



we make HRM easy

You Focus on Your People; We Focus on You

“Our people are our most important asset”

ezyHRM is a Human Resource Management System. In summary, it has employee database, payroll, leave and claims administration and attendance and timesheet tracking. With the system, we save time in manually calculating our

employees' salary per month and there are fewer possibilities in discrepancies. A standard operations procedure for leave, OT, attendance are in place to promote fairer HR practices, ensuring that both the companies and employees are fairly treated.

ezyHRM Features



Manage Employee

It enables user add, edit, resign employee. It allows users to set privilege for certain users, and view history salary, resign list, print, and print contract agreement.



Create Attendance

It enables user to manually create attendance and save into database.



Edit Attendance

It enables user to edit employee's work in, work out and shift type to change schedule.



Attendance Report

It enables user to check attendance, non-attendance and late in a period of time.



Monthly Attendance

It enables user to view overall attendance report on a monthly basis.



Leave Type

It enables user to create, edit, delete and search leave type.



Balance Leave

It enables user set the value of leave balance for each individual employee.



Create Leave

It enable users create new leave and delete leave. Leave can be subdivided into normal leave (apply 7 days earlier) and urgent leave (apply anytime).



Leave Approval

It enables user to approve leave and delete leave if before approve.



Leave Report

It enables user to access leave balance, leave days, number of leaves left.



Holiday Setup

It enables user to create, edit, delete, and search for public holiday. It also allows user to download and upload XLS template for public holiday.



Shift Type

It enables user to create, edit, delete, and search for shift type.



Weekly Shift

It enables user to create, edit, delete, and search for weekly shift type. Weekly Shift Type as master of schedule on one week.



Create Schedule

It enables user to create schedule which will generate schedule day by day for work in, work out and off in a period of time based on weekly shift type.



Edit Schedule

It enables user to edit and search shift types which have been created earlier.



Log Schedule

It enables user to view and search schedule history.



Schedule Report

It enables user to access calculated report schedule on monthly basis.



Allowance/Deduction Type

It enables user to create, edit, delete and search allowance type.



Allowance/Deduction Details

It enables user to setup allowance in payroll and deduction in payroll.



Foreign Levy

It enables user to create, edit and delete foreign levy.



Master CPF

It enables user to setup CPF.



Payroll Config

It enables user to setup salary per days, rate per hours ,OT.



Create Payroll

It enables user to create new payroll based on employment type.



Edit Payroll

It enables user to create new payroll based on employment type.



Approve Payroll

It enables supervisors or managers to approve/disapprove each amount of payroll. If approved, payroll can be posted into general ledger.



Payroll Report

It enables user to print payroll, payslip, IR&A both individually or as a group.



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