



# SMEPAYROLL<sup>TM</sup>

## Mobile App

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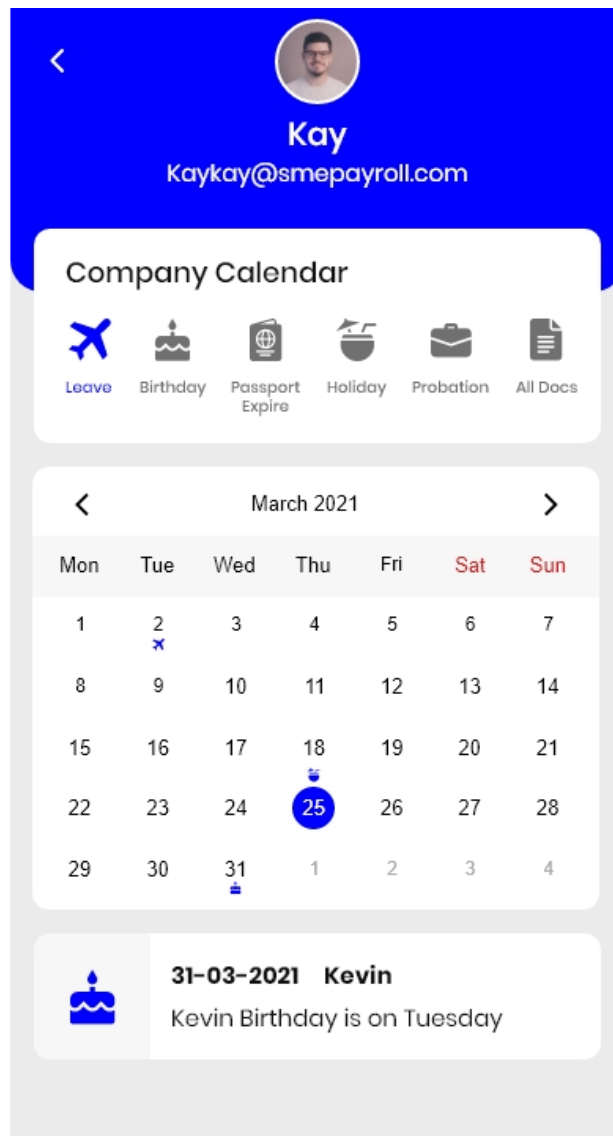
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# SMEPAYROLL<sup>TM</sup>

Mobile-first Solution: People Directory, Attendance,  
Leave, Claim, Geo-Fencing, NFC, QRCode, Payslip,  
Company policy, Incident reporting, Schedule,  
Announcements, etc.

# One easy-to-read calendar for everyone

Stay up to date with a shared company calendar that displays all employee leaves and company events and links with outlook.



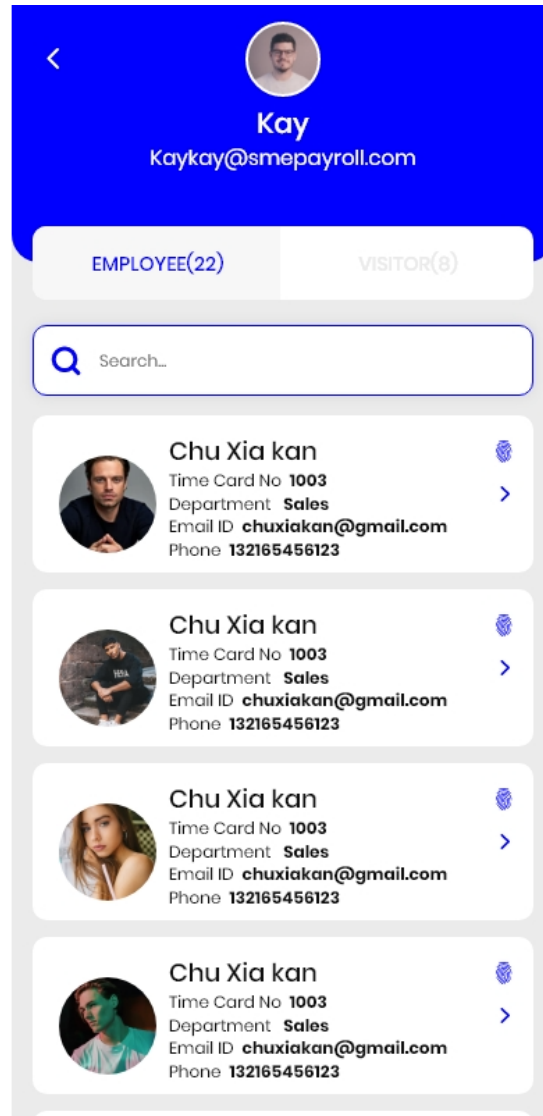
# Time off

Check leave availability, Apply Leave/time off; the app calculates - the number of paid leave, unpaid leave, as well as public holidays falling in the date range of leave applied. Leave approval, Check Leave Status.

