ThaiSoftware Enterprise

www.genius.in.th

Leave Online Program

Company Profile

Human resource management in the organization is the heart of all businesses and every company. Thai Software Enterprise, the leader of accounting system development, has been growing for more than 10 years, with ISO 9001: 2008 as our quality standard guarantee. We are determined to explore and invent the most effective systems to support the needs of executives and human resource staff, ensuring that their work run smoothly and completely. We support all sizes and all types of business to grow sustainably with a strong foundation. You can trust our professional team and representatives. We are your assistance, prepared and ready to serve you with understanding and expertise.

General Description of GENIUS Leave Online Program

GENIUS Leave Online is a program that supports GENIUS PR (payroll program) and GENIUS TA (time recording program). It has been developed into a 100% complete web application, working through the system of Cloud Computing to make it most appropriate for applying with the work and convenient for users, reducing cost, and increasing efficiency. The program is very suitable for employees at work sites because they will be able to apply for a leave anytime, anywhere. Checking leave records and sending leave information to their managers can be done online immediately.

Benefits of GENIUS Leave Online Program

❑ **For Executives:** Satisfaction in finding that this investment is valuable in every way

- Human resource management can be done quickly with a leave record summary report for future work force planning.
- Enable effective cost control and expense control.
  - Accessible from computer, tablet, and smart phone
  - Pay only a little for a space on the internet
  - No need to pay a huge amount for computer server
  - No need to pay a huge amount for software copy right
- Enable effective human resource management that increases work efficiency of the organization.
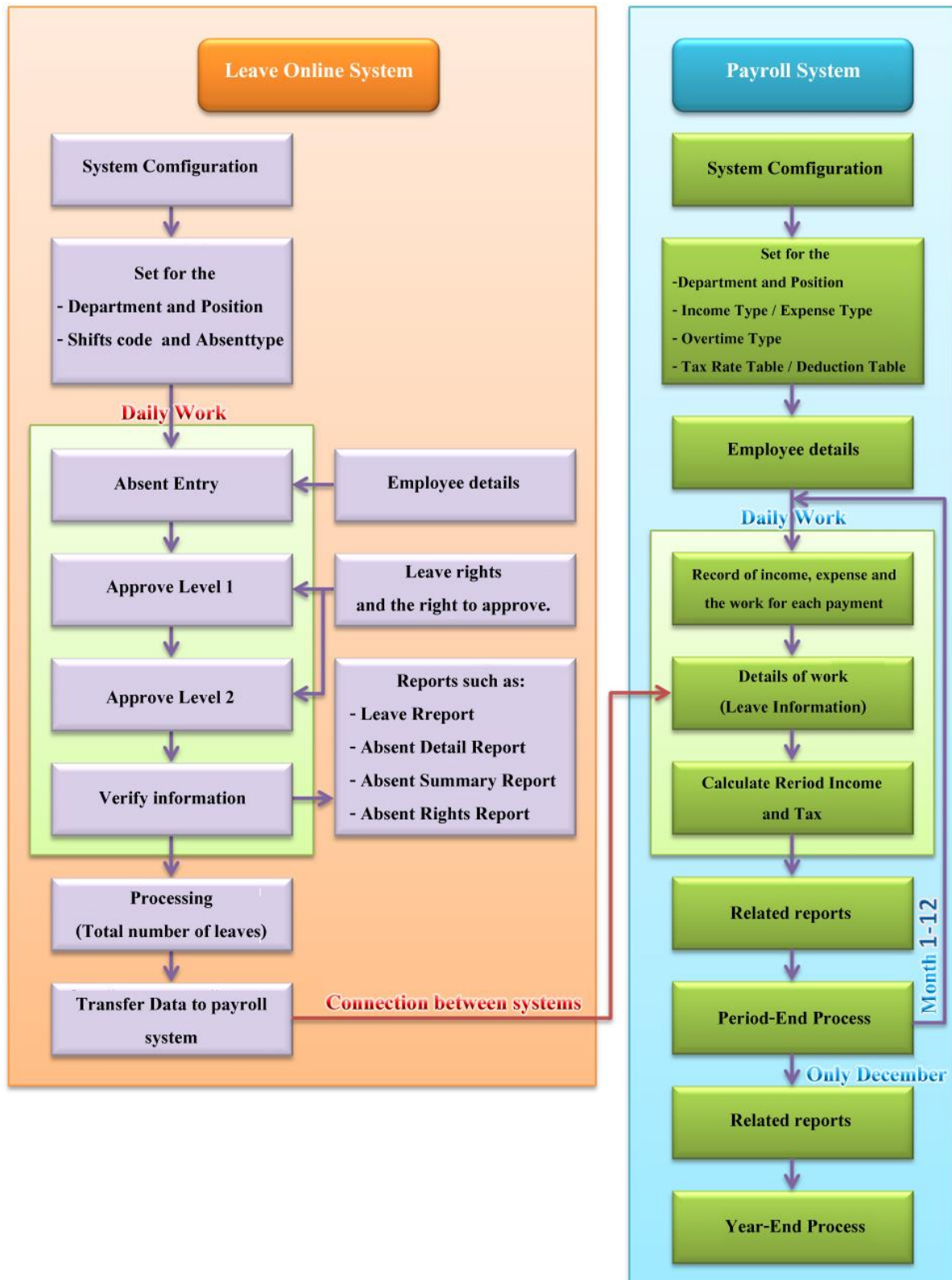- Building good corporate image for the business.

