

## Address

187/7 Dien Bien Phu Street, DaKao Ward,  
Dictrist 1, TP. Ho Chi Minh

Phone: (84-28) 7106 3200 - Fax:(84-28) 3823 0599  
Email: sales@vitda.vn - Website: www.vitda.vn



## Solution

# HUMAN RESOURCE MANAGEMENT online

Version: 6.0.3



# Introduction

Have you ever used an online HR management software solution that delivers up to 65% immediate efficiency after 3 months of operating the system? With 10 years experience in deploying HR software. We are very pleased to bring this solution to you.

VHRO 6.03 is the Online HR solution, Full-featured, high-end enterprise-class, an overall management tool in the Human Resources field - the salary that a professional HR administrator needs. With 10 modules provided in the system, will meet the needs of the management of enterprises. Use the most advanced technology, help you business management 24/7. Work anytime, anywhere.

Tax settlement? 5 minutes is the balance sheet of salary to the tax authorities integrated with the report to the HTKK. Insurance? 2 minutes is an excerpt.

You can access any kind of device on the system. With the new display technology. No longer rely on work equipment anymore. You can work with any type of device you have access to the software.

## COMPATIBLE WITH ALL BROWSERS



GOOGLE CHROME



MOZILLA FIREFOX

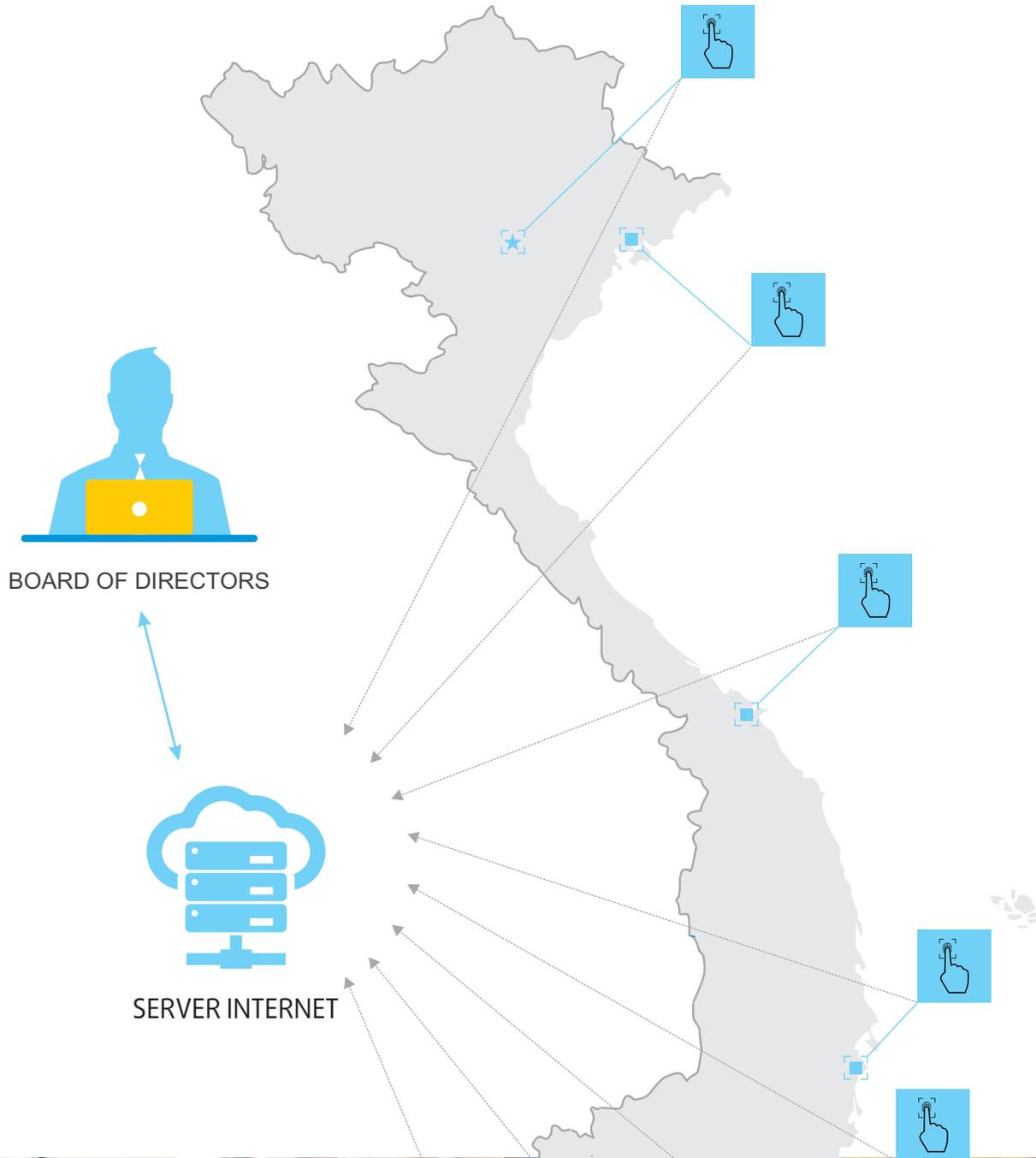


INTERNET EXPLORER

## VISIBLE ON ANY TYPE OF DEVICE



# System Models



# Form Template

## MANY LANGUAGES: MONOLINGUAL, BILINGUAL

- Vietnamese
- English
- Chinese
- VN - EN
- EN - VN
- VN - CN
- CN - VN

## MANY FORMATS



Word



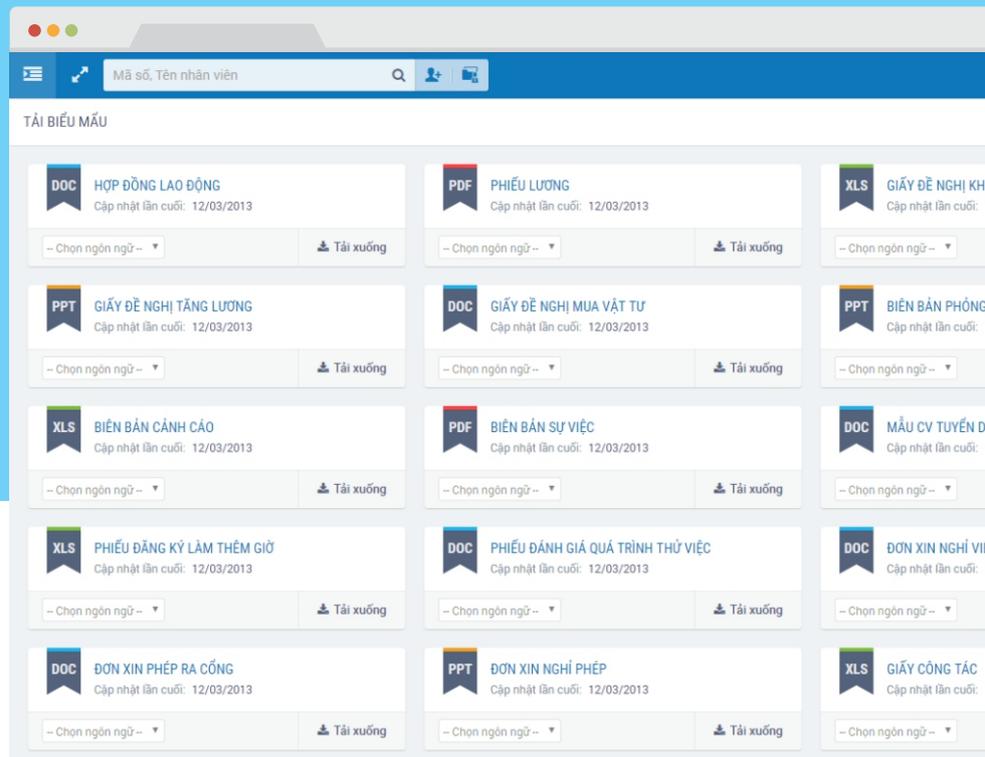
Excel



PowerPoint



Acrobat



## VARIED FORMS

- Labor contract
- Paycheck
- Proposal of reward
- Salary increase proposal
- Letter of purchase
- Interview minutes
- Warning statement
- Incident report
- CV form of recruitment
- Application for overtime work
- Probate evaluation report
- Application for leave of absence
- Application for port clearance
- An application for a permit
- Working paper
- Labor regulations
- Staff handbook
- And many other forms

