

## EzHrPay - All in one system!

### 1 EMPLOYEES MANAGER

- Manage employee data and view every detail conveniently on one screen.
- HR Information - Contact details, Emergency Details, Training, Education, Personal records, Diary Notes, Pay Rates, etc.
- Roster Information: Position, Skill, Proficiency Roster History and Leave History



### 4 TIME CLOCKS

- MizziSoft time clocks are smart devices used in capturing employees' swipes in real time.
- The time clock can photograph the employees as they are swiping. This image can be checked by management or security for verification



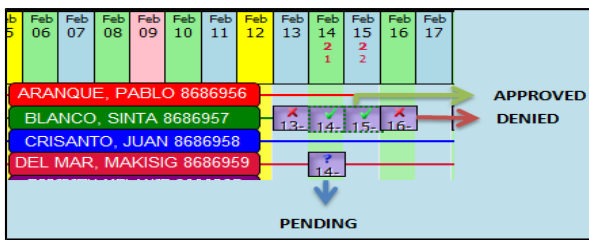
### 5 SIMPLE ATTENDANCE

- A simple management tool used to process and approve exception time sheets based on their swipes.
- They can also apply full, partial leave and higher duties.
- Once the day's time sheets are locked, they will flow to payroll automatically.

Name	ID	Date	Shift	Rate	Detail	Start	End	Type	Leave	Approve	As	Swipe	In	Out	Expected	Expected	Approved	Approved	Approved	Action	Comments	Exceptions	Pay	Approved
MIZZI JOHN FT 2006-001	040020	07/08/2017	REG	13.00	REG	07:00	15:00	REG		Approved	As	06:54	15:00	07:00	07:00	15:00	15:00		0108	0108	Locked	Swipe In Outside	07:00	15:00

### 2 LEAVE MANAGER

- Manage and view your employee leave requests.
- Keep track of leave accruals, balances and quotas.
- Seamless Employee Self-Service integration.



### 3 ROSTER MANAGER

- Key employee scheduling tool effective for all phases of the rostering process from planning to the day of operation.
- Includes: Planning and allocating shifts, Manual adjustment to shifts, Assigning overtime, applied and partial leave and employee communications.

19 Employees	Mon Feb 06 2017	Tue Feb 07 2017	Wed Feb 08 2017	Thu Feb 09 2017	Fri Feb 10 2017	Sat Feb 11 2017	Sun Feb 12 2017
ARANQUE PABLO FT8 48:00, +0:04, 8000446	No Paid	12:00 20:00	12:00 20:00	+0.07 12:00	12:00 20:00	12:00 20:00	Rostered Day Off
BLANCO, SINTA MARIA FT8 48:00,	10:00 18:00	10:00 18:00	10:00 18:00	10:00 18:00	10:00 18:00	10:00 18:00	Rostered Day Off
CRISANTO JUAN FT9.6	07:30 18:06	07:30 18:06	07:30 18:06	07:30 18:06	07:30 18:06	07:30 18:06	Rostered Day Off

### 6 PAYROLL MANAGER

- A Comprehensive, easy to use payroll program applying the Philippine government tax calculations, SSS, Philhealth, Pag-Ibig, loans and other payroll related processes.

MIZZI, JOHN 2006-001 FT_SNO AWARD02			
Refresh (Simple Pay Segments)			
Advanced Pay Segments			
Hourly Pay	071.88		
Monthly Pay	015000.00		
SSS	006042.00	00354.17	0.20%
<b>Employee Pay</b>			
Basic Pay	07500	07500	
ORD_NA, Normal Night AF 2000	050.33	07550.33	7:00
ORD_NB, Normal Night BF 0600	001.91	07952.24	42:00
TRANS, Transport Allowance	00320	011102.24	
MA, Meal Allowance	0175	011277.24	7:00
LATE, Late	03.59	011275.65	0:03
EO, Early Out	015.58	011258.07	0:15
Mutual Fund	0100	011158.07	
Social Security	0545	010613.07	
Health	0187.5	010425.57	
Taxable	07000.57		
Unfavorable	03425		
Tax	0056.09		
Home Pay	010069.48		
<b>Employer Contribution</b>			
Mutual Fund	0100		
Social Security	01165		
Health	0187.5		

### 7 PAYROLL REPORTS

- Once the payroll is computed, all the relevant reports can be printed from the system including all the government remittances reports.
- Employee payroll payments can be made to the bank.

