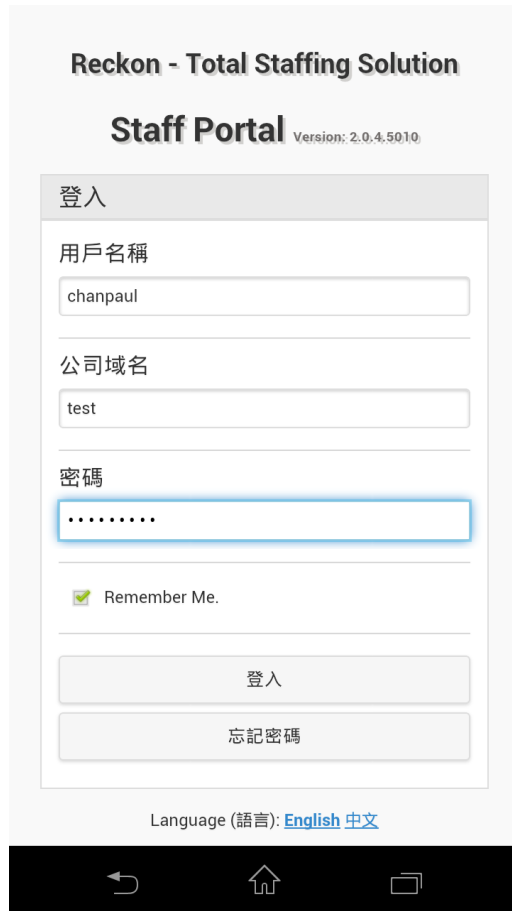
- 網上申請公事開支報銷
- 網上申請及審批出差
- 公司活動及假期月曆

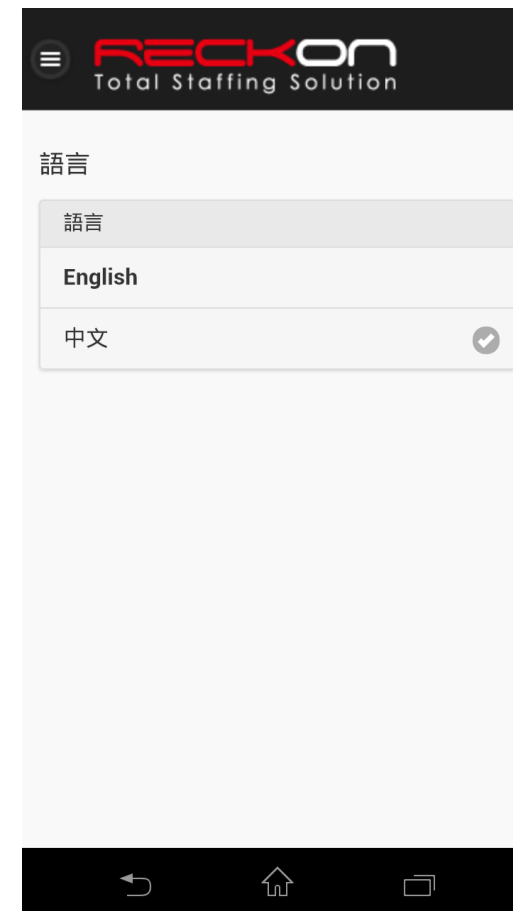
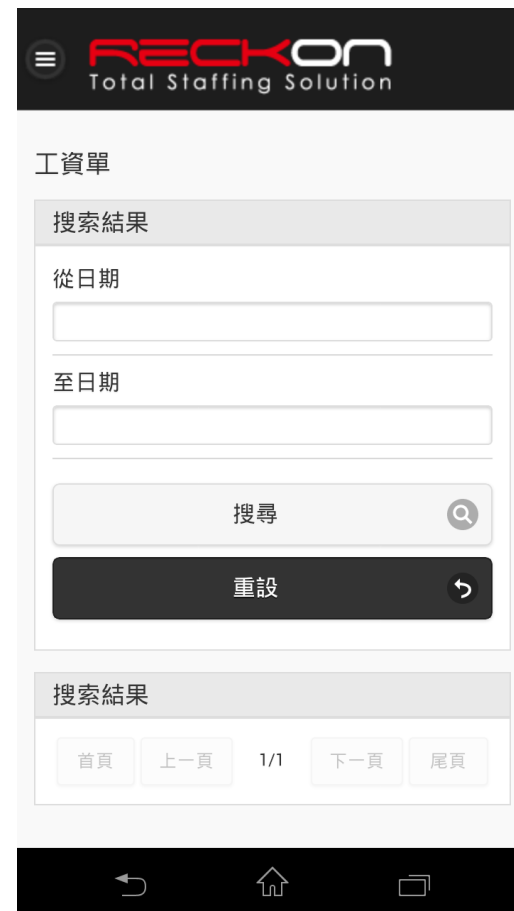
雲端好處:

- 員工可隨時隨地下載糧單/報稅表IR56B, 不用麻煩行政主管為員工覆查過往薪酬紀錄
- 員工可隨時隨地查看假期結餘, 申請假期, 管理層亦可隨時隨地批核假期



手機Apps (雲端僱員自助服務平台)





雲端人力資源管理服務平台

現有的元件和功能:

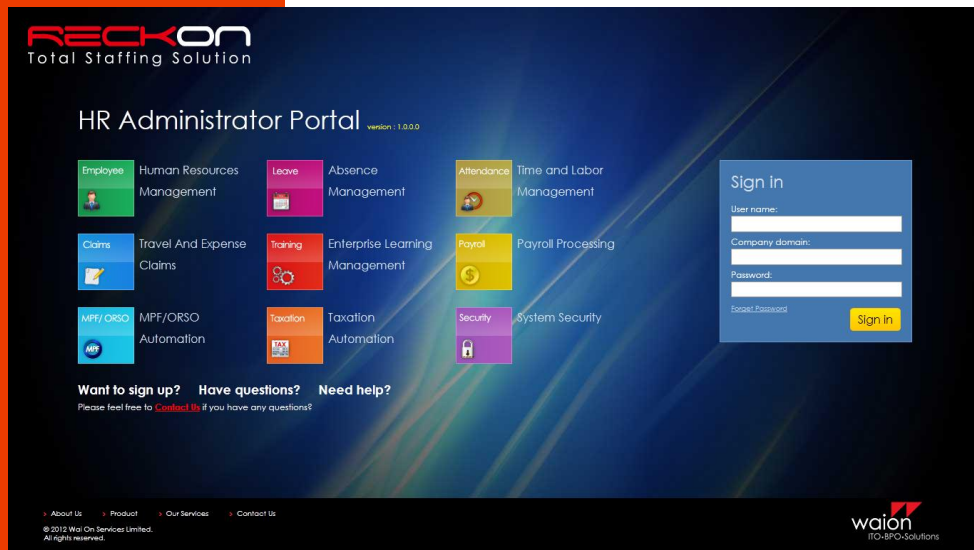
- 公司設定
- 假期管理
- 開支報銷管理
- 強積金/ 公積金管理
- 報告及報表
- 僱員資料檔案管理
- 考勤及值班資訊
- 薪酬工資管理
- 稅務管理
- 權限設置/ 稽核日誌

即將新增的功能:

- 出差管理
- 僱員表現評估 (Appraisal)
- 成本中心 (Cost Center)
- 公司活動及假期月曆

雲端好處:

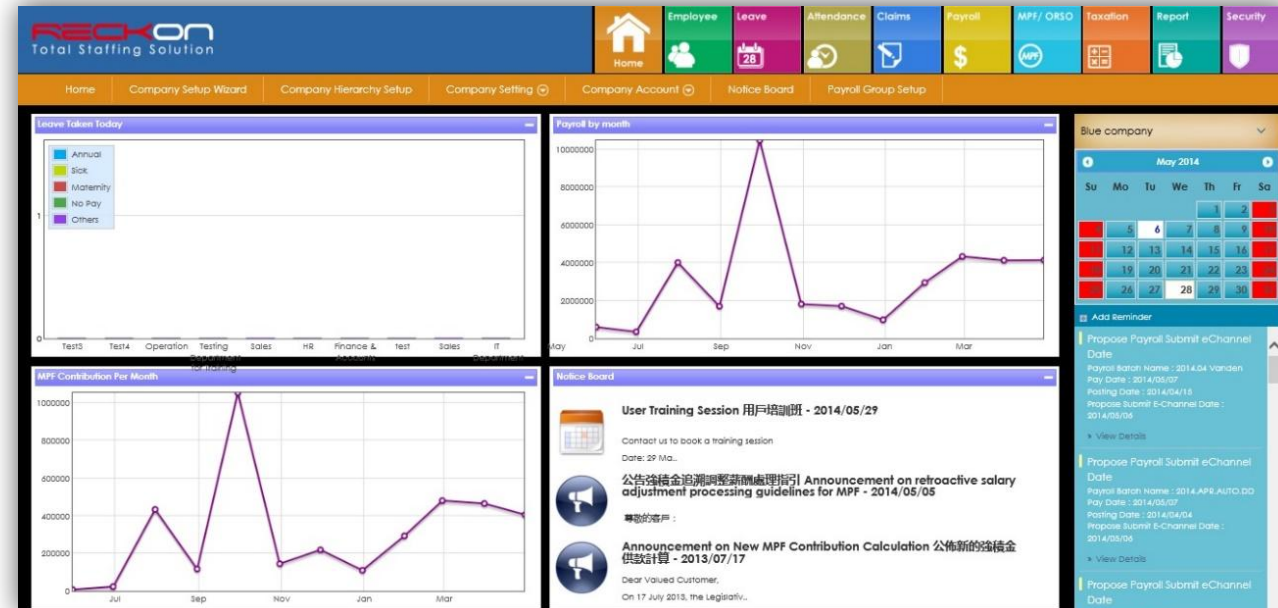
- 管理層/行政部/財務部可以劃分工作/同時管理工作, 支援多人同時協作而且工作地點亦不再受制於辦公室內

