



Beehive of HR and Payroll outsourcing

www.hrbee.com

hrbee Services

A. Payroll Services:

- a. Generate / Reverse payroll
- b. Standard online pay slip
- c. Payroll main reports (audit reports)
- d. Person file (insert/update)
- e. Generate job offer & employment contract
- f. Standard letter (Salary & Service certificates)
- g. Financial variations (Additions & Deductions)
- h. Expenses reporting
- i. Time attendance reporting
- j. Overtime calculations and processing
- k. Gratuity calculation (country standard law - Labor law)
- l. Government corms (taxation, social insurance)
- m. Employee web access (Inquire Personal info)
- n. Taxation (country standard law)
- o. Social insurance (country standard law)

B. Leave & Annual Tickets Management Services:

- a. Standard Leave types (Annual, sick, unpaid, ...)
- b. Leave request (workflow)
- c. Cancel leave request (workflow)
- d. Return from leave request (workflow)
- e. Leave Balance adjustment (workflow)
- f. Inquire leave details (balances, leave history, ...)
- g. Annual Ticket request (workflow)
- h. Routes prices maintenance
- i. Managerial reports & statistics (remaining leave %, employees leaves, tickets balance, ...)

C. Business Trips:

- a. Ability to define per-diem, transportation, accommodation and travel-days rates
- b. Business Trip request with or without advance payment request (workflow)
- c. Business Trip Request Change (workflow)
- d. Business Trip claim & expenses reconciliation based on defined rates, trip period & advance payment amount (workflow)
- e. Ability to run a report showing Detailed cost of the trips