The screenshot shows the 'Leave Application' screen in the SME Payroll Mobile App. At the top, there is a blue header bar with a back arrow, a user profile picture, the name 'Kay', the email 'Kaykay@smepayroll.com', and a notification badge with the number '12'. Below the header, the title 'Leave Application' is displayed. The main content area is divided into three sections: 1. 'Sick Leave' section: Shows 'AVAILABLE 12.5days'. It has two input fields: 'Leave From Date' and 'Leave To Date'. 2. 'Maternity Leave' section: Marked with a red 'X' icon. It shows the dates '25 March, 2021 - Thu' and '26 March, 2021 - Thu'. Below this, it states 'You are applying Maternity Leave og 1.0 Days'. There are three radio buttons: 'Full Day' (selected), 'Am', and 'Pm'. Below these are four columns: 'Paid' (1.0), 'Unpaid' (0.0), 'Public Holiday' (0.0), and 'Balance' (11.0). At the bottom of this section is a toggle switch for 'No Image Selected' which is turned on. A blue 'SUBMIT' button is at the bottom of the section. 3. 'Hospitalisation Leave' section: Also marked with a red 'X' icon. It shows the dates '25 March, 2021 - Thu' and '26 March, 2021 - Thu'.

# People Directory

Built-in company directory where HR, managers, and employees can find contact information, photos, and job titles for everyone in the organization. You'll have your whole team with you wherever you go.



# Claim / Reimbursement

Check available claim balances, Apply new Claim, upload claim attachments, Approve Claims, Check claim status.

Kay

Kaykay@smepayroll.com

Apply Claim

General Claim

AVAILABLE N/A

Leave From Date

Leave To Date

General Claim

25 March, 2021 - Thu  
26 March, 2021 - Thu

Claim Amt

Tax

Tax Amount

Amount

☒

\$0

\$0

Receipt No

Remark

No Image Selected

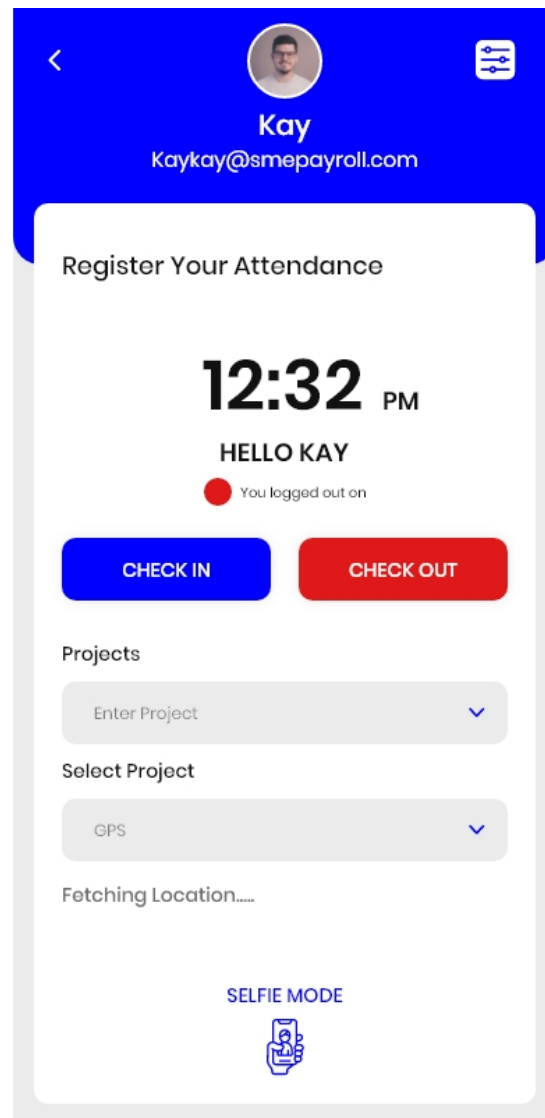
☒

SUBMIT

# Attendance with Geo-Fencing

Attendance records are transferred in real time, making it easy for tracking and checking at the head office.



The App continues to record attendance information, even when there is no connectivity to the server



# Incident Reporting

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Report back incidents, take a photo and write incident information. Manage complete incident reporting through our mobile app.




**Kay**  
Kaykay@smepayroll.com

### Incident Reporting


If you see anything you wish to report back to the company. Please do so, we will take utmost care in protecting your.

