

# SMEPAYROLL MOBILE APP

## SMART PHONE

## APPLE & ANDROID

### Synchronize in real time!

The data is seamlessly synchronized between mobile app and the web application.

### Get our new Mobile App!

The SMEPayroll Mobile App is free to download and it is free to use. All you need is have an active Mobile App module installed at the server.

Scan to download  
from **Apple Store**



Scan to download  
from **Google Play**



## What does the app facilitate?

- ➔ Application of leave by employee.
- ➔ Approval of leave by Supervisor.
- ➔ Viewing Pay Slip.

The app calculates the number of paid leave, the number of unpaid leave and the number of public holidays falling in the date range of leave applied. The user gets to see all this information before deciding to submit leave application.

Once a leave is applied, an email is triggered to the supervisor. The user has an option to cancel leave with open status, check the leave balances and status of applied leaves.

Supervisor has an option to approve or reject the leave applied.

Once the payroll is processed, the app provides an option to view the Pay slip displaying Basic pay, allowances, Overtime deductions, Employee & Employer CPF contributions, SDL, Levy, funds, etc.

# Mobile Leave Application & Approval



Leave Application



Good afternoon, John Edward

Select Year: 2014

Approved Pending Rejected

Annual Leave			
25-02-2014	1	A	
Taken: 10			
04-03-2014	1	R	
12-03-2014	1	R	
03-04-2014	1	R	
08-04-2014	1	R	
09-04-2014 to 12-04-2014	3	R	
01-12-2014	1	A	
02-12-2014	1	R	

Annual Leave Balance

Current Year leave  
Last Year Carry fwd leave  
Paid, Unpaid leave

Logged in User

Login Screen  
enter User Name, Password  
and select Company Name

View Leave Status  
Approved / Rejected leave /  
Duration of leave

View leave Balance  
Current Year leave  
Last Year Carry fwd leave  
Paid, Unpaid leave

## Mobile View Pay Slip

Good morning, John Edward

ADVANCED AND BEST TECHNOLOGIES PTE LTD

Name: John Edward  
ID / Passport: S7583580I  
Salary Month: September  
Year: 2015

Earnings

Basic Pay: 10000.00  
OT Amount: 1833.65  
Total Addition: 1250.36  
Total Gross: 12629.46

Deductions

CPF: 1000  
Donation: 3  
Unpaid Leave: 454.55  
Total Deduction: 2207.55  
Net Pay: 10876.46

Company Name

Itemized Pay Slip  
Earnings, Deductions,  
Period, Overtime, etc.

View Pay Slip

