

# Fast HRM Online

For faster operation & better management

**HUMAN RESOURCE MANAGEMENT SOFTWARE**



Faster – Smarter – Safer

Công ty Cổ phần Phần mềm Quản lý Doanh nghiệp FAST

## FAST SOFTWARE COMPANY

FAST is a company specialized in developing and providing software and solutions that support businesses in operation and management based on information technology (IT) platforms. These software and solutions make manual tasks automated, boost smart and creative works, support businesses in achieving competitive advantages due to the speed and ability of exploiting information.

FAST is a "Long-Lasting, Reliable Partner" of customers, employees, shareholders, partners, and the community.

FAST has obtained an  certificate for Information Security.



### Awards

12 Sao Khue Awards.

Vietnamese Talent Awards.

Top 5 Most Innovative Vietnam.

Top 5 of Software Companies.

Top 10 Vietnam IT services and solutions companies.

More than 20 Gold, silver medals, certificate of merit, and IT awards.



FAST develops and provides solutions

## FOR DIVERSE BUSINESS SCALES AND REQUIREMENTS

1

### Solutions for large and medium-sized businesses

Fast Business Online - Enterprise Resource Planning solution (ERP).  
Fast HRM Online - Human Resource Management - Timecard - Payroll System.  
Fast CRM Online - Customer Relationship Management System.  
Fast DMS Online - Distribution Management System.

2

### Solutions for small and medium-sized businesses

Fast Accounting - Accounting software.  
Fast Accounting Online - Cloud-based Accounting software.

3

### Fast Accounting Online for Bookkeepers

Software for accounting service providers.

4

### Fast HKD

Accounting software for business households.

5

### General Solutions

Fast e-Invoice - Solutions for electronic invoice.  
Fast e-Contract - Solution for e-contract management.

6

### Fast Accounting for Public Sector

Accounting software for Public Sector.

7

### Solution for training

## Application Consulting

Advising on product and solution selection.

Conducting requirement surveys, analysis, and system setup.

Customizing and programming according to specific requirements.

## Implementation & Support Consulting

Software installation, configuration, training, data migration, and deployment.

Maintenance, warranty, and user support.

Product upgrades and application expansion.

## IT Services

Providing digital signatures, servers, licensed software, and IT-office equipment.

Comprehensive system maintenance and reliable data backup services.



# Human Resource Management Software Fast HRM Online

## OVERVIEW

Fast HRM Online is a web – based human resource management software that supports in recruitment, training, development, appraisal, dismissal... Fast HRM Online supplies multi-dementional information about employees such as personal information, skills, education, experience, achievement...

Fast HRM Online has been developed and completed since 2005 with over 300 customers are using.

Fast HRM Online supports in timekeeping, payroll, social insuarance, health insuarance and income tax calculation not only clearly but timely and accurately. Fast HRM Online allows to conncet, read data from di erence timekeeping devices.

### Human Resource Management



### The main modules in Fast HRM Online

Fast HRM Online is developed on cloud computing platform with very fast processing speed (operations, processing, reporting...), supports in access to view reports and update data remotely; options to choose accounting currencies by foreign currencies or VND legally. Fast HRM Online allows to choose Vietnamese or English interface and update the latest related regulation.

## Flexibility

Customization according to specific requirements.

Multiple choices matching with many types of business.

## Utilities

- Register and approve annual leave via SMS, email, Mobile App.
- Transfer data from spreadsheet (Excel...) into program.
- Copy documents.
- Restore password.
- Self services.

## Operations

- Simple and easy to understand design.
- Flexible to declare workday, working shifts, detailed shift.
- Deep resolution of working shift day to day after collecting data from timekeeper machines.
- Detailed authorization by functions, information.
- Authorization by manager, department...

## Self-service

- Allows employees the right to view/input personal information/requests which reviewed by superiors before the implementation:
  - Views and updates personal information (if any).
  - Views personal reports: Details Time Record Sheet, Workday Sheet, Employee Annual Leave Summary, Payslip...
  - Makes requests: Leave or Vacation Requests, Business Trip, Tools and Supply Requisition.
- Managers can send messages and notifications to each employee or the entire group via the chat box or through the System Announcement Entry function.