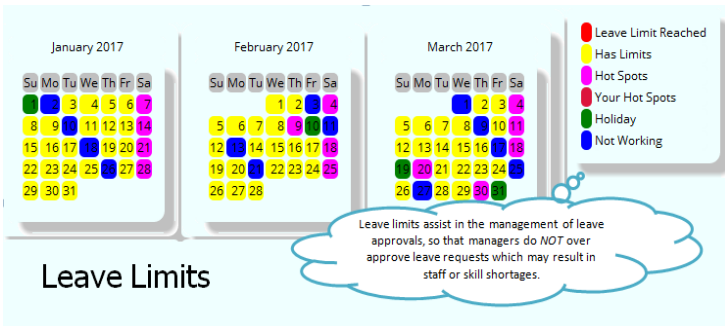


# MizziSoft

Workforce Management Experts

## LEAVE Functionality

**Easy Roster** effective leave program, keeps detailed leave balances, leave accruals, leave limits and records full and partial leave both in days and in hours.



## PATTERNS Manager

Pattern Type Rosters

- Pattern rostering can easily be created using this module.

	Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday	Day 6 Saturday	Day 7 Sunday
1 - Hours:48, Off:1, Leave:0	RDO Rostered	2200 8 - 2	2200 8 - 3	2200 8 - 4	2200 8 - 5	2200 8 - 6	2200 8 - 7
2 - Hours:48, Off:1, Leave:0	2200 8 - 8	RDO Rostered	2200 8 - 10	2200 8 - 11	2200 8 - 12	2200 8 - 13	2200 8 - 14
3 - Hours:48, Off:1, Leave:0	2200 8 - 15	2200 8 - 16	RDO Rostered	1400 8 - 18	1400 8 - 19	1400 8 - 20	1400 8 - 21
4 - Hours:48, Off:1, Leave:0	1400 8 - 22	1400 8 - 23	1400 8 - 24	RDO Rostered	1400 8 - 26	1400 8 - 27	1400 8 - 28
5 - Hours:48, Off:1, Leave:0	1400 8 - 29	1400 8 - 30	1400 8 - 31	1400 8 - 32	RDO Rostered	0600 8 - 34	0600 8 - 35

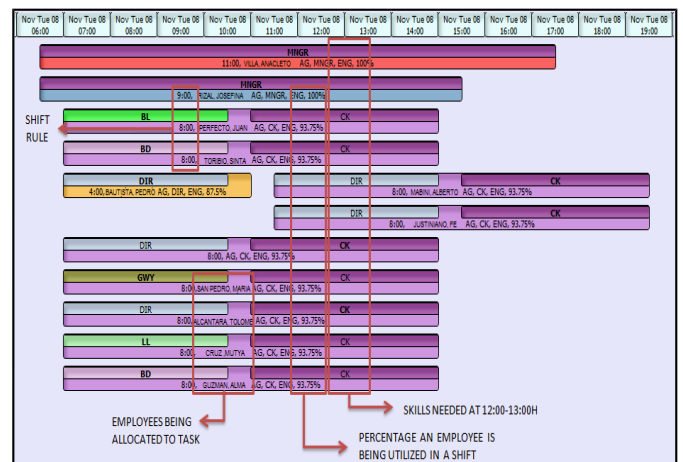
1 Employees	Mon Feb 13 2017	Tue Feb 14 2017	Wed Feb 15 2017	Thu Feb 16 2017	Fri Feb 17 2017	Sat Feb 18 2017	Sun Feb 19 2017
MIZZI, JOHN FTB	RDO Rostered	22:00 06:00	22:00 06:00	22:00 06:00	22:00 06:00	22:00 06:00	22:00 06:00
	22:00 06:00	RDO Rostered	22:00 06:00	22:00 06:00	22:00 06:00	22:00 06:00	22:00 06:00
	22:00 06:00	22:00 06:00	RDO Rostered	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00
	14:00 22:00	14:00 22:00	14:00 22:00	RDO Rostered	14:00 22:00	14:00 22:00	14:00 22:00
	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	RDO Rostered	14:00 22:00	14:00 22:00
	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	14:00 22:00	RDO Rostered	14:00 22:00

\*SAMPLE MOVING PATTERN ENROLLED IN AN EMPLOYEE\*

Dynamic Rosters are created from planned work tasks.

### Steps to Build a Schedule Driven Roster

Once the planned work tasks are created from the demand, the system can create the most efficient shifts for these tasks. This way, idle time can be easily highlighted between multiple tasks in one shift for different locations.