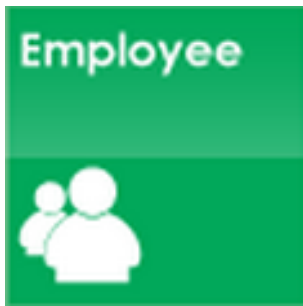




公司設定

- 在同一個平台上管理多間公司
- 用戶可靈活地自訂公司的架構
- 月曆提示功能 (例如: 僱員試用期的結束日, 強積金/發薪的提交日期, 工作簽證到期日, 新僱員作出首次供款日期等等)





僱員資料檔案管理

- 全面記錄僱員的個人資料
- 工資及職位的調整紀錄
- **僱員離職管理** (自動計算最後一期薪金, 代通知金, 未放年假該得薪酬等等)

A screenshot of the RECKON Employee Profile form. The form is titled "Employee Profile" and includes a navigation bar with tabs for "Employee List", "Add Employee", "Employment Termination", "Intra-group Transfers", and "Employee Service Setup". The form contains various input fields for personal details, including Staff ID, Full Name, Date of Birth, Marital Status, Mobile Phone, Email, Residential Address, Passport No., Issue Country, Gender, Home Phone, and Other Phone. There are also buttons for "Save And Add New", "Save", and "Back To List".

Employee Profile

Staff ID: 100001

Full Name: Chan Paul

Date of Birth: 1963/08/03

Marital Status: Single

Mobile Phone: 852 92345678

Email: ket@recon.com

Residential Address: 12 abc Street

Passport No.: A1234567

Issue Country: A1234567/A1234567

Gender: Male

Home Phone: 852 92345678

Other Phone: 852 92345678



假期管理

- 支援自訂的假期類型/假期名稱
- 應得休假, 結餘, 紀錄, 年假轉結
- 利用Excel一次性上載大量的休假申請紀錄

The screenshot shows the RECKON Total Staffing Solution interface for a Leave Application. The top navigation bar includes Home, Employee, Leave, Attendance, Claims, Payroll, MPF / ORSO, Taxation, Report, and Security. Below the navigation bar, there are tabs for Leave Applications List, New Leave Application, Leave Adjustment, Employee Leave Report, and Import Leave Details. The main form is titled "Leave Application" and includes the following fields:

- Employee Information: Staff ID (100001), Employee Name (Chan Paul)
- Leave Plan: Default Leave Plan
- Leave Type: Annual Leave
- Leave Balance (day): 1,8384 - View Details
- Unit (Day): 1.0
- Leave Period: A calendar for May 2014 showing the selected period from May 28 to May 30.
- Submitted Date: 2014/05/28

