

EXCELITY

PRODUCT CATALOGUE





About Excelity

Headquartered in Singapore, Excelity Global Solutions is the largest Asia based HCM solution service provider with more than 21 years' experience, working with close to 500 clients across 20 countries in the Asia Pacific region. A leading HR outsourcing partner in the region, Excelity Global has payroll delivery centers set up in Singapore, India, China, Malaysia and Philippines, and takes pride in delivering more than 1.2 million payslips a month.

Excelity provides services for 20 countries and has its proprietary platform for 14 countries in the Asia Pacific region, delivered through Managed Services, Platform as a Service (PaaS) and Software as a Service (SaaS) models.

HCM

CoreHR

- Company Management
- Organization Management
- Job Management
- Position Management
- Employee Management
- Configurable Country specific fields
- Configurable Client specific fields
- Organization Charts
- Movements & Exits
- Grievances & Disciplinary Actions
- Employee Engagement Celebrations
- Access Configuration
- Integrated with Payroll, PDA & other products
- Bulk Loading Capability
- Configurable Letter Generation Module
- Employee Directory
- Social linkage & Gamification
- Reports
- Mobile Andriod/iOS

Recruitment

- Entire Requisition Lifecycle (Creation, Sourcing, Hire & Onboard)
- ATS (Application Tracking)
- Talent Pool
- Consolidated Scorecards
- Requisition Ageing
- Social Media Linkage
- Recruiter Collaboration
- Drip Email Marketing
- Hire Requests Sourcing & Pre-Screening
- Selection & Offer
- Internal Job Postings & Employee Referrals
- Candidate Portal
- Auto Allocation
- Mobile Andriod/iOS

Performance Management System (PMS)

- Comprehensive Performance Management
- Dashboard
- Competency
- Goals & Performance
- Talent Pools & Tagging
- Calibration
- 360 Degree
- Development Oriented
- Careers & Succession Plans
- Compensation Planning
- Training
- Individual Development Plan
- Performance Improvement Plan
- Succession Planning : 9 Box, Potential BVs Rating
- Mobile Andriod/iOS

Time & Attendance

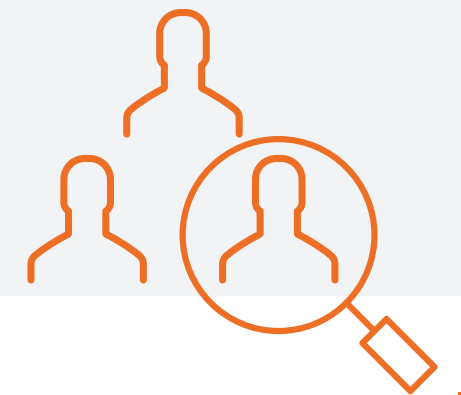
- Online Attendance - Marking, Regularization, Approve/Reject Regularization
- Shift Management - Define Shifts, Create Rosters - Cyclic/Non-cyclic, Assign Rosters, Weekly Offs etc.
- Attendance - Process Clock Data, Muster Roll, Shift Continuation, Shift Deviation etc.
- Certificate of Attendance (COA)
- Notifications based on Hierarchy
- Reports - Attendance Master Report, Attendance Regularization Report, OT Hour Report, Absence Report, Latecomers Report etc.
- Mobile Andriod/iOS

Leave

- Simplified Leave Administration
- Setup - Schedule, Entitlement, Weekly Off, Flexi Weekly Off, Leave Grouping, Accrual Threshold, Carry Forward etc.
- Apply Leave, Approve/Reject/Cancel Leave, View Balance etc.
- Notifications based on hierarchy
- Reports
- Mobile Andriod/iOS

Configurable Workflow Designer

- Drag & Drop
- Dynamic UI
- Employee Master Changes
- Promotion
- Salary Change
- Demotion
- Transfer



Analytics

- Predictive Analytics, Data Analytics, Reporting
- Workforce Demographics
- Workforce Hiring
- Workforce Turnover
- New Hire Compensation
- Payroll Anomalies
- Disciplinary Action Review

ESS (HRIS Global)

Maintain Employee Information

- Personal, Dependent, Address/Contact, Bank etc.

Leave

- Summary, Balance, Leave Calendar, Apply, Cancel, Reject etc.

Time & Attendance

- Read Clock Data, View Attendance, View Roster, Change of Shift, Overtime, Certificate of Attendance (COA), Approve/Reject/Cancel Shift/COA/OT etc.

Overtime (OT)

- Submit OT, Approve/Reject OT, Payment Register etc.

Benefit Claim

- Submit Benefit Claim, Approve/Reject Claim, Claim Listing

Business Expense

- Submit Business Expense, Approve/Reject Claim, Claim Listing

Notifications based on Hierarchy

Reports

- View Payslips, Tax Slips, Employee Payroll Reports etc.