**PHIẾU LƯƠNG THÁNG 03/2016**

Kỳ lương	01/03/2016 - 15/03/2016
Họ Tên	Nguyễn Thị Mỹ
Bộ phận	Pha màu
Chức vụ	Công nhân pha màu
Lương cơ bản	168,000
Lương cao điểm	79,104
Ca ngày	14.5
Cao điểm(1.5)	4.0
Bình quân năng suất	100%
Tiền ca ngày	2,224,800
Tiền cao điểm	316,000
Phụ cấp trách nhiệm(20%LCB)	445,000
Lương theo ca	2,986,200
Lương theo % năng suất	2,986,200
Phụ cấp nhà trọ(800/ca)	171,400
<b>Lương kỳ này</b>	<b>2,986,200</b>
Khấu trừ bảo hiểm	279,000
<b>Thực lãnh</b>	<b>2,666,200</b>

*Yêu cầu để phiếu lương vào tháng rác đúng nơi quy định, bị phạt hiện xá rác trừ thưởng 20%*

Mã số, Tên nhân viên

Admin

TÀI BIỂU MẪU

- DOC HỢP ĐỒNG LAO ĐỘNG Cập nhật lần cuối: 12/03/2013
- PPT GIẤY ĐỀ NGHỊ TĂNG LƯƠNG Cập nhật lần cuối: 12/03/2013
- XLS BIÊN BẢN CẢNH CÁO Cập nhật lần cuối: 12/03/2013
- XLS PHIẾU ĐĂNG KÝ LÀM THÊM Cập nhật lần cuối: 12/03/2013
- DOC ĐƠN XIN PHÉP RA CÔNG Cập nhật lần cuối: 12/03/2013
- PPT NỘI QUY LAO ĐỘNG Cập nhật lần cuối: 12/03/2013

### HỢP ĐỒNG LAO ĐỘNG

**MINIGOLD DEVELOPMENT VIETNAM CO.,LTD**

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM  
ĐỘC LẬP – TỰ DO – HẠNH PHÚC  
THE SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness

## HỢP ĐỒNG LAO ĐỘNG LABOR CONTRACT

Số: 01 /HDLĐ  
Number: 01 /HDLĐ

Chúng tôi, một bên là: **Mr DOMINIQUE, PAUL MOAL**  
We are, **Mr DOMINIQUE, PAUL MOAL**  
Quốc tịch: Pháp  
Nationality: French

Chức vụ: **Tổng Giám đốc**  
Position: **Director**

Đại diện cho: **Công ty TNHH Minigold Việt Nam**  
On behalf of: **MINIGOLD DEVELOPMENT VIETNAM CO.,LTD**

Địa chỉ: **Lô 77-78, Đường D, Khu chế xuất Linh Trung, Thủ Đức, HCM**  
Address: **Lot 77-78 Street D, Linh Trung EPZ1, Thu Duc District, Ho Chi Minh City.**

Và một bên là: **ông Trần Văn Lộc**  
And **Mr. Trần Văn Lộc**  
Quốc tịch: Việt Nam  
Nationality: Việt Nam

Sinh ngày: **15th of September, 1992**  
DOB: **15th of September, 1992**  
Nơi sinh: **Cần Thơ**  
Place of birth: **Cần Thơ**

Địa chỉ thường trú: **1421 Phạm Thế Hiển, P.6, Q.8, Tp HCM**  
Address: **1421 Phạm Thế Hiển, Ward 6, District 8, HCMC**  
Số CMND: **024720680**  
ID-Card N.o: **024720680**

Cấp ngày: **13/03/2012**  
Issued on: **13/03/2012**  
Tại: **CA, TP Hồ Chí Minh**  
Issued at: **Ho Chi Minh Police Station.**

Thỏa thuận ký kết hợp đồng lao động và cam kết làm đúng những điều khoản sau đây.  
Agreed to sign this labor contract (the "Contract") with the following terms and conditions:

**Điều 1: Thời hạn và công việc hợp đồng**  
**Article 1: Term and job in labor contract**

Mã số, Tên nhân viên

Admin

TÀI BIỂU MẪU

- DOC HỢP ĐỒNG LAO ĐỘNG Cập nhật lần cuối: 12/03/2013
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- DOC ĐƠN XIN PHÉP RA CÔNG Cập nhật lần cuối: 12/03/2013
- PPT NỘI QUY LAO ĐỘNG Cập nhật lần cuối: 12/03/2013

### ĐƠN XIN NGHỈ PHÉP

**MINIGOLD DEVELOPMENT VIETNAM CO.,LTD**

CODE:HR003  
ISSUED BY: HR DEP  
DATE: 19/05/2015  
APPROVED BY: BOO

## ĐƠN XIN NGHỈ PHÉP PETITION FOR LEAVE

Kính gửi/To: **Ban giám đốc/Board of Director**  
**Phòng Hành chính – Nhân sự/ HR Department**

Tôi tên là/ My name is: ..... Mã NV/ Employee code: .....

Chức vụ/Position: ..... Bộ phận/Department: .....

Nay tôi làm đơn này xin được nghỉ/ I'm writing this letter to ask the permission for taking leaves

Từ/From: ..... giờ ..... phút, ngày: ..... tháng ..... năm 201 .....  
Đến/To: ..... giờ ..... phút, ngày: ..... tháng ..... năm 201 .....

Lý do/Reason: .....

Hình thức nghỉ phép:

1. Nghỉ không lương  2. Nghỉ phép năm   
3. Nghỉ thai sản  4. Nghỉ tang/cưới

Ý kiến của ban lãnh đạo/ Bộ phận quản lý người lao động: .....

Thủ Đức, ngày ..... tháng ..... năm .....

Quản đốc (Ký ghi rõ họ tên)      Tổ trưởng (Ký ghi rõ họ tên)      Người làm đơn (Ký ghi rõ họ tên)

# User

## 01. IS EMPLOYEE



**ACTION**  
Quick and easy action



**EDIT VISUAL DATA**  
Right at the time of browsing

THÔNG TIN NHÂN VIÊN

**Thông tin chung**

00056 MÃ NHÂN VIÊN	56224422 MÃ SỐ THẺ	Minh Hạnh TÊN THƯỜNG GỌI
17/07/1980 NGÀY SINH	Tp. Hồ Chí Minh NƠI SINH	023223350 SỐ CMND
21/05/2011 NGÀY CẤP CMND	Tp. Hồ Chí Minh NGUYỄN QUẢN	Việt Nam QUỐC TỊCH
12 Nguyễn Văn Cừ, Phường 12, Quận 5, Tp. Hồ Chí Minh THƯỜNG TRÚ		12 Nguyễn Văn Cừ, Phường 12, Quận 5, Tp. Hồ Chí Minh TẠM TRÚ
Phật TÔN GIÁO	Độc thân TÌNH TRẠNG HÔN NHÂN	12/12 TRÌNH ĐỘ VĂN HÓA
thanh@vitda.com HỘ THƯ	DHKB0321333 MÃ SỐ THUẾ	22/01/2005 NGÀY VÀO LÀM

