

Fast HRM Online

Faster operation, better governance

Human Resource Management
Software

FAST COMPANY OVERVIEW

Vietnamese Company name	Công ty Cổ phần Phần mềm Quản lý Doanh nghiệp
English Company name	Fast Software Company
Trade name	FAST
Date of establishment	June 11 th , 1997
Staff	Over 500 employees working in Ha Noi, HCM City and Da Nang.
Core Business	Develop, consult and implement information system supporting in business operation and management based on information technology.
Products & Services	<ul style="list-style-type: none">• Solutions for large and medium-sized businesses: Fast Business Online (ERP), Fast DMS Online, Fast CRM Online, Fast HRM Online• Accounting software for small and medium-sized businesses: Fast Accounting Online, Fast Accounting• Solution for electronic invoicing: Fast e-Invoice• Accounting software for training: Fast Accounting Online for Education• Customization according to specific requirements.
Objective	Become “ Long-lasting, reliable partner ” of customers, employees, shareholders, community and partners.
Slogan	Faster – Smarter.
Customers	Over 34,000 customers nationwide.
Awards	<p>11 Sao Khue Awards from Vietnam Software Association (VINASA)</p> <p>2 BIT-CUP (Best IT Product Cup) voted by end users</p> <p>18 gold, silver medals, certificate of merit, IT awards</p> <p>TOP 5 Software Businesses.</p> <p>Vietnamese National Talent Award organized by Dantri online newspapers, VNPT Group and Vietnam Television (VTV).</p>
Offices	Ha Noi Ho Chi Minh Da Nang
Hotline	1900-2130
Email	info@fast.com.vn
Website	www.fast.com.vn

(Report date December, 31th, 2020)

**Attention to: Board of Directors
Managers of functional departments**

FAST is a company specialized in developing and providing software and solutions supporting businesses in operation and management based on the information technology. These softwares and solutions make manual tasks automated; assist clever and creative works; help your business achieve the competitive advantages due to the information exploiting speed and ability.

FAST has been developing and providing different solutions, products and services:

- Solutions for medium and large size businesses:
 - **Fast Business Online** – Web-based Enterprise Resource Planning solution (ERP)
 - **Fast DMS Online** – Distribution Management System.
 - **Fast CRM Online** – Customer Relationship Management System
 - **Fast HRM Online** – Human Resource Management - Timecard - Payroll System
- Solutions for Small and Medium-sized businesses:
 - **Fast Accounting Online** – Accounting software on the cloud
 - **Fast Accounting** – Accounting software for medium and small size businesses
- Solutions for electronic invoice:
 - **Fast e-Invoice** – Solutions for electronic invoice
- Software for training:
 - **Fast Accounting Online for Education** – Accounting software for training.

Customer can choose software suitable for current size and requirements.

About services, FAST provides these following services:

- Solution selection consulting
- Requirement survey and analysis, software customization
- Software installation, setup, training, data conversion and implementation
- Software maintenance and support
- Software upgrade and expansion.

We enclose hereby introduction of **HRM Online** latest version – a Human Resource Management system authenticated copyright in 2005.

For further information about **FAST** and products and services, please do not hesitate to contact us at our offices in Ha Noi, Ho Chi Minh City and Da Nang or visit our website at www.fast.com.vn.

We are always at your hand.

Respectfully!

FAST HRM – OVERVIEW

Fast HRM is a web – based human resource management software that supports in recruitment, training, development, appraisal, dismissal... Fast HRM supplies multi-dementional information about employees such as personal information, skills, education, experience, achievement...

Fast HRM has been developed and completed since 2005 with over 170 customers.

Fast HRM supports in timekeeping, payroll, social insuarance, health insuarance and income tax calculation not only clearly but timely and accurately. Fast HRM allows to connect, read data from difference timekeeping devices.

Fast HRM contains these modules:

- System management
- Human Resource Management
- Recruitment management
- Timekeeping management
- Payroll and Personal Income Tax management
- Insurance management.

Fast HRM is developed on cloud computing platform with very fast processing speed (operations, processing, reporting...), supports in access to view reports and update data remotely, options to choose accounting currencies by foreign currencies or VND legally.

Fast HRM allows to choose Vietnamese or English interface and is updated the latest related regulations.

Flexibility

- Fast HRM has been developed with multiple choices matching with many types of business.