#### Attaching Image

Please Take A Photo Or Attach One From The Gallery

  
Upload

#### Incident Type

Select Incident type 

#### Remark

Write here

Report Date: 20 Oct, 2021 Time: 17:00

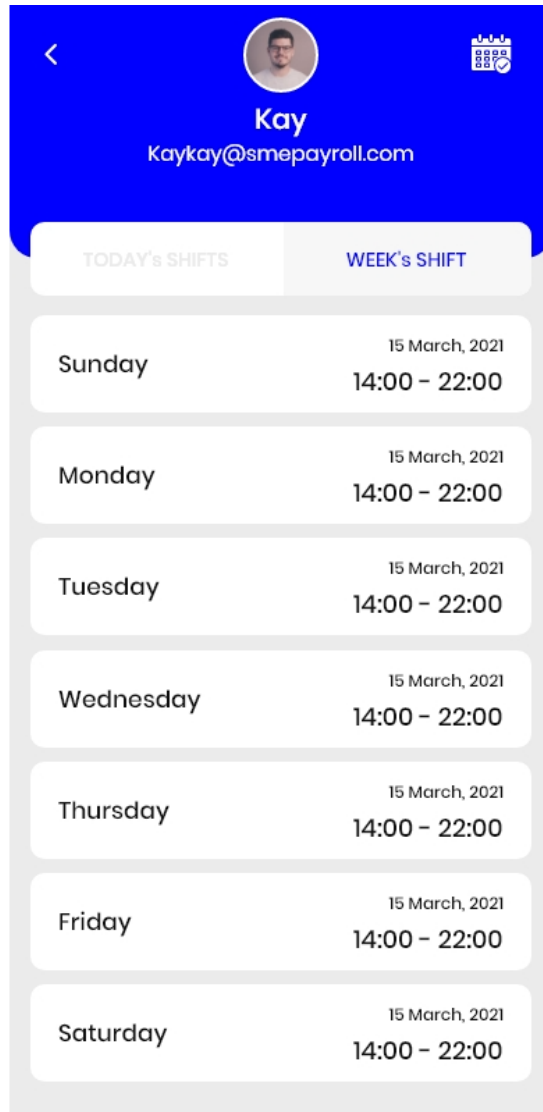
**SUBMIT**



# Schedule - Roster



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Check your work schedule on the mobile App. Quickly get your teams scheduled through scheduling Software application which results in better productivity. Employees are notified of the schedule availability and changes via notifications through mobile app.



# Payslip with Paycheck History

View Payslip showing Basic pay, allowances, deductions, Overtime, employee CPF, employer CPF contribution, SDL, Levy, etc. Distribution of physical payslip is no longer required. Employees can view and download their itemised payslips from their mobile app or online portal.



**Kay**  
Kaykay@smepayroll.com

**Payslip with Payroll History**


Year

Month

2020

April

April, 2021



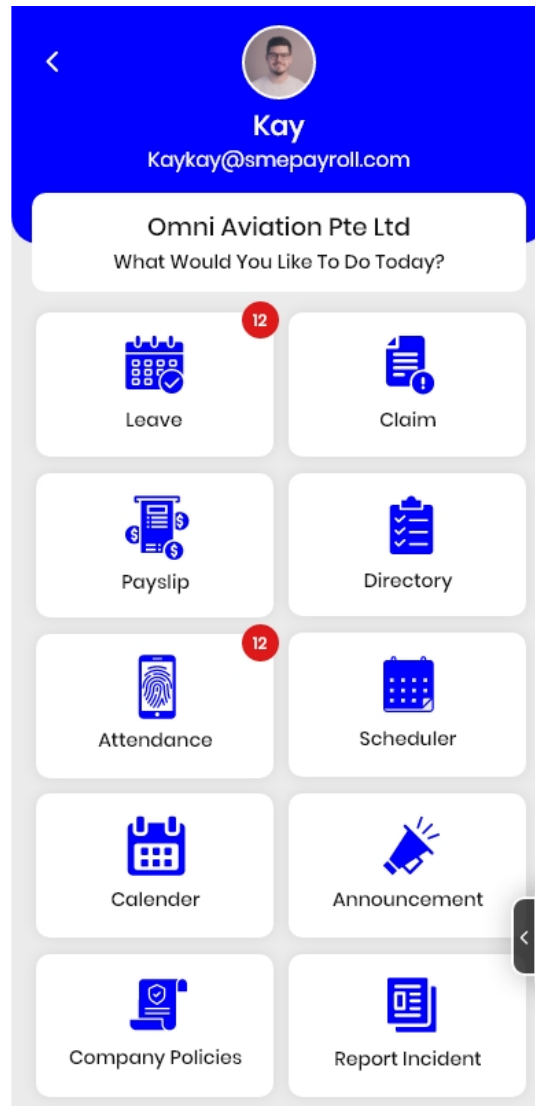
NETPAY  
**\$ 3789.55**

EARNINGS		DEDUCTIONS	
Basic Salary	<b>4500.55</b>	Unpaid Leave	<b>0.0</b>
OT Amount	<b>0.0</b>	CPF Ded	<b>900.0</b>
Other Add	<b>0.0</b>	Donation	<b>1.5</b>
Total Earn	<b>4500.55</b>	Other Ded	<b>0.0</b>
		Total Ded	<b>901.5</b>

# Mobile App

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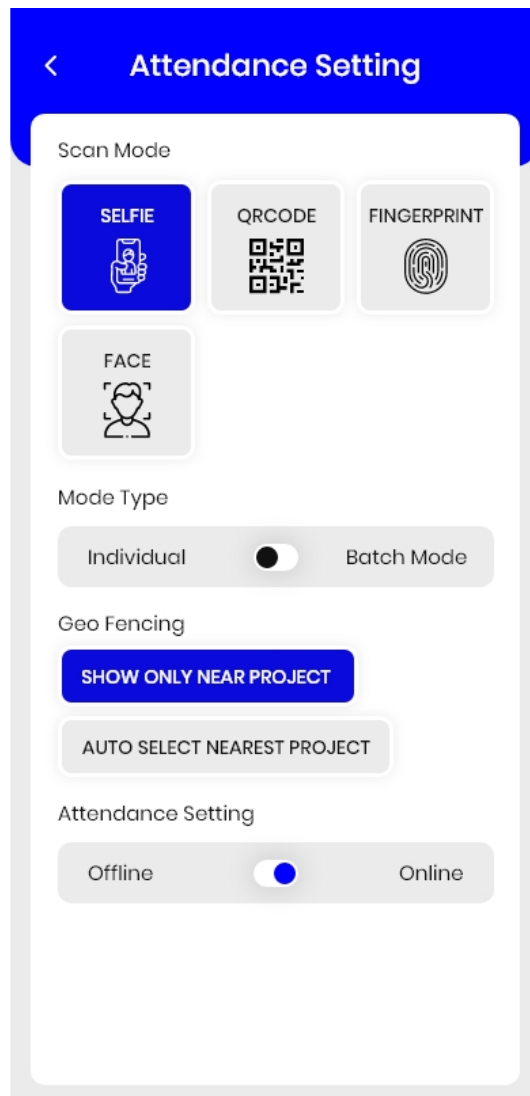
**SMEPAYROLL** mobile employee app now gives fast, easy access to the same experience employees expect in the office, all to make work that much better. What would you like to do today?