**HỒ SƠ**

- THEO DÕI
- CHẤM CÔNG
- ĐỀ NGHỊ
- BẢO HIỂM & THUẾ
- PHỤ CẤP
- TÍNH LƯƠNG
- KHẤU TRỬ
- XẾP LOẠI - ĐÁNH GIÁ
- ĐÀO TẠO

THÔNG TIN NHÂN VIÊN

**Đào tạo** | Bảng cấp

Hiện thị 10 dòng

STT	TÊN TRƯỜNG	NGÀY BẮT ĐẦU	NGÀY KẾT THÚC	ĐIỂM TỐT NGHIỆP	ĐÁNH GIÁ	LOẠI VĂN
1	DH Bách khoa	1999	2005	7	Khá	Cử nhân
2	DH Khoa Học Tự Nhiên	1999	2005	7	Khá	Cử nhân
3	DH Kinh Tế	1999	2005	7	Khá	Cử nhân
4	DH Hoa Sen	1999	2005	7	Khá	Cử nhân
5	DH Tôn Đức Thắng	1999	2005	7	Khá	Cử nhân

Hiện thị từ 1 đến 5 trong 5 dòng

**HỒ SƠ**

- THEO DÕI
- CHẤM CÔNG
- ĐỀ NGHỊ
- BẢO HIỂM & THUẾ
- PHỤ CẤP
- TÍNH LƯƠNG
- KHẤU TRỬ
- XẾP LOẠI - ĐÁNH GIÁ
- ĐÀO TẠO

# User

## 02. THE USER IS THE LEADER



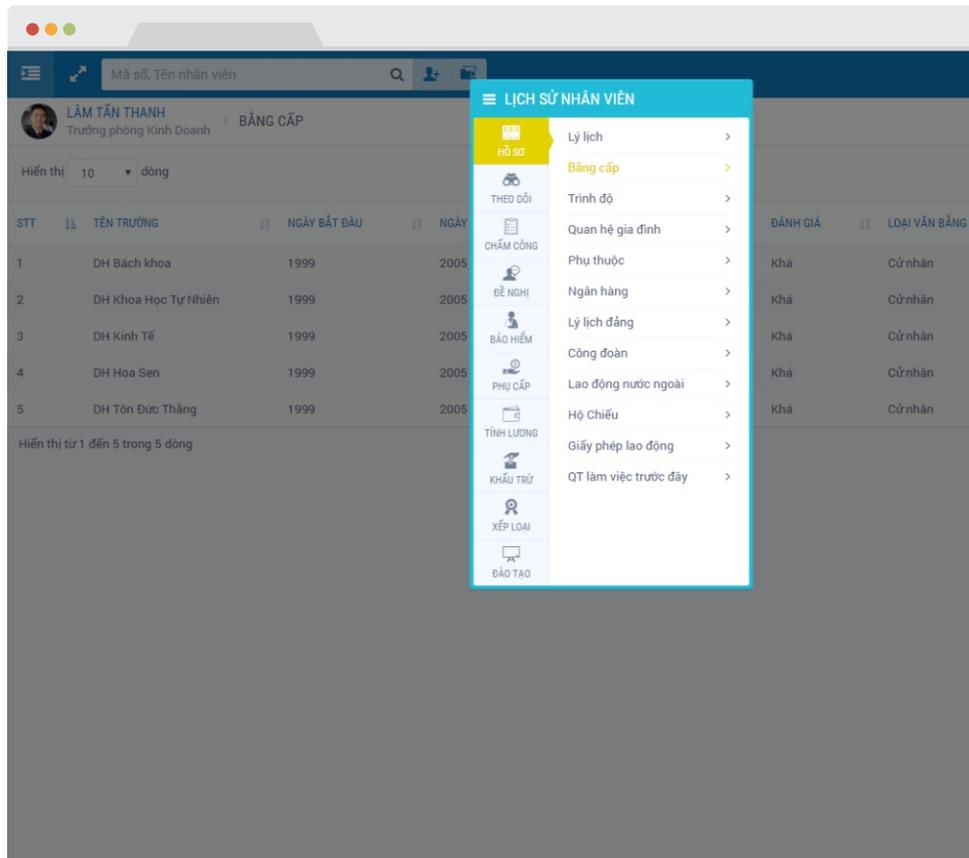
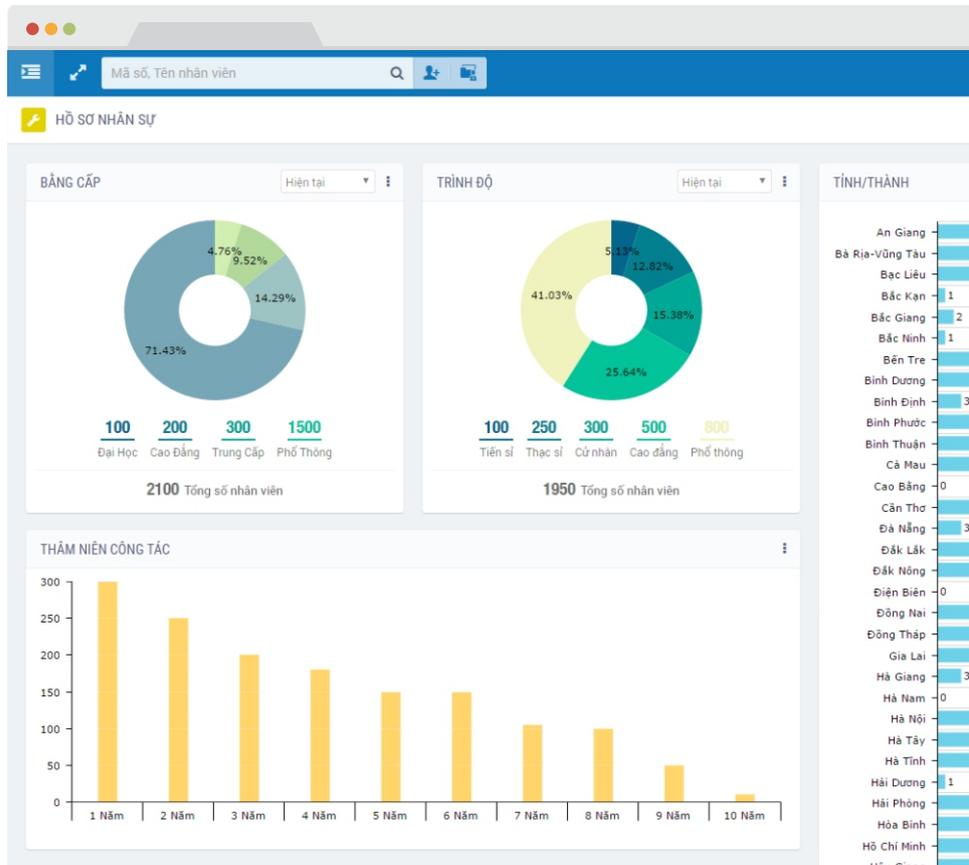
**DECISION**  
Make quick decisions