Utilities

- Register and approve annual leave via SMS
- Transfer data from spreadsheet (Excel...) into program
- Copy documents
- Restore password
- Self services.

Operations

- Simple and easy-to-understand design
- Flexible to declare workday, working shifts, detailed shift
- Deep resolution of working shift day to day after collecting data from timekeeper machines
- Detailed authorization by functions, information
- Authorization by manager, department...

FAST HRM – SYSTEM MANAGEMENT

“System management” supports users in information declaration for the entire software, manages user’ access.

Main functions

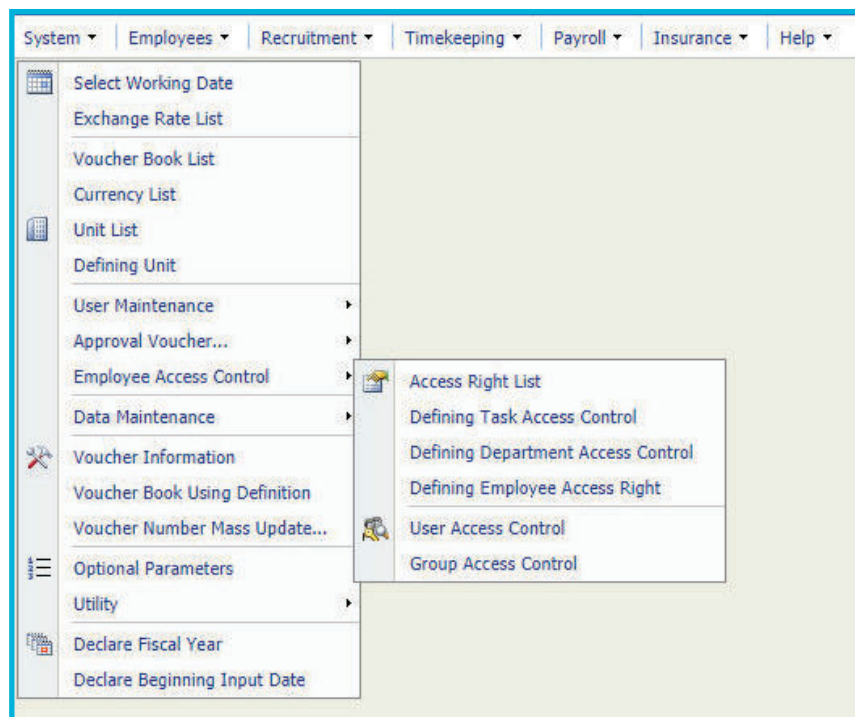
- Declare the starting date of inputting data
- Declare exchange rate list, update and record real exchange rate of all foreign currencies by time
- Declare base units, allow to manage separately each base. Managers can track database of multi base units (subsidiaries, branches...)
- Report data can be gathered separately by each base unit.

User management

- Access by username and password
- Enable to authorize for each user or user’group
- Enable to authorize for each department
- Access restriction to each menu, window, field and operation
- Authorize to each transaction processing operation: view, create, edit, delete, print
- Authorize to view, create, edit, delete in details by each base unit code for each user
- Functions relating to security: limit IP access, limit access IP by user and group of users.

Data management

- Back-up data automatically by user declaration
- Allow to lock data, forbid customization and addition of any document from the lock date past due
- Allow to lock data separately for all documents or each one
- Allow for data partition by year
- Quick query data by period.



HUMAN RESOURCE MANAGEMENT

“Human Resource Management” module allows to update employee information, recruitment time, training and appraisal working history of employee in detail.

This module contains these main menus:

- Human resource management
- Training management
- Appraisal management
- Tool and supply issue.
- Manage current status of employee: working, taking business trip, studying, leaving for personal reason, sick leave, absent, quit job...
- Allow to update information relating to passport/visa

1. Human resource management

Main functions

- Manage employees information: Personal information, education, working history, salary history, award, disciplinary...
- Allow to update employee's photo card and curriculum vitae
- Allow to update foreign language certificate information
- Allow to update speciality level and quick report of “Employee list by speciality”
- Allow to update type and nature of job, position...
- Present diagram and structure of enterprise by chart with “drill-down” function enable to view detailed information
- Supply engines to lookup and search employee easily
- Supply diverse report system with full information, ensure of human resource analysis and planning
- Integrated with timekeeping and payroll module to update timekeeping data, salary, allowance, personal income tax...