### Leave Limits

Leave Balance History			
MIZZI JOHN MICHAEL			
Family Planned Leave, In Hours			
Year	Entitled	Taken	Outstanding
2017	80:00	16:00	64:00
<b>Total</b>	<b>80:00</b>	<b>16:00</b>	<b>64:00</b>
Total Leave Taken			
Off Date/Time	Off Date/Time	Off Date/Time	Off Date/Time
Wed 10/08/2016	2016	1	8:00
Sat 04/02/2017	2017	1	8:00
Mon 06/02/2017	2017	1	8:00
<b>Total</b>		<b>3</b>	<b>24:00</b>

Leave Balance History is used to track all leave related records for an employee.

Leave Balance Setup is used to setup the accrual dates and the date range of when the leave is active.

Leave Reports can be generated anytime for reporting, data analysis and auditing purposes.

Your Leave Balances						
Leave	Type	Entitled	Taken	Outstanding	Actual Balance	Predicted Leave
Family Planned Leave	Hours	80:00	24:00	-8:00	56:00	24:00 As Of 27/03/2017

Your Requested Leave										
Leave	From	To	Taken	Submitted	Priority	Predicted	Status	Reason	Attributes	Action
Family Planned Leave - FPL	12/04/2017	14/04/2017	0:00	09/02/2017 18:30	0	24:00	Approved			

SAMPLE EMPLOYEE LEAVE TAB IN WEB KIOSK



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## PAYROLL Module

SIMPLE TIME AND ATTENDANCE MANAGER

Item	Rate	Days	Hours	Amount	Item	Rate	Days	Hours	Amount
Hourly Pay	871.50				Hourly Pay	871.50			
Monthly Pay	26145.00				Monthly Pay	26145.00			
Employee Pay	26145.00				Employee Pay	26145.00			
Basic Pay	8750.00				Basic Pay	8750.00			
CRD, JA, Normal Night 48 2000	850.33				CRD, JA, Normal Night 48 2000	850.33			
CRD, NB, Normal Night 1P 5000	800.91				CRD, NB, Normal Night 1P 5000	800.91			
TRANS, Transport Allowance	8255.00				TRANS, Transport Allowance	8255.00			
HA, Head Allowance	8175.00				HA, Head Allowance	8175.00			
LATE, LATE	81.50				LATE, LATE	81.50			
ED, Early Out	810.00				ED, Early Out	810.00			
Mutual Fund	8100.00				Mutual Fund	8100.00			
Social Security	8100.00				Social Security	8100.00			
Health	8100.00				Health	8100.00			
Travel	8100.00				Travel	8100.00			
Untaxable	8100.00				Untaxable	8100.00			
Tax	8100.00				Tax	8100.00			
Home Pay	81000.00				Home Pay	81000.00			
Employee Contribution	8100.00				Employee Contribution	8100.00			
Mutual Fund	8100.00				Mutual Fund	8100.00			
Social Security	8100.00				Social Security	8100.00			
Health	8100.00				Health	8100.00			

MizziSoft has incorporated all the local tax calculations into the EZHRPAY application. The Payroll program auto calculates all the premiums and deductions from the approved worked hours.

- TAX POLICIES - BIR
- Social Security - SSS
- Mutual Funds -HDMF
- HEALTH

### PAY SLIP/ PAY INTERPRETATION

PAYSリップ		01/12/2016
PAY NO		PAY PERIOD
SEC DEFAULT		Division/Department
Mizzi, John Michael		2006 - 001
EMPLOYEE NAME		EMPLOYEE NO
Total Pay		3114.75
Basic Pay		3114.75
Premium Pay	RPFLD	800.00
Premium Pay	SFPLD	238.50
Overtime Pay	RPFLD, D	130.00
Allowance	HDALLOW	1200.00
Deduction	LATE	5.00
Untaxable		82000.00
Home Pay		3114.75
ACCOUNT DETAILS		2006 - 001 EMPLOYEE NO
TAX EXEMPTION		S1/ME1
TIN		
SSS No.		
PAG-IBIG No.		
HEALTH No.		
YEAR TO DATE DEDUCTION		1,665.00
YEAR TO DATE CROSS EARNINGS		24,145.92
YEAR TO DATE NET INCOME		18,366.36
YEAR TO DATE TAX		1,731.06
MONTHLY RATE		15,000.00
DAILY RATE		500.00

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application is the key for almost every small, medium and large business who wants to better manage their workforce and save on labour costs and give their customers a much better efficient service.

TAX FORMS are readily available for generation.