**STATISTICAL REPORT**  
General - complete



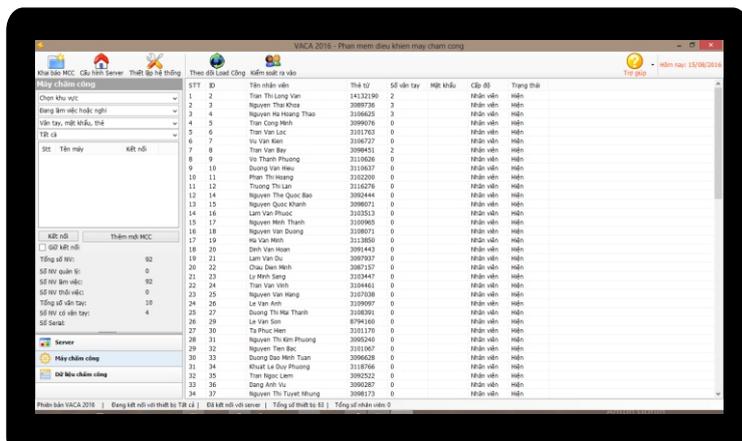
**FOLLOW**  
Costs for the company, for each employee



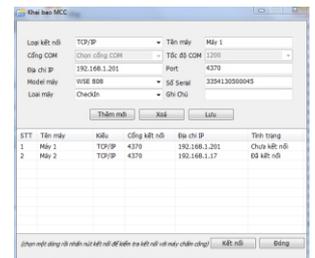
# Software

## CONNECT AND CONTROL DEVICES

Software vata 5.02. Allows connection to all types of timekeeping devices available on the market. Also, if your company does not invest timekeeper equipment, we have rental equipment. Your company does not need to worry about equipment damage, every case happens with equipment, we always support after an hour, we will install new backup equipment for you.



MAIN SCREEN



Khởi báo Máy chấm công



Cấu hình máy chủ



Thiết lập hệ thống

# Advantage

## STRENGTH OF THE VHRO WITH THE SAME TYPES

No.	ADVANTAGE VHRO
1	<p><b>COMPREHENSIVE INFORMATION</b></p> <p>Personal and personal information management, work process, labor allocation, rating, reward, discipline, asset and income information. Support for a variety of display formats to see coverage of personnel information.</p>
2	<p><b>FULL PROFESSIONAL STAFFING</b></p> <p>Human resources management, work process monitoring, insurance, timekeeping, payroll, recruitment, training, assessment, proposal. Provides 7 recipe calculations available. However, your company can customize according to the characteristics of the business: direct wages, indirect wages, salary based on productivity, wages by product, wages, etc. Salary report by mail, message. Dossiers are compatible with the HTKK, and insurance.</p>
3	<p><b>TRACK AND TRACE</b></p> <p>The software has the ability to track personnel movement, track the entire process of transferring the position of each employee. In addition, the system monitors the change (increase, decrease) of the salary of each individual during the work from the beginning until the holiday. This allows managers to quickly and accurately assess employee performance.</p>
4	<p><b>REPORT, STATISTICS DIVERSITY</b></p> <p>The software provides a comprehensive range of reports, from statistics to evaluation, allowing for the definition and timing of report printing, helping managers get information across a variety of perspectives. . Allows to export data to different report formats such as word, excel, pdf, ...</p>
5	<p><b>SIMPLE, EASY TO USE</b></p> <p>With its user-friendly interface, extensive support tools, detailed instructions in each function, and optional language packs, will help users quickly master the system and operate with ease.</p>
6	<p><b>DECENTRALIZATION, SECURITY</b></p> <p>The software has tools to support the decentralization of data security, the right to use each function in the program, the right to update data access according to the management hierarchy of the user.</p>
7	<p><b>INTEGRATED AND SYNCHRONOUS</b></p> <p>Is 100% Web app, Online Operation System. Connect to the timekeeper at any branch of the company. Multi-branch time attendance workers do not need to re-enter employee information, get fingerprints. Integrated with many different timekeeper series of manufacturers such as: ZKsoftware, NEC, IBM, Nitgen etc. VHRO is designed to ensure stable operation with many tools supporting, tracking the operation of user, by function. Fast processing speed, open architecture design convenient for expansion and upgrades.</p>
8	<p><b>COST SAVINGS</b></p> <p>No installation, maintenance or upgrades. No need to invest in infrastructure. No need to hire IT staff.</p>
9	<p><b>HIGH INVESTMENT EFFICIENCY</b></p> <p>The product is offered as monthly subscription, which month to pay that month. The unit is free to update every feature in the process of using the product.</p>

# Price list

## HUMAN RESOURCE MANAGEMENT

### General

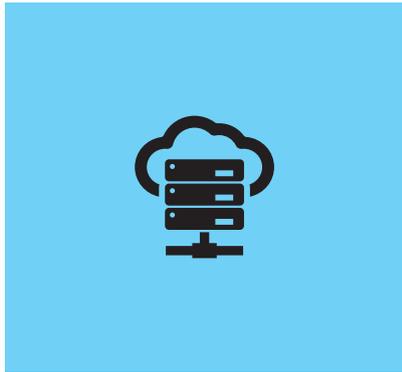
• Software Copyright (Permanent)	According to the survey
• Software warranty	forever
• Deployment time	5 weeks
• Number of users included in the system	5 user
• Annual hosting fee	follow user

### Modules of the software

• System management
• Personnel records management
• Track personnel
• Insurance
• Timekeeping
• Payroll
• Recruitment
• Educate
• Recommendation - Decision
• Evaluate - Rate

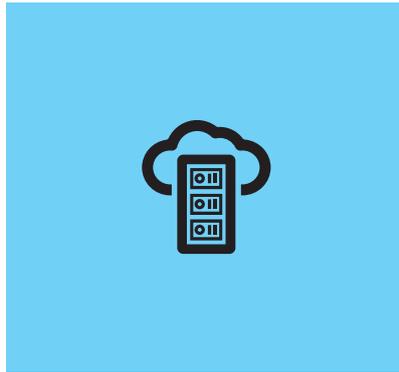
# Charges incurred

IF ANY DURING THE DEPLOYMENT



## Free

Creation of the VHRO human resources system on the Vitda server



## 3.000.000 VND

Create VHRO system software on your server



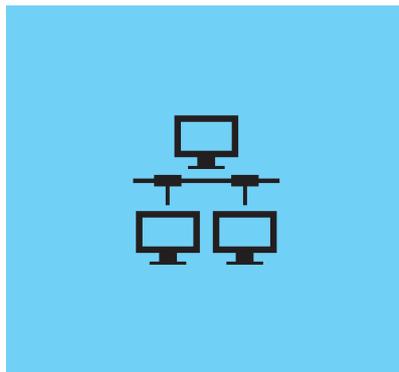
## Agreement

The cost of software license for your server (including license fee: Window server 2008, SQL Server 2008)



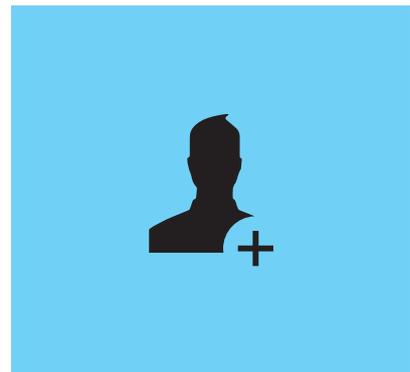
## VND 500,000 / session

One-session training fee



## VND 500,000 / times

Time Attendance System installation and integration into the system



## VND 1,200,000 / user

The fee for each user added to the system

# Function

## 01. SYSTEM MANAGEMENT



### 01. AUTHORIZED MODULES

- User Groups (Create user groups for group permissions and easy management).
- User directory (User creation, pass for employees using the system).
- User delegation (User rights are allowed to access any function, rights: add, delete, edit, print, browse etc).
- Assignment of content (Employees of the department have the right to access salary data, workdays of the department, subordinates not known salary of the manager, director, collaborators, but still real. show other operations complete).