# Human Resource Management - Timecard - Payroll System

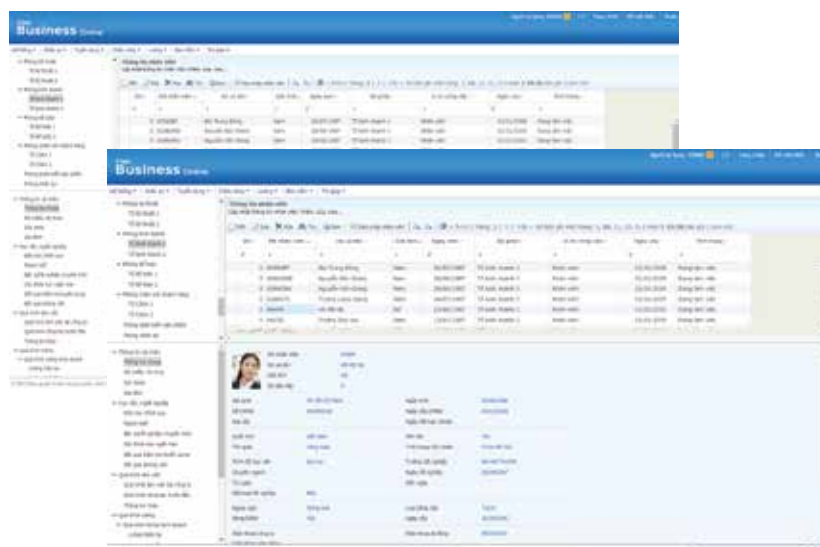
## Fast HRM Online

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## Personal Management

- Presents organization structure as a tree hierarchy. Manage the detailed employee information: personal information, educational background, working history, salary history, award, disciplinary, current working status...
- Searches easily the detailed employee information.
- Has a detailed reporting system, serving a variety of purposes: List, Fluctuation and Statistical group.
- Has User Query Design to help quickly export multiple types of reports.
- Connects to Timecard, Payroll closely to update data of timekeeping, salary, benefits and Personal Income Tax.



## Recruitment Management



Manages information about recruitment, applications, results, interviews in detail.



Updates recruitment demands from departments detailed in each position.



Makes interview schedules for each specific position



Sends automatic emails to applicants about recruitment schedules and others.



Automatically updates applicants' resumé status after each test/interview round. Automatically transfers all information about the successful candidates into a fresh official staff section.



Stores full and detailed information of failed applicants that is not only useful for the next recruitment but reduces the costs of recruitment.



Provides different statistic, analysis recruitment reports.

## Training Management



Manages in detail training courses for employees, from the planning stage to the execution, and the training results of every (group of) participant(s).



Keeps an eye on the skills and professional training demands from the various departments.



Tracks in details information about the courses: training contents, forms, place, lecturers, costs and course' status



Many statistical reports, analysis of training status, training requirements, etc.



All information on the training process and training results is automatically transferred for monitoring and management in the employee information section.

## Performance Management

- Manages in detail the process of employee performance review by every KPI of the job.
- Allows inputting factors to evaluate job completion by every single employee.
- Allows tracking separately the self-evaluated results of employees and managers'.
- Reflects fully and timely employees' opinions when performing evaluation.
- Summarise and detailedly report the employees' work evaluation status.

## Tools and Supply Management



Manages the detailed issuing of tools and supplies by department, and employee.