### BIR FORM 2316

DLN: **2316** BIR Form No. **2316**  
 July 2008 (ENCS)

Republika ng Pilipinas  
 Kagawaran ng Pananalapi  
 Kawanihan ng Rentas Internas

Certificate of Compensation  
 Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld

Fill in all applicable spaces. Mark all appropriate boxes with an "X"

1 For the Year (YYYY) **2017** 2 For the Period From (MM/DD) **01/06** To (MM/DD) **01/05**

Part I Employee Information

3 Taxpayer Identification No. **354**

4 Employee's Name (Last Name, First Name, Middle Name) **MIZZI, JOHN MICHAEL** 5 RDO Code **354**

6 Registered Address **075 JACKSONVILLE CA** 6A Zip Code **C, A, L, I**

6B Local Home Address **075 JACKSONVILLE CA** 6C Zip Code **C, A, L, I**

6D Foreign Address 6E Zip Code

7 Date of Birth (MM/DD/YYYY) **08/30/1986** 8 Telephone Number

9 Exemption Status  Single  Married

9A Is the wife claiming the additional exemption for qualified dependent children?  Yes  No

10 Name of Qualified Dependent Children 11 Date of Birth (MM/DD/YYYY)

12 Statutory Minimum Wage rate per day 12

13 Statutory Minimum Wage rate per month 13

14  Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax

Part II Employer Information (Present)

15 Taxpayer Identification No. **5464564645645645**

16 Employer's Name **MIZZISOFT ASIA, INC.**

Part III Compensation and Tax Withheld

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

32 Basic Salary/ Statutory Minimum Wage Minimum Wage Earner (MWE) 32

33 Holiday Pay (MWE) 33 **9535.50**

34 Overtime Pay (MWE) 34

35 Night Shift Differential (MWE) 35 **77025.60**

36 Hazard Pay (MWE) 36

37 13th Month Pay and Other Benefits 37 **17000**

38 De Minimis Benefits 38

39 SSS, GSIS, PHIC & Pag-ibig Contributions, & Union Dues (Employee share only) 39 **20163.9**

40 Salaries & Other Forms of Compensation 40

41 Total Non-Taxable/Exempt Compensation Income 41 **170487.92**

B. TAXABLE COMPENSATION INCOME REGULAR

42 Basic Salary 42 **20000**

43 Representation 43 **0**

BIR Form No. **1902**  
 July 2008 (ENCS)

Republika ng Pilipinas  
 Kagawaran ng Pananalapi  
 Kawanihan ng Rentas Internas

Application for  
 Registration

For Individuals Earning Purely Compensation Income, and Non-Resident Citizens / Resident Alien Employee

Fill in all applicable white spaces. Mark all appropriate boxes with an "X"

1 Taxpayer Type  Local Employee  Resident Alien Employee 2 Date of Registration (To be filled up by BIR) **02/11/2017** 3 RDO Code **354**

Part I Taxpayer / Employee Information

4 TIN (For Taxpayer w/ existing TIN) **0000** 5 Sex  Male  Female 6 Citizenship

7 Taxpayer's Name **MIZZI, JOHN MICHAEL** 8 Date of Birth **08/30/1986**

9 Local Residence Address 10 Telephone No.

11 Zip Code 12 Municipality Code

13 Foreign Residence Address

14 Tax Type Form Type **ATC II 011**

Part II Personal Exemptions

15 Civil Status  Single  Legally separated  with qualified dependent children  Widow/Widower  Married  without qualified dependent children

16 Employment Status of Spouse:  Unemployed  Employed Locally  Employed Abroad  Engaged in Business/Practice of Profession

17 Claims for Additional Exemptions/Premium Deductions for husband and wife whose aggregate family income does not exceed P250,000 per annum  Husband claims additional exemption and any premium deduction  Wife claims additional exemption and any premium deduction (Attach Waiver of Husband)

18 Spouse Information

18A Spouse Taxpayer Identification Number **0000** 18B Spouse Name

18C Spouse Employer's Taxpayer Identification Number 18D Spouse Employer's Name

- Queue management algorithm
- Travel time management
- Import schedule, Customer and Call Data
- Roster patterns management
- Dynamic rostering and manpower management
- User access controls
- Automated task generation
- Bulk data uploads
- Auto allocation (task shifts, employees)



# MizziSoft

Workforce Management Experts

EZ Roster software services all industries.

• Aviation	• Retail Outlets
• Casino	• Small Businesses
• Call Center	• Hospitality
• Cruise Ship	• Professional Services
• Education	• Security
• Medical	• Events

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