### 02. CONFIGURATION SALARY

- Salary parameters (list of wage parameters).
- Salary formula (salary formula depending on company model and salary calculation method: date, month, productivity, product, mineral, coefficient - rank).
- Regulation of pay period (prescribes pay period for payroll locking system and does not allow editing).
- TSet up payroll by position (the system will set the payroll formula according to position, corresponding allowances, deductions, responsibility etc.).
- Wage rules (based on state model).
- The minimum wage (the minimum wage of the company).
- Regulation on monthly salary 13 (stipulated working time for monthly salary 13).



### 03. MODULE CONFIGURATION EVALUATION

- Criteria for evaluation criteria (The rating scale for each criterion is a score of 10.)
- Provisions based on position (corresponding to each position will have different evaluation criteria.)



### 04. MODULE SYSTEM CONFIGURATION

- Company information (enter company information to export corresponding Report)
- System (currency regulation, date parameter set, system log, database information)

# Function

## 02. RECORD MANAGEMENT



### DESKS

A place to display information such as statistics of the modules listed below:

- Manage records
- Human resource monitoring
- Insurance
- Timekeeping
- Payroll
- Recruitment
- Educate
- Suggest
- Evaluate - Rating



### EMPLOYEE RESUMES

Track all details of employees



### EMPLOYEE LIST

Enter employee input information once, then edit and track the employee's work history, and also print employee ID



### FAMILY RELATION

Family relationship of employees, spouses, children, siblings, etc., check on dependents to pass on personal income tax to reduce family circumstances and dependents.



### SOCIAL RELATIONS

Have been involved in union, work in charity, neighborhood, militia, etc.



### STUDY PROCESS

Course used, training, degrees, certificates



### DEGREE

Graduated from college, bachelor degree, college, engineer, intermediate



### WORK EXPERIENCE

Previous positions, positions, tasks, strengths, strengths



### FOREIGN WORKERS

If the employee is a foreigner, he / she will update his / her passport renewal date to be extended to the employee



### ASSET ALLOCATION

Asset management for employees including information about: date of issue, equipment status, warranty date, expiry date, etc.



### TRADE UNION

Keeping records of joining the union, union activities



### PARTY AFFILIATION

Filing of party records, backgrounds, dates of membership, age, etc.,...



### WORK PROCESS

Record the past work history of employees, what company they worked for, what position, contact person, projects involved etc, ...



### EMPLOYEE RECORDS

The system will allow the employee to upload the employee's CV file for archival

# Function

## 03. TRACKING HUMAN RESOURCE



### CASE-BY-ROLE

Setting up a shifts for a post-employment employee, meaning that someone with the same job will have a common shake. This is a general-purpose feature that helps the user set up quickly.



### WORKFORCE TRACKING

Employee shift workflow tracking. Based on job placement, the HR manager can customize, quickly and easily switch personnel from one shift to another.



### LABOR CONTRACT

Management of labor contracts: apprenticeship, probation, 06 months, 1 year, 2 years, 3 years, 5 years, indefinitely. This function allows users to print contracts for employees in the following form: Vietnamese - English, English - Vietnamese, English, Vietnamese is the user chooses the template to apply for the whole company.



### DEPARTMENTS

Rotation through departments



### POSITION ON DEPARTMENT

Promotion of staff



### CHANGE OF SALARY

Track salary increase of employees



### ALLOWANCE - DEDUCTION

Follow the process of creating a deductible allowance for employees such as gasoline, lunch, telephone, business expenses, union dues,...



### HEALTH CHECK

Track employee health check periodically



### OCCUPATIONAL ACCIDENTS

Employee occupational accident monitoring



### REWARD

Reward in batch, end of year, bonuses, Tet, unexpected, salary 13, 14,...



### DISCIPLINE

Discipline of employees who damage product, product returned, timber, fighting, tardiness, internal bad behavior,...



### PROPERTY

Asset Management (computer, phone, workwear etc.) when they go to work, when they retire, the status of the property, ...



### FORGETTING

Moving employees off the job



### REBOOT

This function is useful for seasonal jobs, workers after registering a card number or fingerprint into the system, when they are out of work, please take a break after re-doing, then just post sign all information restored

# Function

## 04. SOCIAL INSURANCE - HEALTH INSURANCE

 <p><b>SOCIAL INSURANCE</b></p> <p>Claims of Insured Person, Card Number, Closing Rate, Registration Date,...</p>	 <p><b>HEALTH INSURANCE</b></p> <p>medical insurance, medical check-up, date of enrollment, card extension, premium, insurance card number.</p>	 <p><b>ACCIDENT INSURANCE</b></p> <p>which is a function of updating life insurance, purchasing additional employees, etc.) is also an incentive for employees to retain more employees.</p>
 <p><b>UNEMPLOYMENT INSURANCE</b></p> <p>Unemployment Insurance</p>	 <p><b>EMPLOYEE INSURANCE FEE</b></p> <p>The system automatically lists the insurance premiums paid by laborers for each month</p>	 <p><b>ADJUSTMENT OF DOSSIERS</b></p> <p>Declaration of increase, declaration of reduction, participating in social insurance.</p>
 <p><b>INSURANCE PREMIUMS</b></p> <p>Declare premiums for each person, each time, regardless of the contractual salary, or from the contractual salary entered by the user. The system is divided into 2 columns. Black Column: The system calculates based on the minimum premium, red column: the system automatically switches from the black column through, but the data on the red column, allows the user to re-enter and browse. have the function [paid company.] When you check this person, ie they are paid NET, all costs of insurance, the company</p>		
 <p><b>COMPANY INSURANCE PREMIUM</b></p> <p>The system will list each month, the insurance fee that the company must pay for each person, the total in 12 months to track the fee paid for insurance</p>	 <p><b>ACCIDENTAL ACCIDENT INSURANCE</b></p> <p>The system will record the accident insurance fee for each month and for 12 months for the company to track the cost of the accident.</p>	 <p><b>TOTAL PREMIUMS</b></p> <p>The system will show the total cost paid for all types of insurance on a monthly basis, 12 months for the company to track.</p>

# Function

## 05. TIMEKEEPING



### IMPORT DATA

This function allows users to load data from timekeeper from USB, software to import this data into the system



### TIME ATTENDANCE DATA

Time Attendance data does not allow for adjusting. The VitdaHR Tools tool will synchronize data from timekeeper with software according to the user setting mode, every 2 minutes



### TIME ATTENDANCE NOTICE

Time Attendance data is obtained from the timekeeper, allowing the user to readjust the employee's actual data: can increase the number of hours worked, update reason: late, forget to swipe card, sick, think permission,...



### PUBLIC NOTIFICATION OF WORK

Employee Employees are taken from the Time Attendance Notice, users only enter the product number, day labor productivity on this form



### TIME ATTENDANCE SHEET

Daily attendance record, month, year, total hours, employee productivity



### PUBLIC DAY TRACKING

By default, this will display the number of employees in the department, the total number of employees, the total number of absences. This function is also used to move down the kitchen to prepare rice. for daily employees



### MONTHLY TRACKING

The system will display the public information in a month: day by day, with the date of commencement: showing number 1, date of absence: showing number 0, and total column for that month. Look at how quickly or sufficiently you did that month. This function is used to cross check with your daily newspaper bill.



### YEARLY MONITORING

This shows the total of 12 months in a year, how many employees work on a monthly basis. If you would like to check the month, check the month. public figures of employees.



### VACATION

Detailed follow-up on the employee's monthly leave: leave early, sick leave, maternity leave, funeral, late, wedding,...



### ANNUAL LICENSING

Employee's Annual Employee Permit, State Employee Licensing Updates, Workers' Compensation, Underage Workers, ...