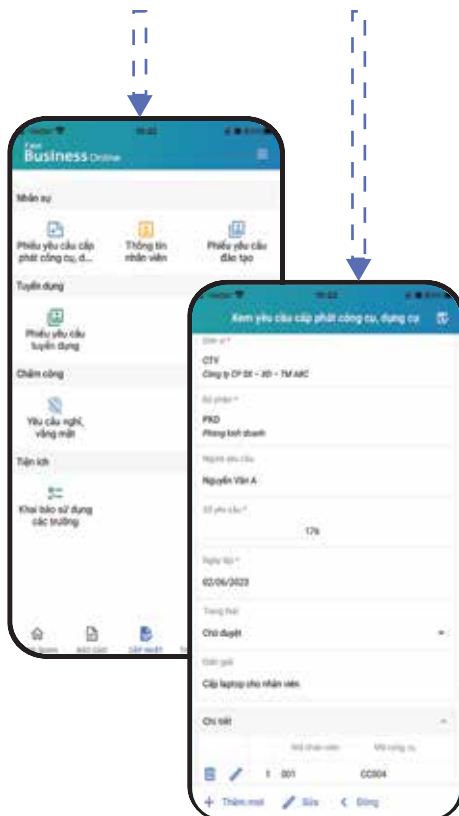
Accurately and specifically tracks the opening quantity and allows carrying forward to next year.



Controls the issuing of tools and supply process detailedly by the employees. Manages the tools and supply requisitions corresponding to each job position.



Includes many different types of reports serving many criteria: fluctuation reports, tools and supply expiration summary reports.



## Timekeeping Management

- Detailedly manages the employee's working time or off time.
- Inputs flexibly the holidays and weekly non-working days.
- Allows admins to shift details, working time, tracking time-in and time-out.
- Defines shifting, overtime registration.
- Manages employees' off-work hours by reasons.
- Manages leave registration and approval via SMS.
- Extracts attendance data from the attendance machine or manually input.
- Allows additional updates, adjustments of attendance data.

- Calculates attendance automatically, accurately and timely.
- Allows employees' authorized working time adjustments.
- Automatically transfers working hours data into the payroll module.
- Late – in, early-out reports, reports that analyze and summarize staff working time.
- Supports a wide range of timekeeping methods: magnetic card, fingerprint, GPS-based facial recognition (Face ID), and more.

## Annual leave management



Details annual leave management by employees, years of seniority, used leaves and bonus leave days.



Tracks the leave balance and allows carrying forward to next year, as well as supports for validating the maximum number of allowable carry forward leave days or expiration of using.



Annual leave reports: employees' leave details, leave summaries, used leaves and leave balance days...

The screenshot displays two overlapping windows from the HRM system. The background window, titled 'Sửa thông tin lương nhân viên' (Edit employee salary information), shows details for employee NGUYỄN MÀI HÀ, including her ID (HA001), department (Tổ kinh doanh 2), position (Nhân viên), and salary structure. The foreground window, titled 'Sửa ca làm việc' (Edit shift), shows a calendar grid for the month of January 2014. The grid lists days from 1 to 31, with columns for 'Thứ hai' through 'Chủ nhật'. The employee's name NGUYỄN ĐỨC THỊNH and position Chăm sóc khách hàng are visible at the top of the grid window.

## Payroll Management

- Manages in details about wages, allowances, insurances and premiums of specific employees by working progress.
- Allows defining flexible salary periods.
- Provides options for the salary currency for each employee.
- Applies different minimum salary amounts by area when calculating salary.
- Handles different choices of salary by salary coefficient, fixed salary or commission-based salary.
- Provides options to calculate salary on a working time basis.
- Applies different salary coefficients and levels upon the effective date.
- Inputs man-hour, products unit price upon the effective date.
- Inputs product quantity by individuals or by departments.
- Distributes flexible salary based on the product's sale to each employee by some coefficients.
- Tracks detailed information on allowance, and rewards or punishments.
- Tracks detailed information on salary advances.
- Periodically evaluates, classifies employees' performances.
- Calculates salaries, insurances, union member fees by following current laws and regulations.
- Calculates salary by departments, working hours, types of allowance, products.
- Summaries and details payroll reportst.

## Insurance Management



Manage the entire process of employees' participation in social insurance, health insurance, and unemployment insurance, and flexibly control the detailed insurance rates for different groups of employees.



Manage information on employees' labor contracts and labor contract appendices.