The screenshot displays the FAST HRM Online system interface. The top navigation bar includes links for System, Employees, Recruitment, Timekeeping, Payroll, Insurance, and Help. The left sidebar shows a tree view of departments and teams, with 'Accounting team 2' selected. The main content area is divided into two sections: 'Employee Information' and 'Personal Information'.

Employee Information Table:

No.	Employee ID	Employee Name	Gender	Date of Birth	Department	Position	Join Date	Status
0	ANTH	Trương Hoài An	Female	14/09/1987	Accounting team 2		01/01/2010	Working
0	CAUNH	Nguyễn Hữu Cầu	Male	26/08/1987	Accounting team 2		01/01/2011	Working
0	DUCNMB	Nguyễn Minh Bảo Đức	Male	31/08/1987	Accounting team 2		01/01/2008	Working
0	KHAITQ	Trần Quang Khải	Male	08/09/1987	Accounting team 2		01/01/2008	Working
0	LANTH	Trần Mai Lan	Female	25/08/1987	Accounting team 2		01/01/2010	Working
0	MDNHRB	Hồ Bảo Minh	Male	10/09/1987	Accounting team 2		01/01/2010	Working
0	MDNHFA	Phạm Anh Minh	Male	09/09/1987	Accounting team 2		01/01/2009	Working
0	NGANT	Nguyễn Thị Nga	Female	10/11/1986	Accounting team 2		01/01/2008	Working
0	PHATTH	Trần Hoàng Phát	Male	27/08/1987	Accounting team 2		01/01/2008	Working
0	PHUONGTTT	Trương Thị Thu Phương	Female	12/09/1987	Accounting team 2		01/01/2008	Working

Personal Information Section (for Employee ID PHUONGTTT):

Employee ID	PHUONGTTT		
Employee Name	Trương Thị Thu Phương		
Gender	Female		
Ordinal Number	0		
Place of Birth	TP. Hồ Chí Minh	Date of Birth	12/09/1987
ID Card No	635989452	Date of Issue	08/04/2002
Place of Issue		Expiry Date	
Nationality	VIET NAM	Ethnic	Tay
Religion		Marital Status	Single
Education Level	University	Graduation from	ĐH Hồ Chí Minh
Education Major	Financial Accounting	Graduation Date	30/09/2007

Employee change report

- Employee increase/decrease by department
- Employee transfer by department
- Employee statistics report by department and job position.

Employee statistics report

- Employee statistics report by year
- Employee statistics report by job nature
- Work seniority by department
- Employee turnover rate report
- Job leaving statistics by reason
- ...

General
FAST SOFTWARE COMPANY
Floor 3, CT13 Tower, VVV Area, Mid Tan, Nong To Lam Dist., Ho Chi Minh City
www.fast.com.vn

EMPLOYEE STATISTICS BY DEPARTMENT
Year: 2018

Department	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CTY	ABC Manufacturing-Construction-Trading Joint Stock Company	342	342	341	341	341	342	342	341	341	342	340	340
HNT-BGD		5	5	5	5	5	5	5	5	5	5	4	4
PHBGD												1	1
PHPSX		50	50	50	50	50	50	50	50	50	50	50	50
TSN01	Production team 1	24	24	24	24	24	24	24	24	24	24	24	24
TSN02	Production team 2	26	26	26	26	26	26	26	26	26	26	26	26
PTCKT	Accounting Department	9	9	9	9	9	10	10	9	9	9	9	9
PHPKT		49	49	49	49	49	49	49	49	49	49	49	49
TKT01	Technical team 1	25	25	25	25	25	25	25	25	25	25	25	25
TKT02	Technical team 2	24	24	24	24	24	24	24	24	24	24	24	24
PKD	Sales Department	13	13	13	13	13	13	13	13	13	13	13	13
PHPKD		54	54	53	53	53	53	53	53	53	54	53	53
TKD01	Sales Team 1	26	26	26	26	26	26	26	26	26	26	25	25
TKD02	Sales Team 2	27	27	27	27	27	27	27	27	27	27	27	27
PCKT	Technical Department	8	8	8	8	8	8	8	8	8	8	8	8
PHPKCT		54	54	54	54	54	54	54	54	54	54	54	54
TTCKT	Accounting team 1	28	28	28	28	28	28	28	28	28	28	28	28
TTCKT	Accounting team 2	26	26	26	26	26	26	26	26	26	26	26	26
PCSKH	Customer Care Department	3	3	3	3	3	4	4	4	4	4	4	4
PHPCSKH		44	44	44	44	44	44	44	44	44	44	44	44
TCN01	Customer Care team 1	23	23	23	23	23	23	23	23	23	23	23	23
TCN02	Customer Care team 2	21	21	21	21	21	21	21	21	21	21	21	21
PHPTSP		1	1	1	1	1	1	1	1	1	1	1	1