# Function

## 06. SALARY

 <p><b>EMPLOYEE ADVANCE</b> List of cash advance staff, follow-up process by day, month, year of employees</p>	 <p><b>EMPLOYEE LOANS</b> Enter the loan, loan date, amount, pay date, rate of pay, debt, keep money for employees, others pay on behalf of: name, position, department</p>
 <p><b>LOAN REPAYMENT SCHEDULE</b> X payroll system is X, user can change this X number at will, date of payment, outstanding, details of each pay period</p>	 <p><b>PAYING</b> This is the case, borrowing money in excess of the prescribed limit of the company, or paying cash without being deducted from the monthly salary</p>
 <p><b>PAYROLL</b> Print employee payroll, statistics plus, subtract, overtime, pay</p>	 <p><b>INCOME TAX</b> Calculates employee income tax payable monthly, statisticians who pay taxes, monthly tax deduction</p>
 <p><b>COSTS INCURRED</b> This function allows users to update the costs incurred by payrolls that are not adjustable, or there are additional costs that are not included in the system category, will update in this</p>	 <p><b>OVERTIME PAYROLLS</b> Managers will rely on this, see the overtime, and the cost to pay workers to transfer staff appropriately</p>
 <p><b>INTERNAL SALARY SCALE</b> Print the company payroll, user press payroll to get salary data monthly, after the salary and payroll review.) For employees, this payroll is locked, no further editing is allowed.</p>	 <p><b>COMPENSATION PAYROLL</b> This is a 12-month payroll for each employee, which generates a company-wide cost over 12 months for staff to send to the accountant for final settlement of salary costs with the tax payer. export the right sample to HTKK Software for quick import</p>
 <p><b>PAYROLL TAX</b> According to the state regulations, only ca 2h per day can be increased. The system will be based on the stipulated hourly rate, giving a payroll in accordance with the regulations of government.</p>	 <p><b>THE PAYROLL FOR EACH COMPANY</b> Based on this payroll, will know the cost for the company on a yearly basis, whichever is most costly, to make a rational decision</p>
 <p><b>ANNUAL SALARY FUND</b> When annual salary is applied, the software automatically pays the first month's salary to multiply for 12 months, to cover expenses for the whole company. The user reports back to his / her supervisor that he or she knows the cost of the entire person for a year to get a reasonable business plan</p>	

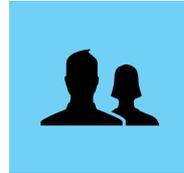
# Function

## 07. RECRUITMENT



### 01. RECRUITMENT PLAN

Recruitment plan, recruitment cost, date of recruitment, position, number, recruitment channel, responsible person



### 02. CANDIDATE LIST

Recruited list, interviewed, sent to work, candidate filing,...



### 03. RESULTS OF THE QUALIFYING TEST

Test corresponding to each position, test results, scores, evaluation,...



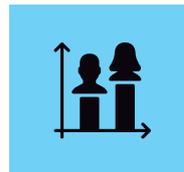
### 04. INTERVIEW PLAN

Interview plan, interviewer, interview date, results, evaluation, proposed salary, date of travel, request, suggestion of candidate,...



### 05. MANAGEMENT AND EVALUATION OF RECRUITMENT

Management of candidates in batches, recruitment results of each batch, statistics on the recruitment of effective human resources, schools with good training, specialization,...

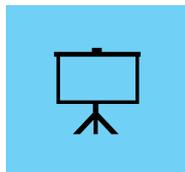


### 06. RECRUITMENT STATISTICS

Recruit statistics, highest channel profiles, channels for qualified candidates, high rate of attendance on file,...

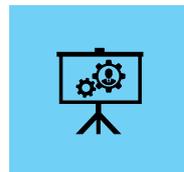
# Function

## 08. TRAINING



### 01. TRAINING COURSES

The company has training courses for staff to schedule, costs, training time, certificates,...



### 02. TRAINING PLAN

Training plan, cost, start date, end date, number of people needed to train, trainer, location,...



### 03. COMPULSORY TRAINING COURSES

Occupational Safety, Fire Prevention, Professional Ethics, Sales Skills, Leadership Skills, Soft Skills,...



### 04. PARTICIPANTS

Participants in the training, questionnaire, date of participation, number of training sessions, ...



### 06. TRAINING RESULTS

Results of each training session, number of staff involved, evaluation of the results, effectiveness, comments, ...

# Function

## 09. PROPOSAL - DECISION



### RECRUITMENT - TRAINING

Create recruitment proposal, number, position, requirements, job description. Also create training proposal staff: number, staff participation, cost, place teaching, place of training, time,...



### APPROVE THE PROPOSALS

Based on these suggestions, the leader approves or disapproves the proposals. Automatically transfers the money to the proposed person. will become the default.



### COMMENDATION - DISCIPLINE

Create incentives for employees, reasons, amounts, department, job title, form of reward or make recommendations for disciplinary staff, reasons, departments fines, deductions, bonuses,...



### RAISE SALARY

Head, or HR department will propose salary increase for some staff to approve above.



### ALLOWANCE - DEDUCTION

Increase allowance, deduction for staff,...



### TRANSFER OF WORK

Transfer of personnel to another department or business trip,...



### RESIGNATION REQUEST

Head of department or employee may request to resign, time, handover, or equipment,...

# Function

## 10. EVALUATE - RATE



### EVALUATION

Each company will apply one or two rounds of assessments during the year. Based on this evaluation, the system will remind and evaluate each evaluation.



### SCORECARD

06 months or 1 year, depending on the company, based on 2 results, "markers and markers" to produce a fair assessment.



### EVALUATION RESULTS

Based on this evaluation, consideration of remuneration, reminder, employee discipline, other criteria for employees to strive.



### SCALE

The criteria are grouped by department, position and score corresponding to that criteria, each group will have the corresponding score.



### REVIEWERS

Which are the criteria that the computer self-statistics: late, early return, forgetting to swipe cards, borrow money, advance, discipline, reward, yield, gain new qualifications,...



### SELF EVALUATION

Criteria for user self evaluation: project completion, work style, creativity, cooperative attitude, project quality involved, soft skills: foreign language, join team, social relationships, colleagues,...

# Function

## 11. DICTIONARY

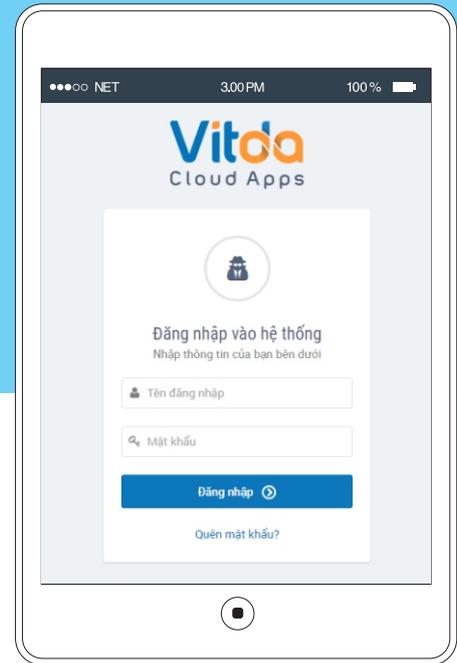
01.	Category Degree
02.	Insurance Listing
03.	Schedule of Taxes
04.	Extras - Deductions
05.	Title Category
06.	Category of administration
07.	Ethnic Nomenclature
08.	Category Proposed Category
09.	Contract Listing
10.	Course Catalog
11.	Type of Vacation
12.	Bank Catalog
13.	Holiday Category
14.	Group Criteria
15.	Category criteria
16.	Department of Labor
17.	List of Tax Regulations
18.	Category Exclusions
19.	National Directory
20.	List of Provinces
21.	Religious Directory
22.	Family Deduction Policy Statement
23.	Supplemental Payment Schedule - Deductions
24.	Category of Culture

# Technology

The software system is based on the latest technology from Microsoft. Vitda has been researching and developing continuously for many years. Web-based software and compatible with popular browsers (IE, Firefox, Chrome, Safari, etc.).