Mobile Andriod/iOS

Payroll Data Aggregator (PDA)

Multiple Country Input/Output Consolidator

Automated file reading with the concept of cut-off dates

Highly Configurable Input/Output File Formats

- Excel, TXT, PDF, CSV, XML etc.
- Plug & Play Validations

Multiple Currency Convertor



NGA HR Certification

- Payroll Exchange (PEX) Solution

Workday Certification

- Payroll Connectors (PICO, PEI)
- External Payroll Results (ExPR)
- External Payslip Integration
- Visual Presentation Services (VPS)/ EDI - in progress

Reports

- Standard Reports
- Bank files
- JV/GL files
- Adhoc Reporting Tool
- Audit Log



Payroll (EPay)

Company Setup

- Legal Entity, Employer Bank, Cost Centre, Job Titles etc.
- Pay Frequency (Daily, Weekly, Bi-Weekly, Semi Monthly, Monthly, Off-Cycle)

Pay Elements Setup

- Fixed/Recurring, One Time/Non Recurring, Attendance, Unpaid Leave (Loss of Pay), Split, Accrual, Loans etc.
- Formula Builder
- Automated Gross to Net Calculations
- Automated Retro/Arrear & Proration based on Calendar days/Working days/Yearly Average/Fixed Days
- Automated Client Specific Calculations
- Automated Statutory Calculations
- Net Pay split based on Bank Accounts
- Final Settlement Computation, Severance Pay Calculation
- Bonus split (Taxable/Non-taxable)

Reports

- Excel, PDF, TXT, CSV, XML etc.
- Standard Reports (Payslips, Salary/Pay Register, Variance Reports etc.)
- Statutory Reports
- Statutory Extractions for Online/Offline Submission/Filing
- Bank Files (as per bank formats)
- GL/JV Files
- Client Specific Reports

Adhoc Reporting Tool

Audit Log

Interface/File Upload

- Excel, TXT, PDF, CSV, XML etc.

Maintain Employee Information

- Personal, Dependent, Address/Contact, Bank, Previous Employment etc.



RPA/Payroll Process Automation (Zenith)

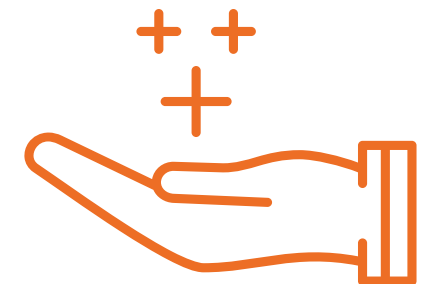
Zenith Automation

- Client Calendar
- Input - Web Upload/Edit & Approval Process (Task Bots)
- NLP based Auto File Reading & Upload (NLP Bots)
- Auto Input Data Transfer
- Delta Employee Processing
- QC Reports
- Reports Generations using BOTs (Report Task Bots)
- Auto Output Data Transfer
- Payroll Outputs on ESS Portal & Sign-Off
- Email Notification
- Activity Calendar - Interface Input, Full and Final Settlement Input, Main Input, Draft Output, Final Output, Additional Input, Other Transfers, Employee Details
- Automated Activity Initiation
- Aggregation
- OneView (Cockpit) - Intuitive Dashboard with drill down functionality

Benefits

Insurance

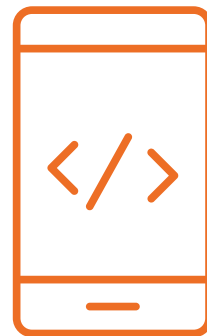
- NAC and Leisure travel
- Hospital Cash and Critical Illness
- 8 more new products and 4 countries
- Carrier Integration and Product Configuration
- Integrated SSO offering – ESS and Benefit Product Page
- Payment Gateway Integration
- Payroll Deduction APIs
- Event or Alert based Workflow for recommendations
- Employee/Employer Consent



Mobile

Mobile First Strategy

- Mobile Android/iOS
- View Employee Details
- Update Identification Number (PAN, NRIC etc.)
- View Bank Details
- Mark Attendance
- Apply Leave, Attendance Regularization
- Approve/Reject/Cancel Leave, Attendance Regularization
- Login via Credentials, Finger Print & Facial Recognition



Chatbot (Excelia)

AI Based

- Unlock Password
- Reset Password
- Download Payslip
- Download Reports (Tax Statements, PF Statements etc.)
- Dependents Details
- Organization wise News Updates
- New Joiners Details
- Display Pending Activities
- Company Policies
- Mark Attendance
- Apply Leave
- Leave Balance



PaaS Payroll

Single Platform for consistency of Reports and Payslips

Intuitive UI/UX

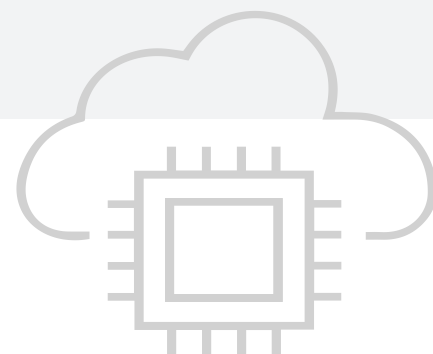
Fully Integrated Modal

Consolidated Reporting

Payroll Assistance (Chatbox)

Online Help (Zendesk)

Adhoc Reporting Tool



SaaS Payroll (EZPayroll)

Calendar Setup

5 Step Process

- File Upload - Predefined Validations
- Input Confirmation
- Payroll Process
- Report Generation
- ESS Data Transfer
- Metering
- Integration with Payment Gateway



Wi-Fi Timesheet

Timesheet Management

- Wi-Fi
- Beacon
- Geo-fencing
- Finger Print & Facial Recognition

Digital Wallet

Fintech Integration for Digital Wallet

- Disbursement for Salary, Incentive, Allowances etc.
- Employees are notified immediately
- Added benefits like Promos, Loans, Insurance etc.
- 24/7 Withdrawal from ATMs

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Our Presence

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