# Attendance – Selfie mode

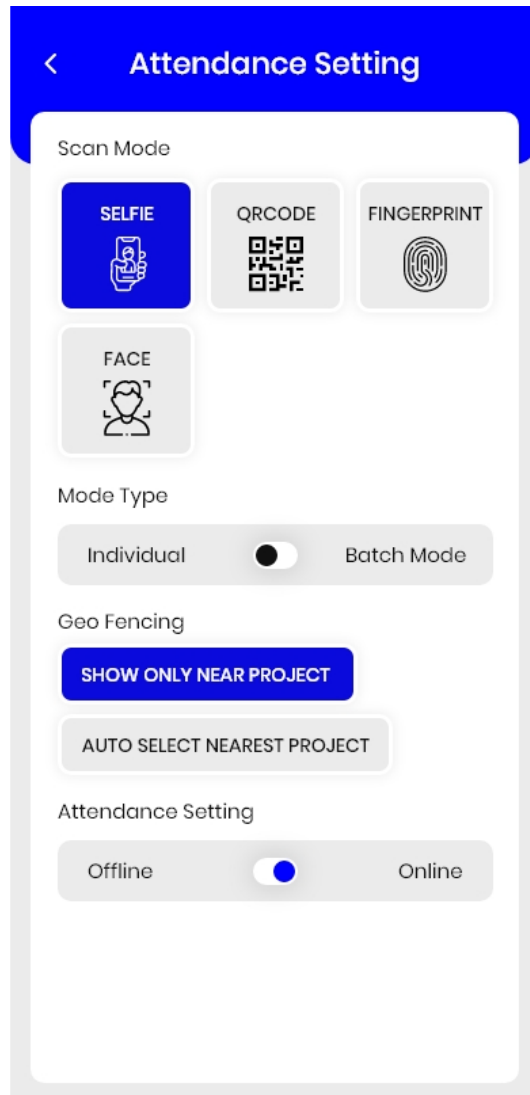
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Track attendance of your employees through any device. Employees can clock-in and clock-out through Mobile App, Web Portal or facial recognition device.

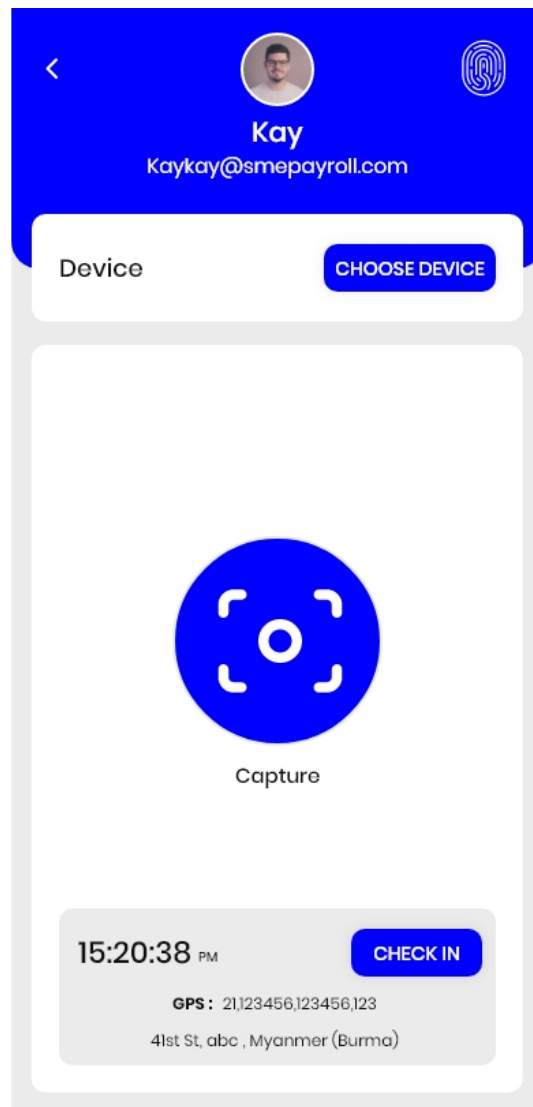


# Attendance – QRCODE mode

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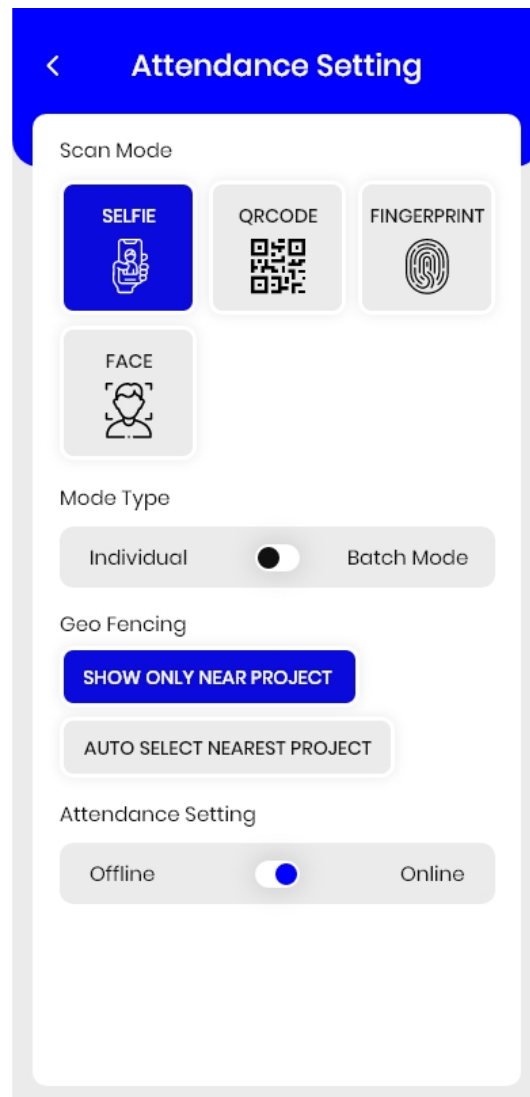
# Attendance – Fingerprint Biometric mode



