

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, Fast Accounting Online for Bookkeepers 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 42,000 customers nationwide.
Awards	<p>12 Sao Khue Awards from Vietnam Software Association (VINASA)</p> <p>2 BIT-CUP (Best IT Product Cup) voted by end users</p> <p>TOP 5 Software Businesses</p> <p>Top 10 Vietnam IT services and solutions companies</p> <p>Top 10 Make In Viet Nam award</p> <p>Vietnamese National Talent Award organized by Dantri online newspapers, VNPT Group and Vietnam Television (VTV)</p> <p>18 gold, silver medals, certificate of merit, IT awards.</p>
Offices	<p>Ha Noi</p> <p>Ho Chi Minh</p> <p>Da Nang</p>
Hotline	1900-2130
Email	info@fast.com.vn
Website	www.fast.com.vn

(Report date: 31 December 2022)

Attention to: **Board of Directors**
Chief Accountant
IT Manager

FAST is a company specializing in developing and providing software and solutions supporting businesses in operation and management based on information technology (IT) platform. These software and solutions make manual tasks automated, boost smart and creative works, support businesses achieving competitive advantages due to the speed and ability of exploiting information.

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

- Solutions for large and medium-sized businesses:
 - **Fast Business Online** – 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** – Accounting software for small and medium-sized businesses.
 - **Fast Accounting Online** – Cloud-based Accounting software.
 - **Fast Accounting Online for Bookkeepers** – Cloud-based Accounting software for profession accounting service companies and persons.
- Solutions for electronic invoice **Fast e-Invoice**.
- Solution for e-contract management **Fast e-Contract**.
- Software for training **Fast Accounting Online for Education**.

Customers can choose software suitable for current size and requirements.

In addition to above solutions, **FAST** provides these following services:

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

We enclose hereby introduction of Fast HRM Online latest version - a Human Resources Management system authenticate 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 ONLINE – OVERVIEW

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

Fast HRM Online has been developed and completed since 2005 with over 200 customers are using.

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

Fast HRM Online contains these modules:

1. Human Resource Management.
2. Recruitment management.
3. Timekeeping management.
4. Payroll management.
5. Personal Income Tax management.
6. Insuarance management.
7. Self-service.

Fast HRM Online 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 Online allows to choose Vietnamese or English interface and update the latest related regulation.

Flexibility

- Multiple choices matching with many types of business.
- Customization according to specific requirements.

Utilities

- Register and approve annual leave via SMS, email, Mobile App.
- 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...

Self-service

- Allows employees the right to view/input personal information/requests which reviewed by superiors before the implementation:
 - Views and updates personal information (if any).
 - Views personal reports: Details Time Record Sheet, Workday Sheet, Employee Annual Leave Summary, Payslip...
 - Makes requests: Leave or Vacation Requests, Business Trip, Tools and Supply Requisition.
- Managers can send messages and notifications to each employee or the entire group via the chat box or through the System Announcement Entry function.

FAST HRM ONLINE – SYSTEM MANAGEMENT

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

Main functions

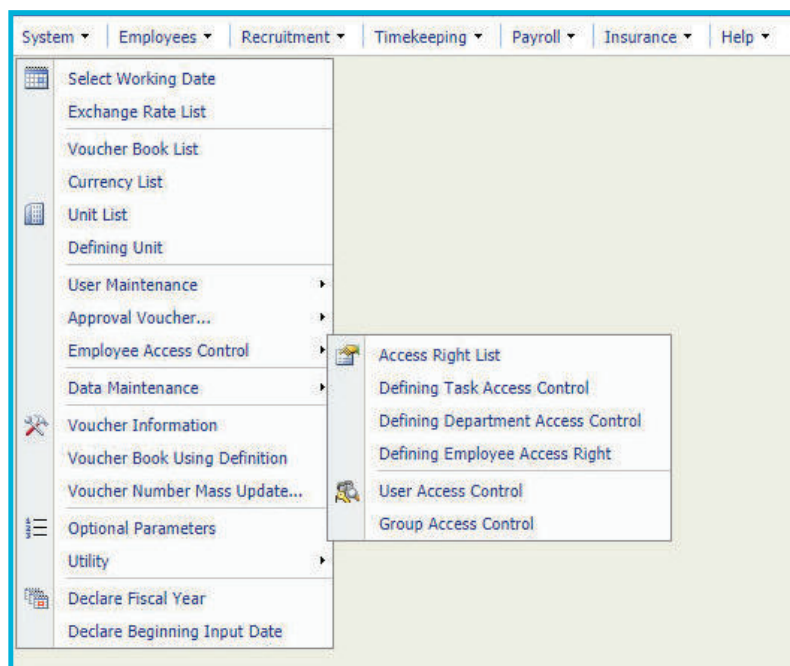
- Declare the starting date of inputting data.
- Declare exchange rate list, update and record real exchange rate of all foreign currencies by time.
- Declare base units, allow to manage separately each base. Managers can track database of multi base units (subsidiaries, branches...).
- Report data can be gathered separately by each base unit.
- Flexibility declaration by approval indicator to satisfy specific requirements of multi-level approval of each business: Sequential and parallel workflow.
- Allow to approve sequential or parallel for each vouchers.