Monitor and promptly pay the amounts employees are entitled to under the regimes: maternity leave, sick leave, convalescence leave, etc



Reports about social insurances, health insurances and unemployment insurances in required forms.

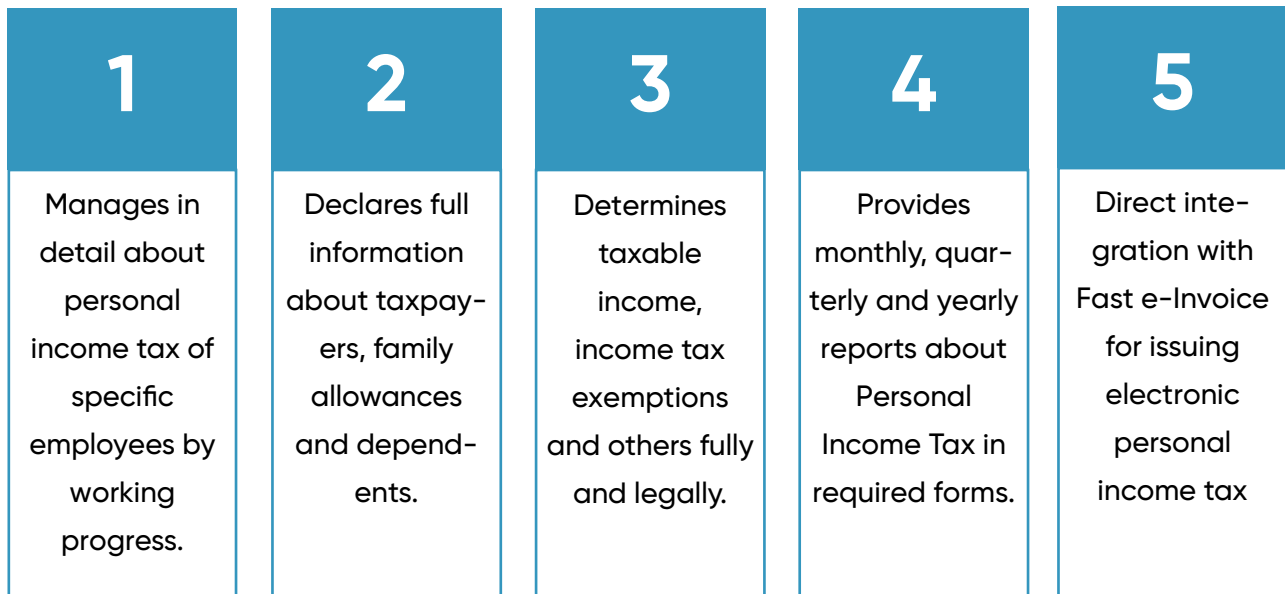


Support exporting report templates used for insurance declaration (increase or decrease in labor, adjustment of contribution rates, etc.), allowing direct data transfer to third-party electronic social insurance software.



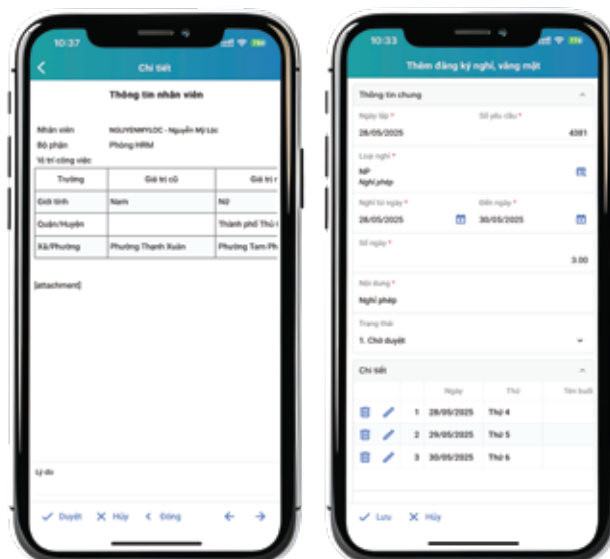
Integrated directly with Fast e-Contract to initiate the electronic labor contract signing process.