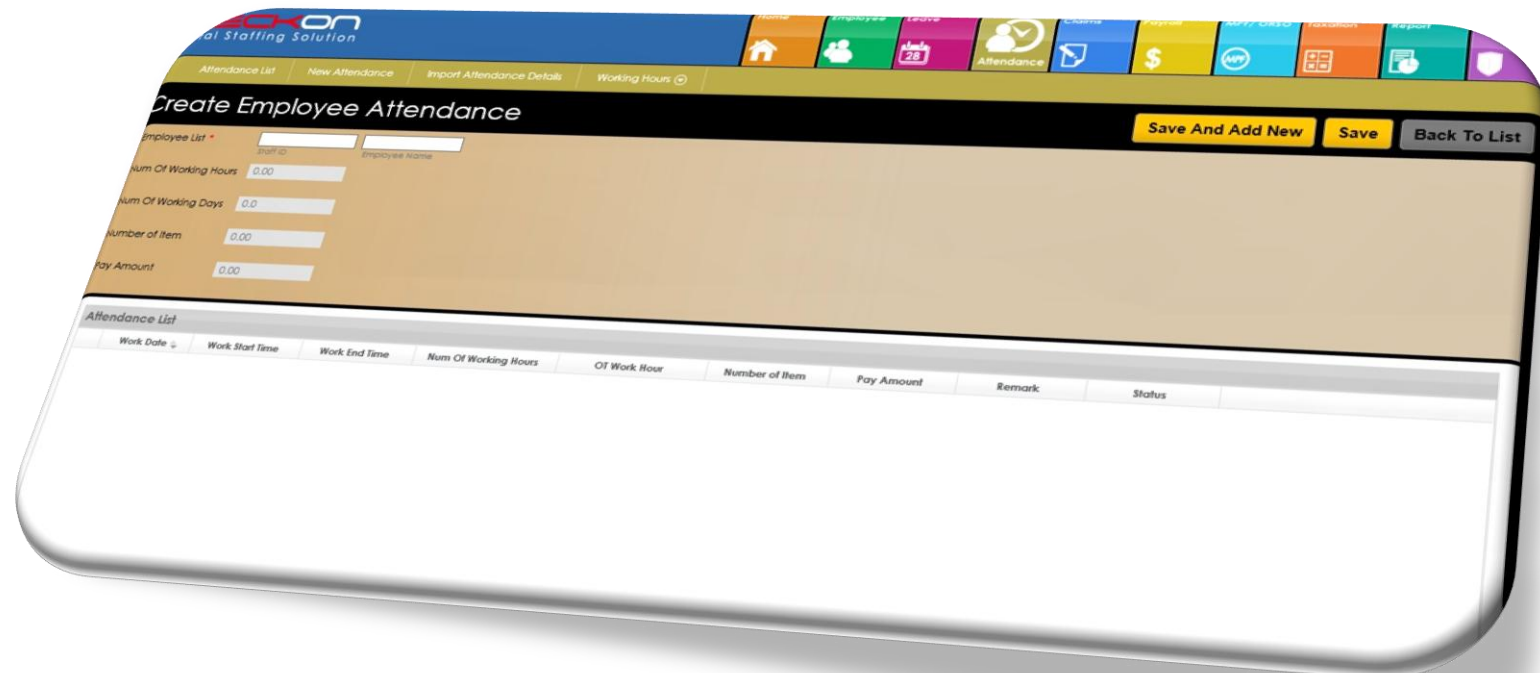
Buttons for "Save And Add New", "Save", and "Back To List" are located at the top right of the form.

Attendance



考勤及值班資訊

- 利用Excel一次性上載大量的值班紀錄
- 配合考勤系統 (指定考勤裝置供應商)
- 支援時薪與日薪工資計算法
- 支援OT計算法





開支報銷管理

- 以自動轉賬, 零用現金, 或支票支付
- 可上傳及儲存如收據等文件

The screenshot shows the RECKON Total Staffing Solution interface. At the top, there is a navigation bar with icons for Home, Employee, Leave, Attendance, Claims, Payroll, MPF/ORSO, Taxation, Report, and Security. Below this is a sub-navigation bar with 'Claims Applications List' and 'New Claims Application'. The main heading is 'Claims Application' with buttons for 'Save And Add New', 'Save', and 'Back To List'. The form fields include:

- Application Name * (text input)
- Employee List * (Staff ID and Employee Name inputs)
- Amount Reimbursed * (text input, value: 0.00)
- Company Advance Amount * (text input, value: 0.00)
- Amount Advanced * (text input, value: 0.00)
- Amount Refund * (text input, value: 0.00)
- Payment Method * (dropdown menu, value: AutoPay)
- Submitted Date * (text input, value: 2014/05/28)
- Application Status * (dropdown menu, value: Pending) and Application Status Date (text input, value: 2014/05/28)
- Is Settled (checkbox, value: unchecked) and Payroll Batch Name (text input) with a Remove button
- Remark (text area)