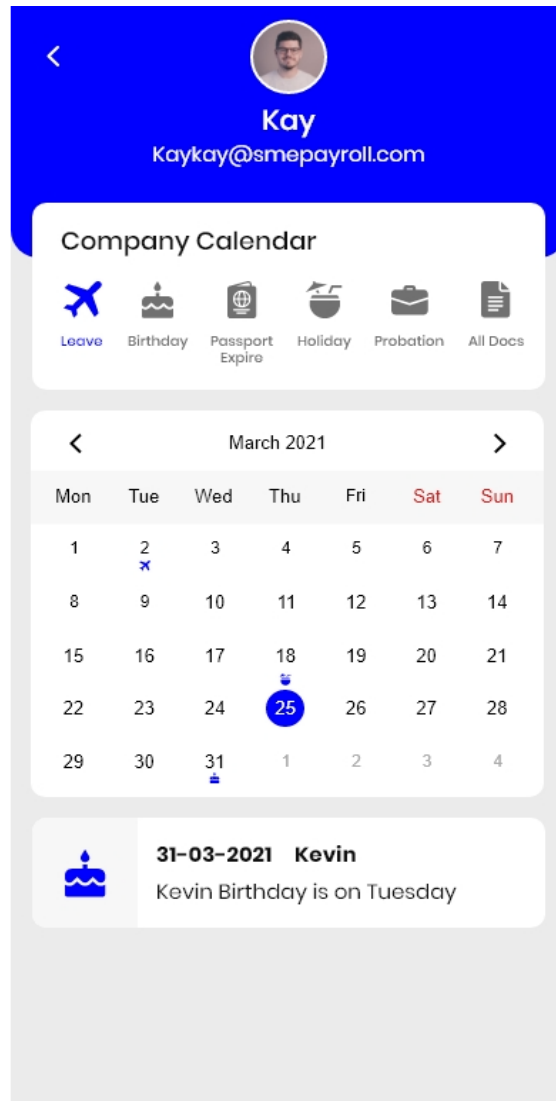
# Attendance – Face Detect mode

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Employees clock in through AI powered facial recognition device. An alarm is triggered with any false detection.




# Calendar – Events





# Time Off - Application

Simple folding cell framework, making time-off submission simplest possible. Employees can apply leave in days and half days even through Mobile App.