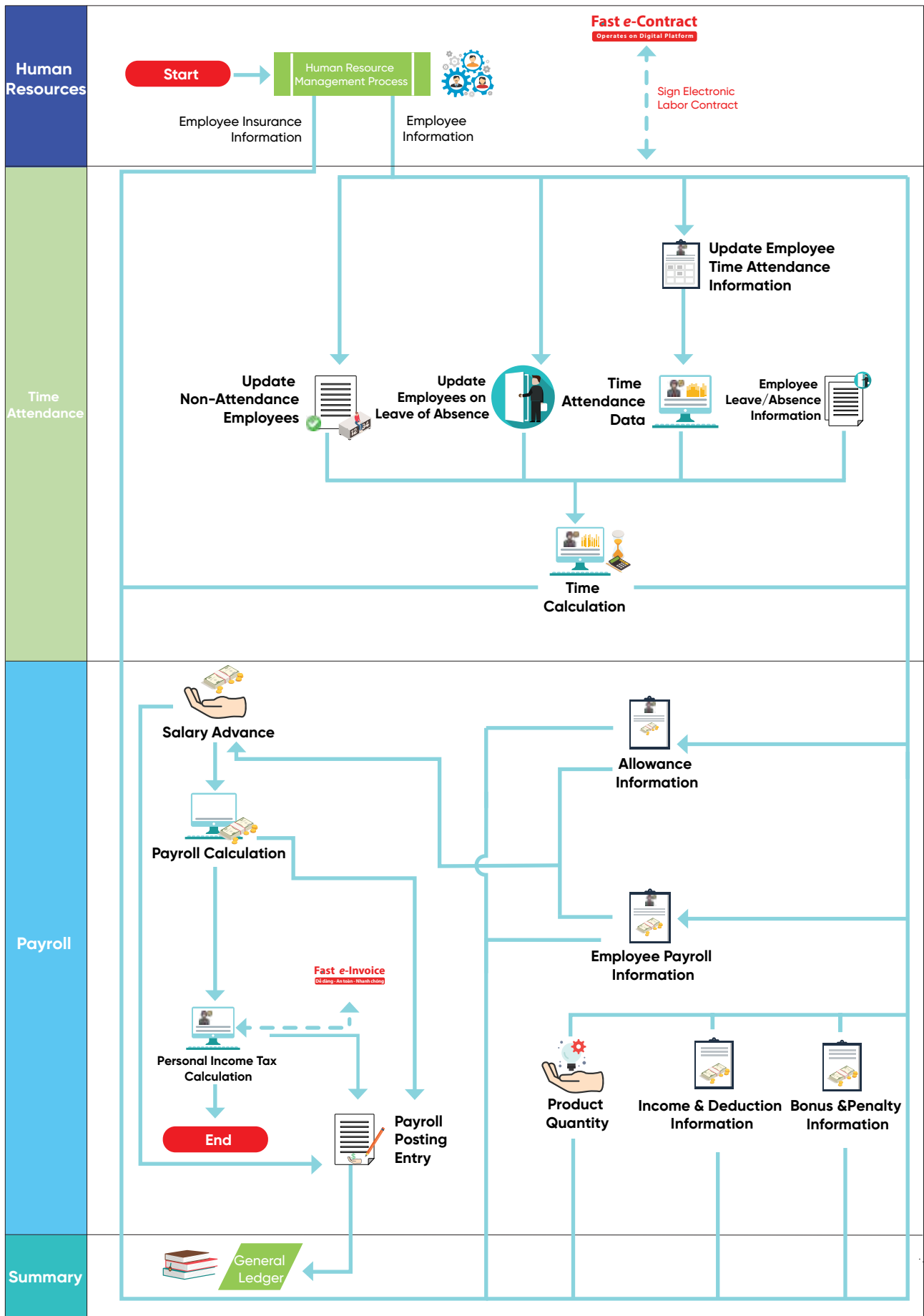
## Personal Income Tax Management



## Self-service

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## Time Attendance – Payroll Process

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## SMART HR Management



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