Payroll



薪酬工資管理

- 支援多種支付方式 (如現金, 支票, 自動轉帳) 及貨幣
- 根據支薪期按比例付薪
- 根據平均工資計算假期薪酬
- 支援最低工資計算法
- 利用Excel一次性上載大量固定及非固定的工資項目
- 靈活處理各項工資項目
- 經電郵及僱員自助服務平台 (Staff Portal) 發出工資單
- 支援滙豐/恆生銀行薪酬自動轉帳格式
- 以光碟, 商業網上理財 & E-Channel遞交薪酬自動轉帳指令(滙豐及恆生銀行)



強積金/ 公積金管理

- 自動化強積金供款計算
- 為新入職的僱員計算正待撥入的強積金供款
- 支援強積金的付款結算書及Direct Feed
- 支援不同的自願性強積金供款計算公式

Payment Method: Direct Debit

Total MPF Amount: 31,433.06

Total Employee Contribution Amount: 13,215.04 Total Employee Voluntary Amount: 2,901.49

Total Employer Contribution Amount: 13,215.04 Total Employer Voluntary Amount: 2,101.49

Add Employee(s) to MPF Batch

Search

Existing Contribution	New Contribution	Terminate Contribution	Back-Payment Contribution	Pending Contribution					
Existing Contribution									
	Staff ID *	Last Name (Surname)	First Name	HKID / Passport No	MPF Period From	MPF Period To	Total Relevant Income Amount	Employee Contribution Amount	Employer Contribution Amount
1	+ 100001	Chan	Paul	A1234567	2014/04/01	2014/04/30	20,000.83	1,000.04	1,000.04
2	+ 155	Cheung	Tommy	D1234567	2014/04/01	2014/04/30	16,000.00	800.00	800.00
3	+ 170	Ho	Ben	E1234567	2014/04/01	2014/04/30	11,000.00	550.00	550.00
4	+ 221	Woo	Andy	G1234567	2014/04/01	2014/04/30	9,800.00	490.00	490.00
5	+ 225	Ma	Ray	H1234567	2014/04/01	2014/04/30	12,500.00	625.00	625.00
6	+ 248	Choi	Jason	I1234567	2014/04/01	2014/04/30	13,200.00	660.00	660.00
7	+ 254	Ng	Ken	J1234567	2014/04/01	2014/04/30	7,800.00	390.00	390.00
8	+ 29	Chan	Paul	A1234567	2014/04/01	2014/04/30	13,000.00	650.00	650.00
9	+ 61	Wong	Kenneth	B1234567	2014/04/01	2014/04/30	15,000.00	750.00	750.00
10	+ 8119	Choi	Bo Kwai	Y1044444	2014/04/01	2014/04/30	25,029.80	1,250.00	1,250.00

EDIF DEL RELOAD Page 1 of 2 View 1 - 10 of 22

Taxation



稅務管理

- 支援IRD 56 B/E/F/G/M表格
- 自動製作IRD的表格及以光碟提交文件

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2014 TO 31 MARCH 2015

Employee's tax file no. in Inland Revenue Department: _____ Sheet No.: 3 ****

1. Employer's File No.: 6A1-01234567
Name of Employer: Blue company

2. Surname of Employee or Pensioner: Chan
Other name in Full: Paul
Full name in Chinese: CHAN ****
A123456(7) ****

3. (a) H.K. Identity Card Number: _____
(b) Passport Number and country of issue: _____

4. Sex (M=Male, F=Female): M ****

5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married): 1 ****

6. (a) If married, full name of spouse: _____
(b) Spouse's H.K. Identity Card Number: _____
Spouse's Passport Number and country of issue (if known): _____

7. Residential address: _____

8. Postal Address: _____

9. (a) Capacity in which employed: Taxier
(b) If part time, the name of his/her principal employer (if known): _____

10. Period of employment for the year from 1 APRIL 2014 to 31 MARCH 2015: 01/04/2014 to 31/03/2015 ****

11. Particulars of income accruing for the year from 1 APRIL 2014 to 31 MARCH 2015

Particulars	Period	Amount (HK DOLLARS CENTS)
(a) Salary/Wages	01/04/2014 - 31/03/2015	10,000
(b) Leave Pay		
(c) Director's Fee		
(d) Commission/Fee		
(e) Bonus		
(f) Back pay, Payment in Lieu of Notice/Terminal Awards, or Gratuities		
(g) Certain Pensions from Retirement Schemes		
(h) Salaries Tax Paid by Employer		
(i) Education Benefits		
(j) Gains realized under Share Option Scheme		
(k) Any other Rewards, Allowances or Perquisites		
Nature: Medical Allowance	01/02/2014 - 28/02/2014	1,000
Nature: _____		
Nature: _____		
(l) Pensions		
	Total:	11,000 ****