<  12


**Kay**  
Kaykay@smepayroll.com

**Leave Application**

**Sick Leave** AVAILABLE 12.5days

Leave From Date

Leave To Date


**Maternity Leave**  25 March, 2021 - Thu  
26 March, 2021 - Thu

You are applying Maternity Leave of 1.0 Days


☒ Full Day ☐ Am ☐ Pm

Paid Unpaid Public Holiday Balance

1.0 0.0 0.0 11.0

No Image Selected 

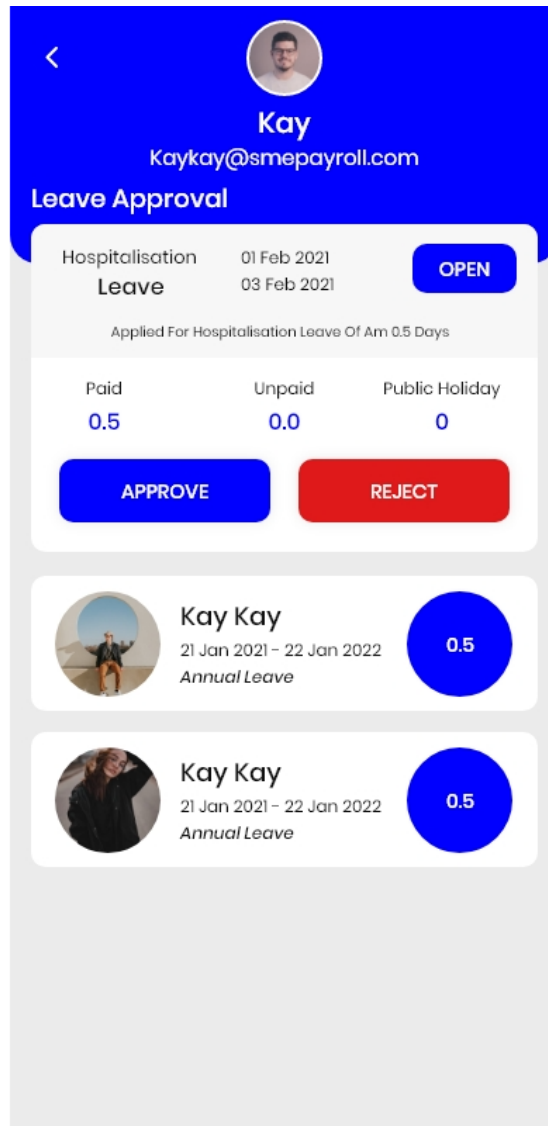
**SUBMIT**

**Hospitalisation Leave**  25 March, 2021 - Thu  
26 March, 2021 - Thu

You are applying Maternity Leave of 1.0 Days

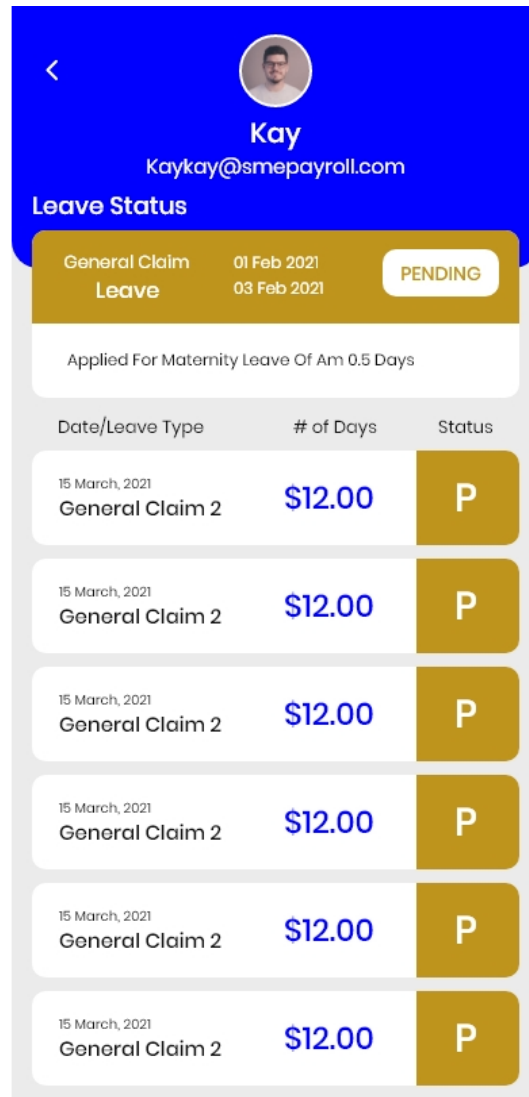
# Time Off - Approval

Leaves applied can be approved or rejected through mobile app in real time.



# Time Off - Status

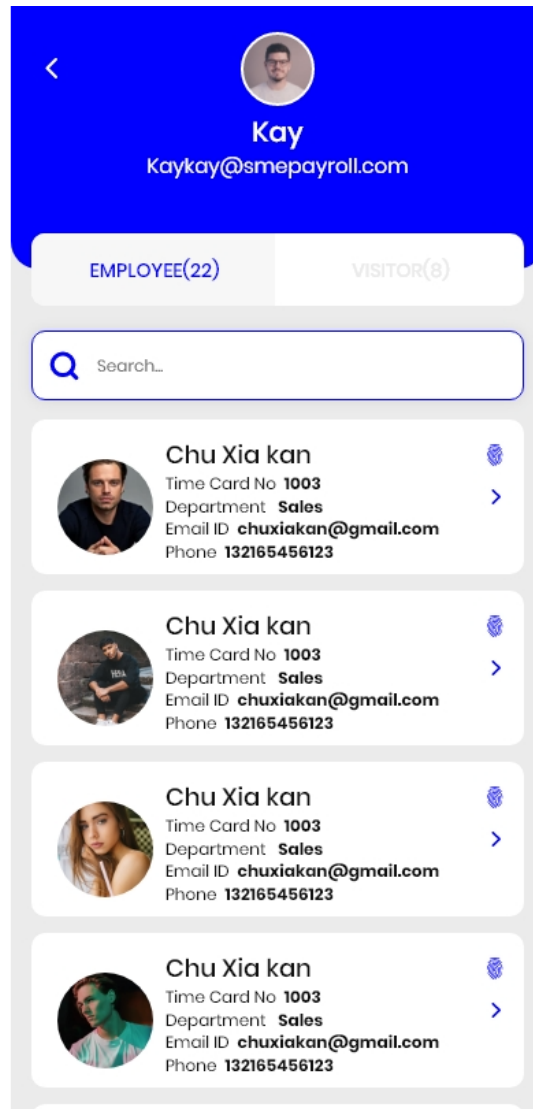
Employees can check their leave status via mobile app.



# People Directory

Right based people directory.


Configurable employee group access to view information accordingly.




# Claim – Reimbursement application

Simple folding cell framework, making time-off submission simplest possible.

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Kay

Kaykay@smepayroll.com

Apply Claim


General Claim

AVAILABLE N/A

Leave From Date

Leave To Date

General Claim



25 March, 2021 - Thu  
26 March, 2021 - Thu

Claim Amt	Tax	Tax Amount	Amount
<input type="text"/>	<input checked="" type="radio"/>	\$0	\$0

Receipt No

Remark


No Image Selected


☒

SUBMIT

# Claim – Reimbursement Approval

Approver can reject or approve the claims applied by an employee through mobile app in real time.