User management

- Access by username and password.
- Enable to authorize for each user or user’group.
- Enable to authorize for each department, define task access or employee access right.
- Multi-level approval roles by vouchers (Recruitment Request, Tool & Supply Requisition, Training Request, Leave or Vacation Request,...).
- 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.

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...
- 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.
- Monitor the progress of health, maternity...
- Expiration warning of contracts, probationaries, diplomas, certificates and other documents...
- Warning contract expiration date.
- 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.
- Using user-defined queries in employee database for analytics.
- Allow users to query information fields.
- Allow to makes/ approve request (Training requirement, Tools and Supply Requisition, updates personal information...) via email, Mobile App.
- Supply diverse report system with full information, ensure of human resource analysis and planning.
- Connect tightly to timekeeping and payroll module to update timekeeping data, salary, allowance, personal income tax...

The screenshot displays the FAST HRM ONLINE web application. The top navigation bar includes links for System, Employees, Recruitment, Timekeeping, Payroll, Insurance, and Help. The left sidebar shows a tree view of the organizational structure, including departments like Technical team 2, Sales Department, Accounting team 1, and Customer Care Department. The main content area is titled 'Employee Information' and contains a table with columns: No., Employee ID, Employee Name, Gender, Date of Birth, Department, Position, Join Date, and Status. Below the table, there is a detailed view of an employee's personal information, including fields for Place of Birth, ID Card No., Date of Birth, Date of Issue, Expiry Date, Nationality, Religion, Ethnic, Marital Status, Education Level, and Education Major.

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	CAU/PH	Nguyễn Hữu Cầu	Male	26/08/1987	Accounting team 2		01/01/2011	Working
0	DUCNHB	Nguyễn Đình 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	MINHHA	Hồ Bảo Minh	Male	10/09/1987	Accounting team 2		01/01/2010	Working
0	MINHHA	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

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	035999452	Date of Issue	06/04/2002
Place of Issue		Expiry Date	
Nationality	VIET NAM	Ethnic	Tày
Religion		Marital Status	Single
Education Level	University	Graduation from	ĐH Hồ Chí Minh
Education Major	Financial Accounting	Graduation Date	30/06/2007

Employee changes 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
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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
PHPTCKT		54	54	54	54	54	54	54	54	54	54	54	54
TTCK01	Accounting team 1	28	28	28	28	28	28	28	28	28	28	28	28
TTCK02	Accounting team 2	26	26	26	26	26	26	26	26	26	26	26	26
PCSK01	Customer Care Department	3	3	3	3	3	4	4	4	4	4	4	4
PHPCSK01		44	44	44	44	44	44	44	44	44	44	44	44
TCCK01	Customer Care team 1	23	23	23	23	23	23	23	23	23	23	23	23
TCCK02	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
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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 Han	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
				CUONG M	Le 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
				LINHVN	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	CHAUINH	Nguyen Huu Chau	Leader	16/02/2018	01/03/2018
				DUONGTD	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 (Touch ID, Face ID, Time attendance card...) 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.
- Detailed and Summary working time report.