2. Training management

Main functions

- Manage in detail organization process of employee training course from planning, performing and result of each participant
- Track training demand from departments with skills and specialties in details
- Track training course information: content, form, training unit, trainer, expense, status...
- Supply full and in time statistics report, analyze training status and requirement...
- Transfer automatically all information of training process and result to track and manage in employee information menu.

View Training Course Information

Course Code: K003/2018 Create Date: 01/03/2018

Course Name: Khóa học đào tạo Kỹ năng giao tiếp Status: 2. Opening

Other Name: Communication Skills Training Course

Subject: KN002 Communication Skill

Training Provider: FAST

Training Type: NB Internal

Detail Resource Information Attachments Other

	Employee ID	Employee Name	Department	Job Position
1	GIANGNB	Nguyễn Bảo Giang	Sales Team 1	Employee
2	HAIHNTB	Nguyễn Thị Bích Hạnh	Sales Team 1	Employee
3	HANM	Nguyễn Mai Hà	Sales Team 2	Employee

New Edit Close

"Training Course Information" view screen

HUMAN RESOURCE MANAGEMENT

Utilities

- Output data from Excel files.

Training report

- Training requirement report
- Training plan report
- Training implementation report
- Training result detailed by course
- Trainee result report by employee
- Training requirement report by job position.

General
FAST SOFTWARE COMPANY
Floor 3, CTID Tower, VOV Area, 5th St, Tan Thuan Long Dist., Ho Chi Minh City, Vietnam
www.fast.com.vn

TRAINING REQUIREMENTS
Data from 01/01/2018 to 31/03/2018

Date Requested	Request Form No.	Department	Subject	Employee ID	Employee Full Name	Position	From Date	To Date
01/01/2018	YCH01	Sales Department	Communication Skill	DADAO	Nguyen Quoc Dai	Employee	01/01/2018	01/01/2018
				HAND	Nguyen Bach Huu	Employee	01/01/2018	01/01/2018
15/01/2018	YCH02	Production Department	Internal Training	BADAO	Le Quoc Bao	Employee	15/01/2018	01/01/2018
				CUONGGL	Luu Minh Cuong	Employee	15/01/2018	01/01/2018
01/02/2018	YCH03	Accounting Department	Internal Training	DIEMTK	Tran Thi Kieu Oanh	Employee	01/02/2018	01/02/2018
				LINHVIN	Nguyen Thi Ngan Linh	Leader	01/02/2018	01/02/2018
				NGANT	Nguyen Thi Nga	Leader	01/02/2018	01/02/2018
16/02/2018	YCH04	Customer Care Department	Customer Care Skill	CHAUNH	Nguyen Huu Chau	Leader	16/02/2018	01/03/2018
				DRUNGTD	Truong Duc Ding	Employee	16/02/2018	01/03/2018

MANAGER
(Signature, full name)

Date: / /
PREPARED BY
(Signature, full name)

"Training Requirements" report screen

3. Appraisal management

Main functions

- Manage process of appraisal employee performance by specific job criteria in detail
- Allow to declare appraisal criteria of working performance in detail by each employee
- Allow to track employee self-appraisal and manager appraisal separately
- Reflect comments of employee in time and completely during appraisal process
- Conduct detailed and summary report of employee appraisal.

Utilities

- Output data from Excel files.

Appraisal report

- Performance appraisal form
- Employee appraisal summary
- Multi-period appraisal summary
- Appraisal process report.

4. Tool and Supply Issue

Main functions

- Manage, allocate tool and supply to each specific department and employee in details
- Track tool and supply issue date, warning expiration date
- Track tool and supply requirement by job position, check warning system and forbid recording in case of duplicating code of tool and supply, department, job position and expiration date
- Track tool and supply expiry and decrease
- Transfer tool and supply quantity to next year.