The system architecture is built on a multi-tiered model (N-tier). Flexible, flexible structure for further development without compromising system architecture.

High stability and security



## PROGRAMMING LANGUAGES

C #, ASP.NET + Ajax + JQuery integration



## GRAPHICS

Photoshop, Corel, Illustrator



## DEVELOPMENT TOOLS

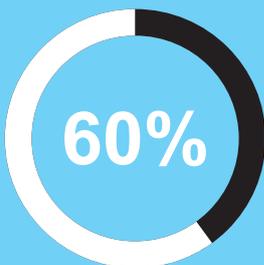
Visual Studi2013, Dreamwaver 8, HTML5, CSS3, JavaScript



## NET FRAMEWORK

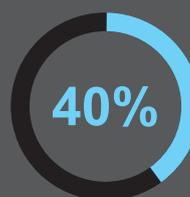
4.0/ 4.5  
Database: SQL 2008/ SQL 2012

# Payment



### FIRST TIME

Customers advance to Vitda 60% of contract value after signing the contract



### 2ND TIME

Customers pay for Vitda 40% after installation, training, software manual and sign the software handover minutes.

# Warranty - Maintenance



## WARRANTY CONTENT

- |     |   |
|-----|---|
| 01. | Fixed bug occurred during the operation and upgrade version for customers         |
| 02. | Backup and maintain weekly data   |
| 03. | Support editing forms when changes in format (health insurance, social insurance) |
| 04. | Reinstall the program in case of objective problem caused by computer, virus ...  |
| 05. | Training new people and support customers using the program                       |
| 06. | Absolute confidentiality of customer data and VHRO program                        |

## TIME - SOLUTION

- |     |  |
|-----|--|
| 01. | During the working hours, after receiving the notice from customers, Vitda will proceed to correct the problem by one of the following methods   |
| 02. | In case you use ADSL and allow Vitda to use the form of online warranty. Shortly after receiving the incident notice, Vitda support staff will proceed to troubleshoot the problem online. |
| 03. | Instruct the user to fix the problem by phone, fax or email within 04 hours  |
| 04. | Program updates via FTP or via e-mail to customers within 24 hours.  |



GENERAL TERMS

- Vitda is committed to the content presented above is accurate and responsible for the correctness of this solution.
- Customers must ensure that employees use a computerized system to use the system (minimum A computer level)
- Prior to deployment, Vitda will survey your company's overall information: network cables, installation location of machines and equipment, replacement or upgrade of firmware system,...



RANGE DOES NOT GUARANTEE

- Edit the software: change the form, add / remove functions of the software after testing.
- The need for software modifications will be charged depending on the amount of work involved.
- Customer hardware failure if customers do not meet the hardware standards that Vitda has surveyed and consulted.
- Due to customer intentions: delete program, copy, manually install more user / add computer
- Force majeure due to natural disasters, storms, floods, explosions, thunder, destructive behavior of third parties damage to the computer, the customer's software system.



AFTER SALES

- Vitda automatically updates the new forms according to the government decree
- Weekly Data Backup Schedule
- Technical support 24/7 with Live Support tools
- The documentation is free of charge for each version
- Software development as required by customers
- Convert data from different versions of software
- The data of the software is matched to the manual data for at least one pay period
- Vitda will operate the test system within 1 month to match the data on Vitda software with your manual data to ensure that the system operates 100% stable before actual operation. To sign the acceptance minutes for the software

# Customer

 <p><b>MINIGOLD COMPANY</b></p>	 <p><b>HOFFMANN - LA ROCHE</b></p>	 <p><b>DI DAI HUNG COMPANY</b></p>
 <p><b>KIM PHONG</b> KIM PHONG COMPANY</p>	 <p><b>AX DESIGNS COMPANY</b></p>	 <p><b>NAMVIET</b> NAM VIET STEEL COMPANY</p>
 <p><b>DMI COMPANY</b></p>	 <p><b>NU CUI VUI COMPANY</b></p>	 <p><b>VNSTEEL</b> VIET NAM STEEL COMPANY</p>
 <p><b>A&amp;M COMPANY</b></p>	 <p><b>TIEN PHAT PLASTICS COMPANY</b></p>	 <p><b>TIN THANH PLASTICS COMPANY</b></p>
 <p><b>SONG NHAC COMPANY</b></p>	 <p><b>TTV COMPANY</b></p>	 <p><b>KHOI NGUYEN</b> CONSTRUCTION &amp; TRADING <b>KHOI NGUYEN COMPANY</b></p>

# Screen

## 01. DESK

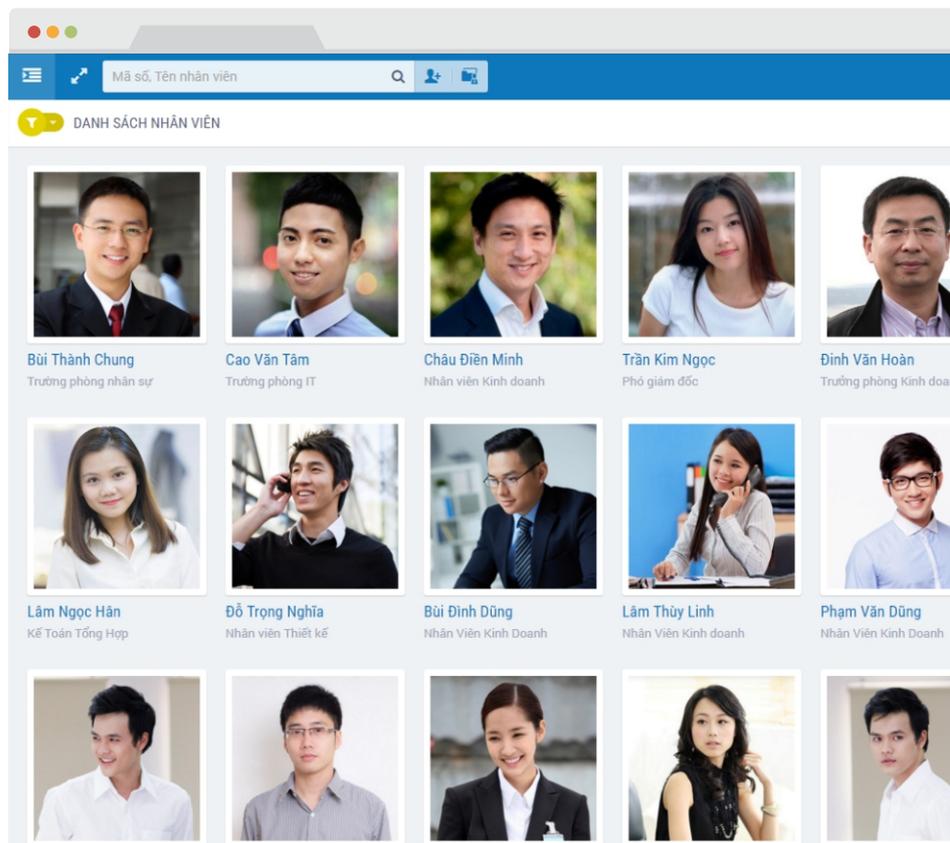
- Statistics type records
- Statistics by type of contract
- Statistics by insurance type
- Timekeeping statistics
- Salary statistics
- Statistics as suggested
- Statistics of vacancies
- Statistics by training
- Statistics by rating
- ...