Marketing   หน้าที่ 1 / 7   SP-GENiUS Leave Online - English

SP-MKT-217-00   ThaiSoftware Enterprise Co., Ltd.   14/5/15

19/26 Chuanchen Modus Centro, Soi Cheng Watthana-Pak Kre 41,Chaeng watthana Road, Khlong Kluea, Pak Kret, Nonthaburi,Thailand 11120

Tel : 0-2575-3959 Fax : 0-2575-3963 Web Site : www.genius.in.th E-mail : info@thaisoftware.co.th

❑ **For general employees:** Faster and more convenience leave application, freedom to check their leave records from anywhere

❑ **Supervisors:** Able to approve leave applications through email and able to check the leave records of subordinates anytime and anywhere

❑ **Human Resource Staff:** Able to summarize leave information of employees faster and more accurately

❑ **IT Staff:** No need to manage the software because it does not install on the company's server. The program can be used instantly through the internet.

General Characteristics of GENIUS Leave Online Program

❑ Can be used through the internet 100%, accessible from computer, tablet, and smart phone.

❑ Information can be recorded simultaneously from many computers, no limit on the number of users

❑ Has security system that divides roles and responsibilities of each user, therefore, the information is kept confidential and inaccessible for those without permission

❑ Reports can be printed immediately with full information on management, analysis, and summary. It has standard form, so there is no need to create your own report form.

❑ Able to store data about employees and leave records for further analysis

❑ Has reliable data security by standard automatic data back-up system

Flow Chart

Leave Online System

- System Comfiguration
- Set for the
  - Department and Position
  - Shifts code and Absenttype

Daily Work

- Absent Entry ← Employee details
- Approve Level 1
- Approve Level 2
- Verify information

Leave rights and the right to approve.

Reports such as:
- Leave Rreport
- Absent Detail Report
- Absent Summary Report
- Absent Rights Report

- Processing (Total number of leaves)
- Transfer Data to payroll system

Connection between systems

Payroll System

- System Comfiguration
- Set for the
  - Department and Position
  - Income Type / Expense Type
  - Overtime Type
  - Tax Rate Table / Deduction Table
- Employee details

Daily Work

- Record of income, expense and the work for each payment
- Details of work (Leave Information)
- Calculate Reriod Income and Tax
- Related reports
- Period-End Process

Month 1-12

Only December

- Related reports
- Year-End Process

Special Characteristics of GENIUS Leave Online Program

- ❑ The tasks are clearly divided:
  - Record leaves and verify leaves that are approved, unapproved, and waiting for approval
  - Approve leaves as well as check leave entitlement and leave history records before approving
  - Transfer data into GENIUS TA or GENIUS PR

- ❑ Users are divided into 3 groups:
  - General employees
  - Executives/Supervisors
  - Human Resource Staff

- ❑ Employees record their leaves
  - Employees can record their leaves and the reason for leaves by themselves.
  - Employees can check their own leave entitlement (allowance) and check if their leave application has the right to be approved.
  - In case of sick leave, employees can submit information from their medical certificate with their leave application for approval.
  - Employees can apply for half-day leave or consecutive-days leave.
  - Employees can both print out the leave application form and send it by email to their superiors and other related persons.
  - Employees can present their leaves in days, hours, minutes, or the number of times that they take leave.