	Employee ID	Employee Name	Tool & Supply Code	Tool & Supply Name	Quantity	Expiry Date
1	05B3-754	Lê Văn Thạch	CC001	Uniform	3	31/12/2018
2	00B3-222	Lê Sỹ Hùng	CC001	Uniform	2	31/12/2018
3	00B3-310	Lê Công Minh	CC001	Uniform	2	31/12/2018
4	00B3-418	Nguyễn Việt Sự	CC001	Uniform	2	31/12/2018
5	00B3-457	Lương Việt Thảo	CC001	Uniform	2	31/12/2018
6	00B3-682	Tổng Đức Thiện	CC001	Uniform	2	31/12/2018
7	01A2-381	Đặng Hồng Quân	CC001	Uniform	1	31/12/2018
8	01B3-301	Nguyễn Xuân Mạnh	CC001	Uniform	1	31/12/2018

"Tool & Supply Issue" view screen

Utilities

- Export data to Excel files.

Tool and supply report

- Tool and supply issue report
- Tool and supply decrease report
- Tool and supply issue status report by employee
- Tool and supply issue report by job position
- Tool and supply expiry report.

No.	Employee ID	Employee Full Name	Department	Position	Tool & Supply	Quantity	Issue Date	Expiry Date
1	00B3-222	Lê Sỹ Hùng	Human Resource Dept	Employee	Uniform	2	01/01/2018	31/12/2018
2	00B3-310	Lê Công Minh	Human Resource Dept	Employee	Uniform	2	01/01/2018	31/12/2018
3	00B3-418	Nguyễn Việt Sự	Sales Dept	Employee	Uniform	2	01/01/2018	31/12/2018
4	00B3-457	Lương Việt Thảo	Sales Dept	Employee	Uniform	2	01/01/2018	31/12/2018
5	00B3-682	Tổng Đức Thiện	Human Resource Dept	Employee	Uniform	2	01/01/2018	31/12/2018
6	01A2-381	Đặng Hồng Quân	Accounting Dept	Employee	Uniform	1	01/01/2018	31/12/2018
7	01B3-301	Nguyễn Xuân Mạnh	Accounting Dept	Employee	Uniform	1	01/01/2018	31/12/2018
8	01B3-343	Lê Hồng Nghĩa	Sales Dept	Employee	Uniform	1	01/01/2018	31/12/2018
9	02B2-286	Trần Xuân Long	Sales Dept	Employee	Uniform	1	01/01/2018	31/12/2018
10	02B3-505	Lê Đức Thuận	Accounting Dept	Employee	Uniform	1	01/01/2018	31/12/2018
11	04A3-159	Vân Thị Minh Hằng	Human Resource Dept	Employee	Uniform	1	01/01/2018	31/12/2018
12	05B3-718	Nguyễn Văn Hòa	Sales Dept	Employee	Uniform	3	01/01/2018	31/12/2018
13	05B3-734	Lê Văn Minh	Sales Dept	Employee	Uniform	3	01/01/2018	31/12/2018
14	05B3-737	Hoàng Văn Ngọc	Financial & Accounting Department	Employee	Uniform	3	01/01/2018	31/12/2018
15	05B3-754	Lê Văn Thạch	Accounting Dept	Employee	Uniform	3	01/01/2018	31/12/2018

"Tool & Supply Issue" report screen

TIMEKEEPING AND ANNUAL LEAVE MANAGEMENT

“Timekeeping and Annual leave management” module allows to track working time, leaving time of employees in details. This module contains these following menus:

- Timekeeping management
- Annual leave management.

1. Timekeeping management

Main functions

- Manage working/leaving time of employee in details
- Declare flexibly public holidays, weekly non-working days
- Manage working shift by detailed shift, workday, track employee late in/early out
- Register working shift schedule, overtime for employees easily
- Manage employee leave/absent by reason
- Register and approve annual leave via SMS
- Import timekeeping data from timekeeper machine or timekeeping manual
- Track employees with inaccurate timekeeping data
- Computing workday automatically, exactly and timely
- Allow to adjust employee workday
- Allow to adjust time in/time out
- Allow to adjust timekeeping department in case of employee working for multi-department in month
- Automatically transfer workday data to payroll module
- Conduct late in/early out report, detailed and summary analysis report of employee workday.

