

## Introduction

**Psoft** payroll software is designed to help small & medium Enterprises ( SME ) or companies to streamline their business operations. **Psoft** payroll software will help in the sense that the business's payroll bookkeeping and management will be made much easier and more accurate. Thus increase the business efficiency and profitability.

**Psoft** is a windows based payroll system that include all the aspects of all the SME business. **Psoft** provides personnel maintenance, payroll manager and government report modules. The personnel maintenance will help maintain the business's employee personnel records, annual leave report and allowance/ deduction file. The payroll manager will calculate and process employee's half-monthly or monthly salary based on the number of days worked, overtime done and leaves taken. And print out the employee pay slip & management report. Similarly the government report module will be able to generate various government reports like the monthly CPF91, Foreign worker levy (FWL) and Skill development Levy (SDL) reports. Besides it also helps to generate the annual IR8A for Inland Revenue Authority submission.

All these payroll transactions can be entered into the **Psoft** easily through the **Psoft**'s user friendly window menu. And once entered, the data are processed immediately. That is to say that once we key in the transaction into **Psoft**, it will immediately tell us the payroll state of our business.

**Psoft** has a strong local support team to help users to implement their payroll system and ensure that the users can apply **Psoft** in their business effectively and efficiently. That means to say users do not have to worry about after purchasing the software and then do not know how to use it, because with **Psoft**, there is always someone in the Hotline to help, with just a call away!!!

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- Restday And Holiday worked

#### 1.2 Process Pay

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