

# intwo

We help businesses  
achieve more  
with cloud technology



## Payroll Solution on Microsoft Dynamics 365

Streamline payroll activities  
and integrate payroll  
processes with associated  
business processes.

Microsoft  
Partner  
 Microsoft

Azure  
Expert  
MSP

 Microsoft  
Solutions Partner

2023/2024  
**INNERCIRCLE**  
for Microsoft Business Applications



## Your Complete HR Solution

The payroll run is a critical element in bringing together different aspects of HR practices, including appraisal outcomes, benefits, compensation, and incentives. This, in turn, helps drive employee motivation and retain talent, which undoubtedly plays a central role in every organization's growth.

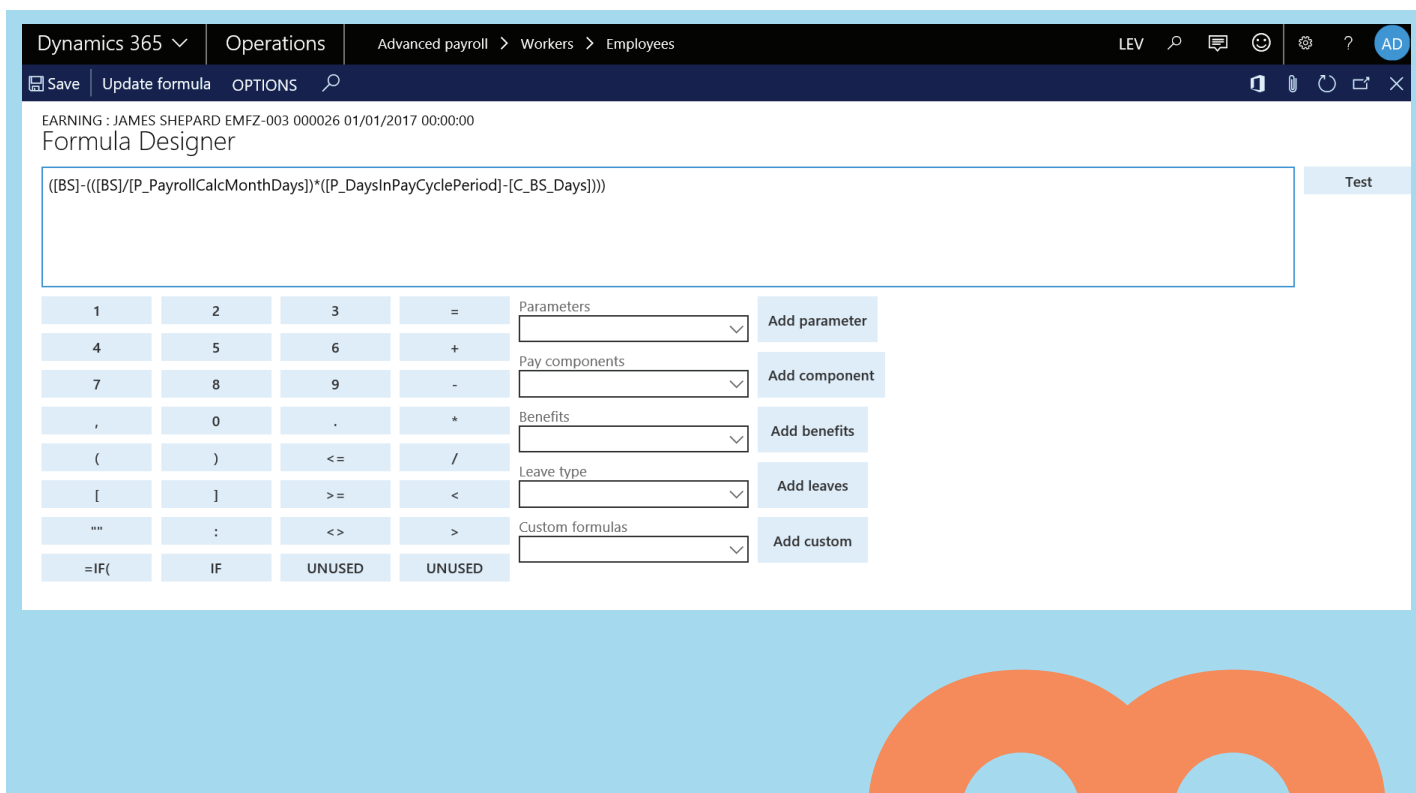
Payroll 365 is a global payroll solution for Dynamics 365 for Operations that streamlines payroll processes and improves the payment accuracy of businesses.

## Payroll Solution on Microsoft Dynamics 365

Payroll 365 seeks to address regional payroll and administration requirements for workforce comprising of native & expatriate employees. In countries where a significant expat workforce is the norm, companies struggle with routine administration tasks such as employee document renewals, local labor laws, leave travel, and visa quota management. Payroll 365 provides flexible and easy to use tools to manage all such pain areas.

In addition to earnings, benefits, and deductions, Payroll 365 supports additional calculations, including leave entitlements, retroactive salary increases, and vacation settlements.

Managing employee separations, whether due to resignation, termination, or other incidents, leads to extensive administrative tasks and potential complexities. Payroll 365 offers a comprehensive checklist to streamline the employee exit process. It handles tasks such as asset custody, clearance for asset return, end-of-service settlements, and travel arrangements for expatriate employees, simplifying the separation procedure.



The screenshot displays the Dynamics 365 Payroll 365 Formula Designer interface. The top navigation bar shows 'Dynamics 365' and 'Operations'. The breadcrumb trail indicates the path: 'Advanced payroll > Workers > Employees'. The main area is titled 'Formula Designer' and shows the formula:  $((BS) - (((BS) / [P\_PayrollCalcMonthDays]) * (P\_DaysInPayCyclePeriod) - [C\_BS\_Days]))$ . Below the formula editor is a table of operators and a list of categories with 'Add' buttons.