Timekeeping report

- Timesheet
- List of employee with inaccurate timekeeping data
- Detailed time record sheet
- Employee workday sheet
- Overtime sheet
- Early out sheet
- Employee late in/early out statistics
- Detailed leave time report
- Summary leave time report.

General
FAST SOFTWARE COMPANY
Floor 3, CT1B Tower, VOV Area, Me Tri, Nam Tu Liem Dist., Hanoi
www.fast.com.vn

DETAILED TIME RECORD SHEET
Date from 01/01/2018 to 31/03/2018

No.	Employee ID	Full Name	Shift	Detail	Actual Time		Regular Time		Hours	WD
					In	Out	In	Out		
Application Consulting Department 2										
1	0010	Ngô Thanh Long								
		01/01/2018	01	I	08:00	16:00	08:00	16:00	8.00	CT
		02/01/2018	01	I	08:00	15:00	08:00	15:00	7.00	CT
		03/01/2018	01	I	08:00	16:00	08:00	16:00	8.00	CT
		04/01/2018	01	I	08:00	14:00	08:00	14:00	6.00	CT
2	00108	Nguyễn Văn Hoàn								
		01/01/2018	01	I	08:00	17:00	08:00	17:00	8.00	CT
		02/01/2018	20	I	20:00	23:00	20:00	23:00	3.00	IA

HEAD OF HR DEPARTMENT
(Signature, full name)

Dated: _____
PREPARED BY
(Signature, full name)

2. Leave time management

Main functions

- Manage employee leave by regulation, implementation of annual leave
- Allow to declare additional annual leave (funeral/marriage leave...)
- Allow to declare additional annual leave for department, employee in case of working in hazardous environment, long business trip...
- Allow to register, approve and inform remained annual leave via SMS
- Track, update annual leave balance, limit annual leave balance from past year
- Transfer annual leave balance to next year.

"Edit Annual Leave Balance Input" screen

Annual leave report

- View approved annual leave request
- Detailed employee leave report
- Detailed employee annual leave report
- Summary employee annual leave report.

General
FAST SOFTWARE COMPANY
Floor 3, CT1B Tower, VOV Area, Me Tri, Nam Tu Liem Dist., Ha Noi
www.fast.com.vn

EMPLOYEE ANNUAL LEAVE SUMMARY REPORT
Date to: 31/03/2018
Department: Application Consulting Department 2

No.	Employee ID	Full Name	Seniority	Opening	Available	Used	Remaining
1	0009	Huỳnh Ngọc Tài	0,19	5,0	2,0	2,0	5,0
2	0010	Ngũ Thanh Long	1,24	3,0	12,0	1,0	14,0
3	00108	Nguyễn Văn Hoàn	20,67	3,0	16,0		19,0
4	0012	Nguyễn Thành Tâm	2,23	8,0	12,0	2,0	18,0
5	00147	Nguyễn Thị Loan	17,48	1,0	15,0	1,0	15,0
6	00148	Nguyễn Thị Lam	7,04	5,0	13,0		18,0
7	0016	Nguyễn Việt Ngọc	2,23	3,0	12,0	2,0	13,0

HEAD OF HR DEPARTMENT
(Signature, full name)

Dated: ____/____/____
PREPARED BY
(Signature, full name)

"Employee Annual Leave Summary Report" report screen

PAYROLL AND PERSONAL INCOME TAX MANAGEMENT

1. Payroll management

Main functions

- Manage salary, allowance, insurance and personal income tax of employee in details
- Allow to define pay type, salary computing period flexibly
- Option to salary computing currencies for each employee
- Apply minimum wage levels by region
- Diversify salary computing types: salary coefficient, fixed pay, product salary...
- Option to compute salary by workday or non-workday
- Apply salary coefficient, wage levels by effective date
- Declare working hour unit cost, product unit cost by effective date
- Update product quantity by employee or department
- Allocate product salary for employee by coefficient
- Track allowance, award/penalty of employee in detail
- Track salary advance of employee in detail
- Evaluate, reward employee periodically
- Compute salary, insurance, union' fee, personal income tax by current regulation
- Compute salary in details by department, workday, allowance and product type.

"Edit Employee Salary Information" screen

Utilities

- Export data to Excel files.