- ❑ At maximum, there are two levels of approval, in each level there are first authorized person (main) and second authorized person, in case that the main one is unable to perform his/her role.

- ❑ The right to have one's leave approved can be considered according to the department that the applicant belong to or the position of the applicant

- ❑ Executives and supervisors can instantly see the list of employees applying for leave and check their leave history records for approval consideration.

- ❑ In case that the application is not approved, the executives can state their reason(s).

- ❑ In case that the leave is approved but the employees want to cancel it, they can do so by themselves or informing their superior about the changes.

- ❑ Human Resource Department can easily check the total number of leaves of employees for the whole year or in any particular period.

- ❑ Human Resource Department can check the rights to approve leave and the leave records of executives or heads of departments.

- ❑ The maximum leave entitlement can be accumulated or used in each type of leave by days, hours, minutes, and number of times.

- ❑ The program supports the maintaining of unused leave entitlement (such as vacation leave) to be kept and used in the next year.
- ❑ The program allows you to specify maximum leave entitlement differently for monthly employees, daily employees, or hired individuals.
- ❑ The program supports the increasing of leave entitlement by allowing the adjustment of the maximum leave entitlement according to the department, the position, the date that the employee starts working, and length of employment.
- ❑ The right to use the program can be determined according to group users and individual users.
- ❑ Standard shifts can be specified so that leaves can be recorded and calculated by length of time that an employee takes leave in a day.

Capacity of GENIUS Leave Online Program

1. **Logging into the system**
   - ❑ Three parts of information are required: username, password, and company code

2. **Changing password**
   - ❑ Employees can change their own password when they are logged in.

3. **The right to use the system**
   - ❑ The system will show a menu that explains which parts the employees are allowed to access, according to their work

4. **Specifying types of leave**
   - ❑ Types of leave can be specified in codes and names, as many as 20 names
   - ❑ Maximum days of leave can be specified for each type of leave

5. **Specifying maximum leave entitlement**
   - ❑ Maximum leave entitlement can be specified according to type of leave, position, and each individual employee

6. **Recording details of leave (adding-changing-cancelling leaves)**
   - ❑ Able to add, change, and cancel leave applications
   - ❑ Able to cancel approved leave application

7. **Leave approval (by superiors/authorized persons)**
   - ❑ Only accessible for employees who have the right to use the system
   - ❑ Showing leave applications waiting for approval (of employees under one's supervision only)
   - ❑ Authorized person can approve/ not approve/ cancel only applications that are waiting for approval

8. **Verifying leaves (Human Resource/authorized person)**
   - ❑ Only human resource staff or authorized person can verify employee's leaves according to their rights

9. **Determining the right to access online leave system**
   - ❑ The rights can be given to group users and individual users

10. **Reports**
    - ❑ Leave details (employee)
    - ❑ Leave details (superior/authorized person/ HR)
    - ❑ Leave summary by department
    - ❑ Leave summary of individual employee
    - ❑ Leave entitlement
    - ❑ Group users
    - ❑ Employee level

What the program requires

- ❑ Computer /notebook
- ❑ Tablet
- ❑ Smartphone
- ❑ Ability to connect to the internet

19/26 Chuanchen Modus Centro, Soi Cheng Watthana-Pak Kre 41,Chaeng watthana Road, Khlong Kluea, Pak Kret, Nonthaburi,Thailand 11120

Tel : 0-2575-3959 Fax : 0-2575-3963 Web Site : www.genius.in.th E-mail : info@thaisoftware.co.th

Membership Privileges

- ❑ Use the latest version without having to install the program
- ❑ Get advice from expert via telephone
- ❑ Able to check the information through the internet immediately to find the problem and find the right solutions for it in a short time.
- ❑ Getting advice before using

Special supplementary services

- ❑ Training team
- ❑ Program improvement team

Thai Software…the heart of Thai Economics

Leader of software production and development with the standard of ISO 9001:2008