General
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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	1	08:00	16:00	08:00	16:00	8.00	CT
			02/01/2018	01	1	08:00	15:00	08:00	15:00	7.00	CT
			03/01/2018	01	1	08:00	16:00	08:00	16:00	8.00	CT
			04/01/2018	01	1	08:00	14:00	08:00	14:00	6.00	CT
2	00108	Nguyễn Văn Hoàn									
			01/01/2018	01	1	08:00	17:00	08:00	17:00	8.00	CT
			02/01/2018	20	1	20:00	23:00	20:00	23:00	3.00	LA

Date: _____

HEAD OF HR DEPARTMENT

(Signature, full name)

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.
- Allow create/approve leave or vacation requests from departments via email, Mobile App.
- 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
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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.
- Optional currency on salary computation for each employee.
- Apply minimum wage levels by region.
- Diversify salary computing types: Salary coefficient, fixed pay, product salary, salary scale.
- Option to compute salary by workday or non-workday.
- Optional contributions for each employee.
- 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.
- Auto generate and post salary transaction to payroll ledger.
- Automatically transfer.

"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
2	In there: Number of resident individuals with labor contract	[22]	Person	2
3	Total number of individuals with deducted PIT [23]-[24]-[25]	[23]	Person	2
3.1	Residents	[24]	Person	2
3.2	Non-residents	[25]	Person	2
4	Total taxable income paid to individuals [26]-[27]-[28]	[26]	VND	16.235.933
4.1	Residents	[27]	VND	11.693.000
4.2	Non-residents	[28]	VND	4.542.933
5	Total taxable income paid to individuals subject to tax deduction	[29]	VND	1.889.600
5.1	Residents	[30]	VND	353.920
5.2	Non-residents	[31]	VND	1.889.600
6	Total deducted personal income tax	[32]	VND	353.920
6.1	Residents	[33]	VND	353.920
6.2	Non-residents	[34]	VND	1.991.933
7	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.
- Tracking recruitment expenses or charge by recruitment service packs, by month or year.
- Sending multiple emails: Application invitation, rejection letter, notification of application.
- Push batch SMS recruitment notifications.
- 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...
- Allow create/approve leave or vacation requests from departments via email, Mobile App.
- Using user-defined queries in employee database for analytics.
- 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.

Position Code	Position Name	Quantity	Required Skills	Date from
KTV	Accountant	3	1-2 years working experiences in Accounting	01/02/2018

Total: 3

"Recruitment Request Form" view screen

Period Code: RM001 Recruitment in January

Applicant ID: CDO01

Full Name: Nguyễn Thị Vân Anh Gender: 2. 1 - Male, 2 - Female

Date of Birth: 19/12/1995

Place of Birth: Thành phố Hồ Chí Minh

Date Applied: 15/01/2018

Status: 01 Considering

General Information | Personal | Health | Educational | Working History | Foreign Language | Certificate | Attachments

Vacancy: KTV Accountant

Department Applied: PKET

Desired Salary: 10 000 000 Start Working Date: 01/02/2018

Ref Channel: 09 Other

Ref Source: 05 Employee introduce

Referred by:

Address: 125 CHTS, P3, Quận Tân Bình, TPHCM

Mobile Phone: 0389123654

Email Address: AnhNTV@gmail.com

Note:

"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 1, CTB Tower, VTC Area, Mo Tai, Nam Tu Liem Dist., Ha Noi
www.fast.com.vn

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

Date Request	Request Form No.	Department	Vacancy	Quantity	Required Skills	From Date	To Date
01/01/2018	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	Production Department	Worker	100	More than 2 years working experience	01/03/2018	01/03/2018
01/03/2018	004	Board of Directors	Director	2	At least 7 years working experience	01/03/2018	01/03/2018
			Vice Director	2	At least 7 years working experience	01/03/2018	01/03/2018
			Chief of Accounting	2	At least 5 years working experience	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

- Manages the whole process of employees' involvement in social insurances, health insurances, unemployment insurances, detailed insurances ratio controlled flexibly for each 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.
- Exports report templates for insurance declarations (Increasing or decreasing in labor, payment adjustments...); allowing the interface with the third party e-insurance software solutions.

"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.

"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.

"Employees without Labor Contract" report screen



Ha Noi

Da Nang

Ho Chi Minh

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