Payroll report

- Payslip
- Salary sheet detailed by department
- Department salary sheet
- Multi-period department salary sheet
- Multi-period department salary by pay type
- Employee product salary sheet
- Department product salary sheet
- Employee product salary allocation sheet
- Employee allowance detailed sheet
- Employee award, penalty detailed sheet.

Item	Amount
Actual Salary	9,700,000
Salary by Working Hour	2,813,000
Employee Product Salary	
Department Product Salary	
Piece Rate	
Additional Pay by Working Hour	
Overtime Pay by Working Hour	
Overtime Pay by Product Salary	
Overtime Pay by Piece Rate	
Night Shift Pay by Product Salary	
Award by Coefficient	
Allowance	150,000
Benefit	200,000
Other Allowance	
Award	
Penalty	
Other Income	
Other Deduction	
Social Insurance	40,000
Health Insurance	7,500
Unemployment Insurance	5,000
Union Due	
Total income	3,163,000
Personal Income Tax	196,980
Total	2,966,020
Advance	
Net Pay	2,966,020

"Payslip" report screen

2. Personal Income Tax management

Main functions

- Manage all information relating to personal income tax of employee
- Declare full information about taxpayer, family allowance, dependants
- Define taxable income type, tax exemption, reduction by regulation
- Conduct monthly/quarterly personal income tax report and annual finalization by current regulation.

"Edit Employee PIT Information" screen

Report

- Personal Income Tax declaration for paying salaries and wages (02/KK-TNCN)
- Personal Income Tax declaration for paying other income (06/KK-TNCN)
- Declaration of Personal Income Tax finalization for paying salaries and wages (05/KK-TNCN)
- List of Personal Income Tax on Salaries or Wages by partially progressive Tariff (05A/BK-TNCN)
- List of Personal Income Tax on Salaries or Wages by flat-rate tariff (05B/BK-TNCN)
- List of dependant information (05-3/BK-TNCN)
- Personal Income Tax on transferring values of securities listing (06/BK-TNCN)
- Declaration of Personal Income Tax finalization for paying other income (06/KK-TNCN).

No.	Article	Code	UOM	Person/Amount
1	Total number of laborers:	[21]	Person	3
	In there: Number of resident individuals with labor contract	[22]	Person	2
2	Total number of individuals with deducted PIT [23]-[24]-[25]	[23]	Person	2
2.1	Residents	[24]	Person	2
2.2	Non-residents	[25]	Person	2
3	Total taxable income paid to individuals [26]-[27]-[28]	[26]	VND	16.235.933
3.1	Residents	[27]	VND	11.693.000
3.2	Non-residents	[28]	VND	4.542.933
4	Total taxable income paid to individuals subject to tax deduction	[29]	VND	1.889.600
4.1	Residents	[30]	VND	
4.2	Non-residents	[31]	VND	1.889.600
5	Total deducted personal income tax	[32]	VND	353.920
5.1	Residents	[33]	VND	
5.2	Non-residents	[34]	VND	353.920
6	Total taxable income of premiums for life insurance and other optional insurance services provided by insurance companies not established in Vietnam	[35]	VND	1.991.933

"Declaration of Personal Income Tax Deduction" report screen

RECRUITMENT MANAGEMENT

Main functions

- Manage information about recruitment, applicant profile, result, interview
- Track recruitment requirement of departments by job position in details
- Allow to quick declare applicant information in detail: education, certificate, skills, experience, health...
- Allow to set up test and interview schedule in details by vacancies and rounds
- Update automatically applicant profile status after testing and interviewing
- Allow to send email automatically to applicants about test and interview schedule, recruitment decision, rejection...
- Record full and detailed information of rejected candidates for next recruitment to reduce recruitment expenses
- Supply full and in time statistics reports, recruitment status analysis, recruitment requirement...
- Transfer automatically all information of candidates to new employees for approved applicants.

"Recruitment Request Form" view screen

"Applicant Profile" view screen

Recruitment report

- Recruitment requirement report
- Recruitment information report
- Applicant profile report
- Test and Interview result report
- Recruitment activity summary report
- Vacancy status report
- Recruitment statistics report by channel
- Recruitment statistics report by source.