# Screen

## 02. HUMAN RESOURCE

- The list of Employee
- Records management
- Work progress
- Study process
- Labor contract
- Commendation, discipline
- Allowances, deductions
- Change of salary, department, position
- Asset Management
- Follow up medical check-ups
- Asset tracking



# Screen

## 03. INSURANCE MANAGEMENT

- Social insurance
- Health Insurance
- Unemployment insurance
- Registered medical facility
- Premium rate
- Adjust social insurance premiums
- Post-treatment benefits
- Post-sick benefit
- Postpartum maternity benefits
- Enjoy sickness

NĂM	PHÒNG BAN	SỐ THẺ	MÃ NV	TÊN NHÂN VIÊN	THÁNG 1	THÁNG 2	THÁNG 3
2016	Văn phòng	1	VP0010714	Dominique, PAUL MOAL	1,038,030	1,038,030	1,038,030
2016	Văn phòng	2	VP0020714	Trần Thị Long Vân	941,535	941,535	941,535
2016	Nghiên cứu	3	VP0030714	Nguyễn Thái Khoa	637,245	637,245	637,245
2016	Xuất nhập khẩu	4	VP0041014	Nguyễn Hà Hoàng Thảo	606,900	606,900	606,900
2016	Kế toán	5	VP0050115	Trần Công Minh	606,900	606,900	606,900
2016	Nhân sự	6	VP0060315	Trần Văn Lộc	606,900	606,900	606,900
2016	Bảo Vệ	7	BV0010115	Vũ Văn Kiên	393,225	393,225	393,225
2016	Bảo Vệ	8	BV0020115	Trần Văn Bảy	393,225	393,225	393,225
2016	Tạp vụ	9	TV0010115	Phan Thị Hoàng	393,225	393,225	393,225
2016	Chà Nhám	10	SA0010115	Trương Thị Lan	455,178	455,178	455,178
2016	Lắp ráp	11	LD0011014	Nguyễn Sử	393,225	393,225	393,225
2016	Đóng gói	12	LD0040115	Nguyễn Thế Quốc Bảo	433,545	433,545	433,545
2016	Kế hoạch	13	LD0050115	Nguyễn Quốc Khánh	524,265	524,265	524,265
2016	KT Chất Lượng	14	LD0170315	Lý Minh Sang	580,860	580,860	580,860
2016	Lắp ráp	15	LD0160215	Châu Điền Minh	393,225	393,225	393,225

# Screen

## 04. TIMEKEEPING

- Get data from the timekeeper
- Timesheet for employees
- Clocking overtime
- Time recording
- Absent
- Employees is late
- Employees is coming soon
- Employees does not swipe the card
- Employees does not swipe the card
- Review the time sheet
- Timekeeper data synchronization

PHÒNG BAN	SỐ THẺ	MÃ NV	TÊN NHÂN VIÊN	NGÀY	THỨ	CA	VÀO	RA
Bảo trì	40	LD0370615	Hoàng Công Thắng	04/04/2016	Thứ 2		7:14	16:38
Bảo Vệ	11	BV0040115	Dương Văn Hiếu	04/04/2016	Thứ 2		6:59	16:45
BP Kỹ thuật	36	VP0070515	Đặng Anh Vũ	04/04/2016	Thứ 2		7:13	16:38
Chà Nhám	27	SA0040315	Dương Thị Mai Thanh	04/04/2016	Thứ 2		6:54	15:59
Hoàn thiện	57	LD0650815	Hà Huy Hiệp	04/04/2016	Thứ 2		7:20	16:30
Kho	33	LD0300515	Dương Đào Minh Tuấn	04/04/2016	Thứ 2		7:20	12:06
Lắp ráp	47	VP0010714	Bùi Thành Chung	04/04/2016	Thứ 2		6:53	16:37
Lắp ráp	22	LD0160215	Châu Điền Minh	04/04/2016	Thứ 2		7:19	16:33
Lắp ráp	60	LD0680815	Đỗ Minh Sau	04/04/2016	Thứ 2		7:05	16:30
Phôi	43	LD0420615	Cao Văn Tâm	04/04/2016	Thứ 2		6:58	17:26
Phôi	19	LD0130115	Hà Văn Minh	04/04/2016	Thứ 2		7:08	16:43
Sơn	20	LD0140115	Đinh Văn Hoàn	04/04/2016	Thứ 2		7:08	16:40
Sơn	46	LD0480615	Hồ Thanh Thống	04/04/2016	Thứ 2		7:12	16:45
Văn phòng	10	VP0010714	Dominique, PAUL MOAL	04/04/2016	Thứ 2		7:03	16:41
Định Hình	39	LD0360615	Đoàn Thanh Tuấn	04/04/2016	Thứ 2		7:07	7:08

# Screen

## 05. SALARY

- Update employee payroll
- Salary list
- Salary advance
- Deductions
- Personal income tax
- Loan
- Statistics on loan payments
- Employee payroll
- Tax payroll
- Overtime payroll
- Annual salary report
- Annual salary fund
- Salary of the company
- Salary for tax finalization

NĂM	THÁNG	PHÒNG BAN	MÃ NV	TÊN NHÂN VIÊN	NGÀY VÀO LÀM	LƯƠNG NGÀY	LƯƠNG CĂN BẢN
2016	4	Bảo trì	BT0010415	Tạ Phúc Hiền	21/04/2015	175,076.923	4,552,000
2016	4	Bảo Vệ	BV0010115	Vũ Văn Kiên	01/03/2015	144,038.462	3,745,000
2016	4	Lắp ráp	LD0011014	Nguyễn Sử	01/10/2014	175,076.923	4,552,000
2016	4	Đóng gói	LD0040115	Nguyễn Thế Quốc Bảo	08/01/2015	166,730.769	4,335,000
2016	4	Kế hoạch	LD0050115	Nguyễn Quốc Khánh	09/01/2015	201,615.385	5,242,000
2016	4	Mẫu	LD0101114	Nguyễn Minh Thanh	04/12/2014	166,730.769	4,335,000
2016	4	Son	LD0120115	Nguyễn Văn Dương	15/01/2015	183,807.692	4,779,000
2016	4	Lắp ráp	LD0160215	Châu Điền Minh	26/02/2015	158,807.692	4,129,000
2016	4	KT Chất Lượng	LD0170315	Lý Minh Sang	02/03/2015	223,423.077	5,809,000
2016	4	Hoàn thiện	LD0220315	Lê Văn Anh	11/03/2015	175,076.923	4,552,000
2016	4	Lắp ráp	LD0230315	Trương Vĩnh Tâm	23/03/2015	175,076.923	4,552,000
2016	4	Kho	LD0300515	Dương Đào Minh Tuấn	11/05/2015	192,038.462	4,993,000
2016	4	Định Hình	LD0310515	Khuất Lê Duy Phương	19/05/2015	175,076.923	4,552,000
2016	4	Bảo trì	LD0370615	Hoàng Công Thăng	11/06/2015	166,730.769	4,335,000
2016	4	Phôi	LD0420615	Cao Văn Tâm	19/06/2015	151,230.769	3,932,000

# Timekeeper equipment



CARD FROM



FINGERPRINT READER



TIMEKEEPER



For more information please contact

---

**Vitda**  
Cloud Apps

VIET INFORMATION TECHNOLOGY DEVELOPMENT APPLICATION

187/7 Dien Bien Phu st, DaKao Ward, Dicrist 1, TP.HCM  
Phone: (84-28) 7106 3200 - Fax: (84-28) 3823 0599  
Email: [sales@vitda.vn](mailto:sales@vitda.vn) - Web: [www.vitda.vn](http://www.vitda.vn)

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