**Kay**  
Kaykay@smepayroll.com

**Claim Approval**

CLAIM

AMOUNT

Transport  
Claim

01 Feb 2021

OPEN

Applied for Claim Type, Amount of \$1.14  
Remark - In Browser PDF

Amount	Tax	Total Amount
\$1.14	\$0	\$1.14

Remark

APPROVE

REJECT



Kay Kay

21 Jan 2021

General Claim 2

\$13.00

# Claim – Reimbursement Status



**Kay**  
Kaykay@smepayroll.com

**Claim Status**

**General Claim**    01 Feb 2021    **APPROVED**

Applied for Claim Type, Amount of \$134  
Remark – In Browser PDF

Applied For Claim Type, Amount Of \$10.00  
Remark

Date/Claim Type	Amount	Status
15 March, 2021 General Claim 2	\$12.00	A
15 March, 2021 General Claim 2	\$12.00	R
15 March, 2021 General Claim 2	\$12.00	R
15 March, 2021 General Claim 2	\$12.00	P
15 March, 2021 General Claim 2	\$12.00	A

# Payslip

Employees can view and download their itemised payslips from their mobile app or online portal.

The screenshot shows the mobile app interface for a user named Kay. At the top, there is a blue header with a back arrow, a profile picture, the name 'Kay', and the email 'Kaykay@smepayroll.com'. Below this is a section titled 'Payslip with Payroll History' with dropdown menus for 'Year' (set to 2020) and 'Month' (set to April). The main content area displays the payslip for 'April, 2021' with a red 'X' icon. The net pay is shown as '\$ 3789.55'. Below this, there are two columns: 'EARNINGS' and 'DEDUCTIONS'. The earnings section lists Basic Salary (4500.55), OT Amount (0.0), Other Add (0.0), and Total Earn (4500.55). The deductions section lists Unpaid Leave (0.0), CPF Ded (900.0), Donation (1.5), Other Ded (0.0), and Total Ded (901.5).

EARNINGS		DEDUCTIONS	
Basic Salary	4500.55	Unpaid Leave	0.0
OT Amount	0.0	CPF Ded	900.0
Other Add	0.0	Donation	1.5
Total Earn	4500.55	Other Ded	0.0
		Total Ded	901.5



# Incident Reporting

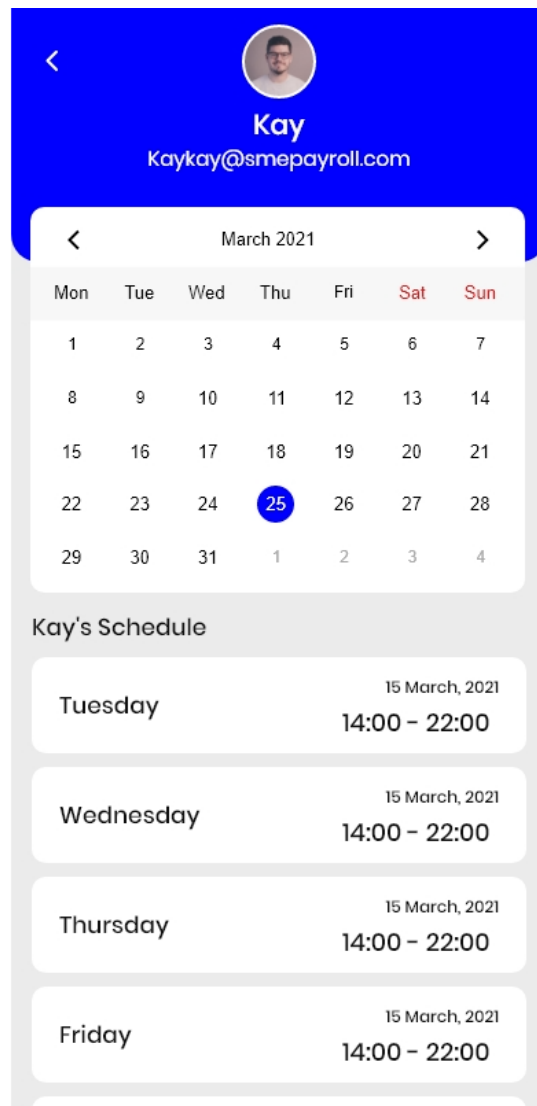
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Report back incidents, take the photo and write incident information. Manage complete incident reporting even through our mobile app.

The screenshot shows a mobile app interface for incident reporting. At the top, there is a blue header bar with a back arrow on the left, a circular profile picture of a man, the name 'Kay', and the email 'Kaykay@smepayroll.com'. Below the header is a white card titled 'Incident Reporting' with a paragraph: 'If you see anything you wish to report back to the company. Please do so, we will take utmost care in protecting your.' Below this is another white card titled 'Attaching Image' with the text 'Please Take A Photo Or Attach One From The Gallery'. In the center of this card is a circular button with an upload icon and the word 'Upload'. Below the image section is a dropdown menu labeled 'Incident Type' with the text 'Select Incident type' and a downward arrow. Below the dropdown is a text input field labeled 'Remark' with the placeholder text 'Write here'. At the bottom of the form, there is a grey bar showing 'Report Date: 20 Oct, 2021' and 'Time: 17:00'. Below this is a large blue button labeled 'SUBMIT'.