General
FAST SOFTWARE COMPANY
Floor 3, CT10 Tower, VNU High-Tech Park, Hanoi
www.fast.com.vn

RECRUITMENT REQUIREMENTS
Date from 01/01/2018 to 31/03/2018

Date Requested	Request Form No.	Department	Vacancy	Quantity	Required Skills	From Date	To Date
31/01/2018	001	Accounting Department	Accountant	3	1-2 years working experiences in Accounting	01/02/2018	01/03/2018
01/02/2018	002	Sales Department	Employee	5	More than 1 year working experience, good at communication skill	01/02/2018	01/03/2018
01/03/2018	003	Producing Department	Worker	100	More than 2 years working experiences	01/03/2018	01/03/2018
01/03/2018	004	Board of Directors	Director	2	At least 7 years working experiences	01/03/2018	01/03/2018
			Vice Director	3	At least 7 years working experiences	01/03/2018	01/03/2018
			Chief of Accounting	5	At least 5 years working experiences	01/03/2018	01/03/2018

MANAGER
(Signature, full name)

PREPARED BY
(Signature, full name)

"Recruitment requirement" report screen

INSURANCE AND CONTRACT MANAGEMENT

Main functions

- Manage social, health and unemployment insurance history of employee
- Manage, track quantity of employees requesting for Social and Health Insurance Book
- Manage information about labour contracts, appendix of labour contracts
- Track, pay in time allowance for employees by regulation: maternity, sick leave, convalescence
- Conduct all reports of Social, Health and Unemployment Insurance by current regulation
- Update insurance information summary input
- Transfer insurance information to next year.

"Employee Insurance and Union Due Information" view screen

Insurance report

- Social and Health Insurance declaration
- List of employees participating in insurance
- List of employees requesting for insurance profile change
- List of employees with Social Insurance benefits
- List of employees without Social insurance book, Health Insurance card
- List of employees participating in insurance in month.

No.	Full Name	SI No.	Position	Job title and working place	Contribution Rate	Health Insurance	Health Year 1st	Health Year 2nd	Health Year 3rd	Health Year 4th	Health Year 5th	Health Year 6th	Health Year 7th	Health Year 8th	Health Year 9th	Health Year 10th
EMPLOYEES JOINING SOCIAL INSURANCE No. 1 Month 1 Year 2018																
Sub-totals																
Social Insurance																
1	Ngõ Thanh Long	0010	TK2 Staff		4,000,000											
2	Nguyễn Văn Hoàn	00108	TK2 Staff		5,700,000											
3	Nguyễn Thành Tâm	0012	TK2 Staff		5,000,000											
4	Nguyễn Thị Loan	00147	TK2 Staff		5,000,000											
5	Nguyễn Việt Ngọc	0016	TK2 Staff		5,000,000											
Total Sub:					22,700,000											
Health Insurance																
1	Ngõ Thanh Long	0010	TK2 Staff		3,200,000											
2	Nguyễn Văn Hoàn	00108	TK2 Staff		3,200,000											
3	Nguyễn Thành Tâm	0012	TK2 Staff		3,200,000											
4	Nguyễn Thị Loan	00147	TK2 Staff		3,200,000											
5	Nguyễn Việt Ngọc	0016	TK2 Staff		3,200,000											
Total Sub:					16,000,000											

"Employees Joining Insurance Social Health Insurance" report screen

Contract report

- List of employees without contract
- List of employees with expired contract
- List of employee completing probation period
- Employees with labour contract due to be expired
- Employees statistics by contract type.

No.	Employee ID	Employee Full Name	Department	Position	Join Date
1	0010	Ngõ Thanh Long	Application Consulting Department 2	TK2 Staff	01/01/2017
2	00108	Nguyễn Văn Hoàn	Application Consulting Department 2	TK2 Staff	31/07/1997
3	0012	Nguyễn Thành Tâm	Application Consulting Department 2	TK2 Staff	07/01/2016
4	00147	Nguyễn Thị Loan	Application Consulting Department 2	TK2 Staff	08/10/2000
5	0016	Nguyễn Việt Ngọc	Application Consulting Department 2	TK2 Staff	07/01/2016

HEAD OF HR DEPARTMENT
(Signature, full name)

PREPARED BY
(Signature, full name)

"Employees without Labor Contract" report screen



Ha Noi

Da Nang

Ho Chi Minh

Email: info@fast.com.vn | Website: www.fast.com.vn