12. Particulars of Place of Residence provided. (0=Not provided, 1=Provided)

(a) Address 1:

Nature	Period Provided	HK\$
Rent paid to Landlord by Employer		HK\$
Rent paid to Landlord by Employee		HK\$
Rent Refunded to Employee		HK\$
Rent Paid to Employee by Employer		HK\$

(b) Address 2:

Nature	Period Provided	HK\$
Rent paid to Landlord by Employer		HK\$
Rent paid to Landlord by Employee		HK\$
Rent Refunded to Employee		HK\$
Rent Paid to Employee by Employer		HK\$

13. Whether the employee was wholly or partly paid by an overseas company other in Hong Kong or overseas. (0=No, 1=Yes) 0 ****
If yes, please state:
Name of the overseas company: _____
Address: _____
Amount (if known) (This amount must also be included in item 11): _____

14. Remarks: _____

Signature: _____
Designation: ABC
Date: 27/03/2014

Employer's official stamp: _____

IR 56B



報告及報表

- 提供超過25種標準報告
- 以日期範圍, 個人資料, 公司資料, 部門資料等選項進行搜尋, 簡單易用
- 報告均支援Excel及PDF格式
- 支援客戶額外附加報告

The screenshot displays the RECKON Employee Payroll Monthly Report interface. The top navigation bar includes icons for Home, Employee, Leave, Attendance, Claims, Payroll, MPF / ORSO, Taxation, Report, and Security. Below this, a secondary menu lists various report types: Employee Report, Leave Report, Attendance Report, Claims Report, Payroll Report, MPF Report, ORSO Report, Taxation Report, and Custom Report. The main content area is titled "Employee Payroll Monthly Report" and features search filters for Start Date, To, Report Sorting (Staff ID), Report Format (PDF), and a Preview button. A search section includes a list of search categories (Department, Department, Department) and an Employee Status dropdown (All). Below the search section, there is an "Advanced Search" section with a table of employee data.

<input type="checkbox"/>	Last Name (Surname)	First Name	Chinese Name	Alias Name	Staff ID	Department Name	Title	Join Date	Last Employment Date
<input type="checkbox"/>	AAA	AAAA			AAA	Operation	aaa	2013/10/01	
<input type="checkbox"/>	ABC	ABC			ABC	Operation	aaa	2013/09/11	
<input type="checkbox"/>	Chan	Paul			100001	Operation	Tester	2013/10/01	
<input type="checkbox"/>	Chan	Paul			29	Operation	Tester	2013/03/01	
<input type="checkbox"/>	Chan	Kwok Ming	陳國明		E08	IT Department	Manager	2012/01/01	
<input type="checkbox"/>	Cheung	Tommy			155	Operation	Tester	2011/03/08	
<input type="checkbox"/>	Cheung	John			E07	Sales	Senior Sales	2011/09/21	2013/02/15
<input type="checkbox"/>	Cheung	Peter	張彼得		E06	HR	Admin	2012/06/20	
<input type="checkbox"/>	Choi	Bo Kwai	蔡寶榮	Monique	8119	Operation	Manager	2012/06/05	
<input type="checkbox"/>	Choi	Jason			245	Operation	Tester	2003/08/12	



權限設置/ 稽核日誌

- 自訂用戶角色 - 瀏覽及修訂權限
- 對敏感數據提供額外保護
- 以稽核日誌追溯一切過去的修訂

Role

Role Name * A Company Super Admin Role

Company * A Company

Available Functions

182 items selected

Approve Payroll Batch	-	Enable Generate BOC Data File Button	+
Attendance	-	Preview Long Service Payment Report	+
Attendance Report	-		
Audit Log	-		
Auto Pay Status	-		
Auto Pay	-		
Claims	-		
Claims Details Report	-		
Claims Report	-		
Company Account	-		
Company Bank Account	-		
Company Hierarchy	-		
Company Leave Plan	-		
Company Maintenance	-		
Company MPF Account	-		
Company Pay Type	-		
Company Setting	-		
Company Wizard	-		
Create Company	-		
Create Company Bank Account	-		
Create Company MPF Account	-		
Create Company Pay Type	-		
Create Payment	-		

Save And Add New Save Back To List

現正使用雲端人力資源管理系統的企業



惠安(香港)有限公司

ALFRED WONG

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RECKON
Total Staffing Solution