# Schedule - Roster

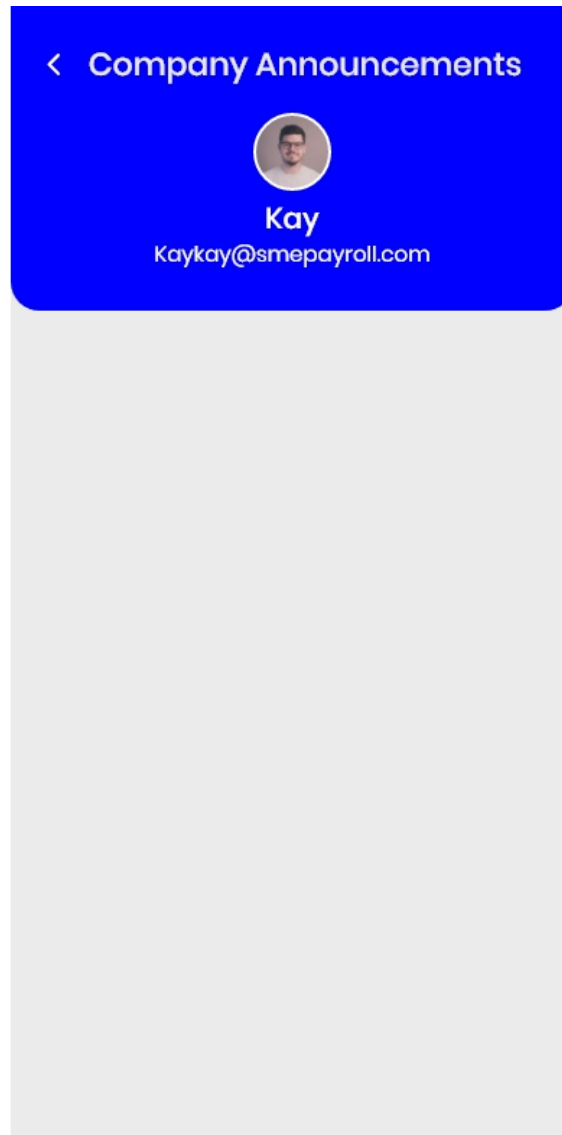
Quickly get your teams scheduled through scheduling Software application which results in better productivity. Employees are notified of the schedule availability and changes via notifications through mobile app.



# Announcements

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Company Announcements can be posted via message board. Select your own time frame to publish and disappear the announcements with our mobile app.




# Employee Particulars Update

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Employee access to personal particulars update.

The screenshot shows a mobile app interface for updating employee details. At the top, there is a blue header with a back arrow, a profile picture of a man, the name 'Kay', and the email 'Kaykay@smepayroll.com'. Below the header is a white card titled 'Employee Details Update'. The card contains several sections: 'Employee Name' with fields for 'First name' (containing 'Kay') and 'Last name' (containing 'Kay'); 'Address Information' with four stacked text input fields for 'Street / Building'; 'Postal Code' with one text input field; 'Contact Information' with fields for 'Mobile Number' (containing '11215454841212'), 'Matrinal Status', 'Emergency Contact Name', and 'Emergency Contact Number'. At the bottom of the card is a blue 'SAVE' button.

<   
Kay  
Kaykay@smepayroll.com

**Employee Details Update**

**Employee Name**

First name  
Kay

Last name  
Kay

**Address Information**

Street / Building

Postal Code

**Contact Information**

Mobile Number  
11215454841212

Matrinal Status

Emergency Contact Name

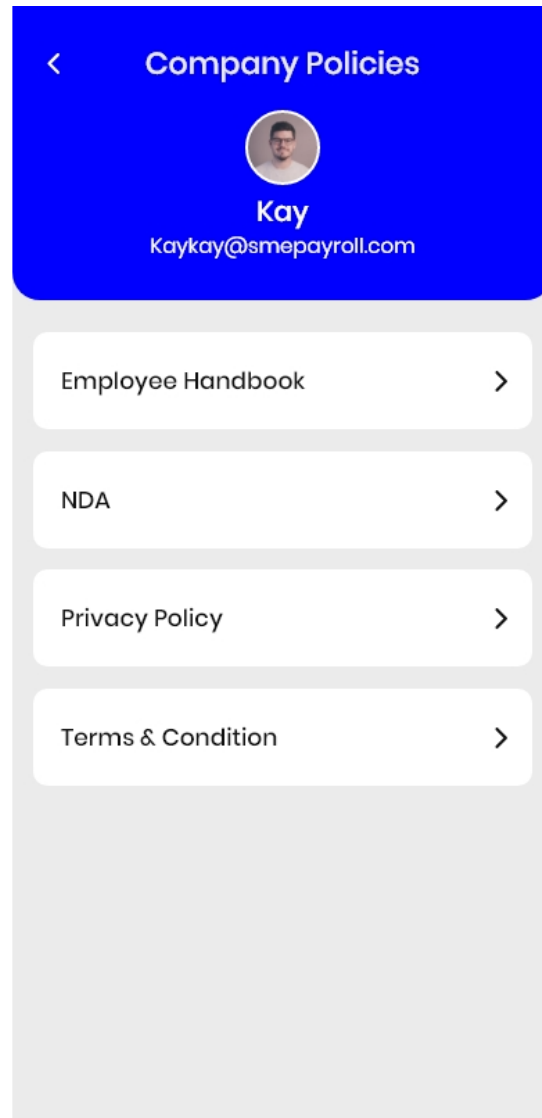
Emergency Contact Number

**SAVE**

# Company Policies

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Company policies pdf file can be retrieved by employees.  
This feature has a managed control at the application level.



PeopleCentral Pte Ltd.  
200100439R

1800PAYROLL  
68372336

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[www.peoplecentral.co](http://www.peoplecentral.co)

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