1	2	3	=	Parameters	Add parameter
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## Why Choose Intwo:

### **Proven Expertise:**

A company that brings over 25 years of industry expertise to the table.

### **Tailored Solutions:**

Our applications are customized to meet your specific business requirements.

### **Continuous Innovation:**

We stay at the forefront of technology trends to offer you the latest solutions.

### **Results-Driven Approach:**

Our focus is on delivering tangible and measurable outcomes for your business.

Streamline Payroll,  
Maximize Efficiency.  
Seamlessly Manage  
Your Workforce with  
Payroll 365 Solutions!

## Benefits



### Employee Onboarding

Automate employee onboarding and visa allocation. Visa allocation is integrated with the standard recruitment process, enabling the system to track and manage the number of open and allocated visas.



### Alternative Calendar Set-up

Seamlessly check the transaction dates, such as leave and work dates, in different calendar formats like Hijri, Persian, etc.



### Formula Designer

Enhance flexibility with a formula-based payroll system. Customize calculation logic for pay components and test formulas beforehand.



### Leave Planner

Get a comprehensive view through a graphical breakdown of leave overlaps within the department, position hierarchy, and organization.



### Auto leave carry forward process/Leave Management-

Improve leave management with customizable leave types and related validations such as Auto leave carry forward setup by end of each year, Maximum days in a year, Maximum times in a year, Minimum service days required, Minimum days between two requests, etc.



### Employee Loan

Get a clear understanding of employee's loan type, dependency, and deducted amount from salary.



### Payroll Processing

Guarantee compliance with GCC labor laws by implementing a payroll system covering gratuity, social insurance, and wage protection systems (WPS).



### Workflow Approvals

Effortlessly manage requests through customizable workflows adaptable to position hierarchy for efficient control and organization.



### Seamless Transactions

Optimize transaction processing using Dynamics 365 for Operations' Financial Modules for seamless transactions and comprehensive employee account statements.



## Features of Payroll 365

Payroll 365 is your one-stop solution for comprehensive payroll management. This transforms complex processes into effortless tasks, making sure smoother operations and stricter compliance.

Experience a new level of employee satisfaction with Payroll 365. The platform's extensive features cater to all your payroll needs.

## Base HR and Payroll

### → Role Centers

- HR director/manager
- Training and development manager/specialist
- Recruiting and staffing manager/specialist

### → Organizational Structure

- Create companies
- Create divisions and departments
- Create work locations
- Create and maintain jobs and positions
- View visual organization structure & position hierarchies

### → Employee Profile

- Employee master
- Address and contact information
- Skills and competencies
- Employee resume



## Features of Payroll 365

# Payroll 365

### → Employee Data Management

- Employee contracts
- Visa quota allocation
- Manage leave and absence
- Update local labour law requirements
- Employee alternative calendar
- Track and remind on document renewal and expiry
- Maintain dependent details as per local laws
- Track empty assets and verify on employee exit
- Employee asset management
- Employee contract details with history
- Air ticket payout and accrual

### → Payroll

- 100+ payroll keywords available
- Flexible formula designer
- Dynamics keywords designer
- Setup unlimited pay items and deductions
- Drag and drop calculation configuration
- Benefits, requests, & accruals by local labour law (Gratuity, GOSI, ESI, etc.) & employee policy
- Loan and advance with installment management
- Allows advance request and settle against expense claim
- Travel and expense claim approval and processing
- Payroll processing by business unit/pay cycle as per the organization structure
- Employee final settlement
- Payroll-related reports like payroll registers, WPS reports, bank transfer reports, payslips, etc

## Features of Payroll 365

### Employee and Manager Self-Service

#### → Employee Data Management

- Manager and employee workspace
- Online leave application and approval workflow
- Employee data online
- Document request (bank letter, salary letter, payment release, etc)
- Online timesheet authorization
- Organizational circular and announcements
- Employee questionnaire and surveys
- Expense claim
- Corporate documents and policy, external URL link
- QR code for employee basic details
- PMS goal & competency setting and reviews
- Recruitment - New hire requests, open jobs, and profile shortlisting
- Company directory
- Leave balance pie chart for self

### Time and Attendance

- Interfaced with a smart card, swipe card, biometric T&A hardware online leave application and approval workflow
- Processing of multiple companies, divisions, locations, departments
- Unlimited number of employees, policies, holidays and shift schedules, work schedules and shifts
- Advanced shift scheduling
- Absence management
- Vacation/leave tracking
- Overtime tracking
- Round early-in and late-out punches to schedule
- Absenteeism, late arrivals, early departures, and other analysis reports



## Features of Payroll 365

# Reports and Dashboards

- Multiple payroll reports such as payroll statement reports, payslips, loan and leave balances reports, to name a few
- Easily track key performance indicators and analyze strategic data with dashboards
- View data by grade, department, or organization, including Payroll
- Payroll variance
- Benefit analysis
- Leave analysis

## Advance HR

### → PMS

- Goal setting and review start, and end dates set with notification to initiate the process
- Goal and competency weightage distribution setup
- Monthly, quarterly, and half-yearly reviews and related reports
- Training recommendations and feedback based on the final review.
- Final calibration rating control by HR

### → Recruitment

- Hiring request form for managers and department heads
- Recruitment project creation for each hiring request
- Applicant database (can be integrated with company website)
- Application process
- Applicant shortlist process with workflow
- Interview scheduling and communication
- New hire onboarding checklist and onboarding communication



## Why Choose Intwo Solutions:

**Single Point of Contact for All Your Questions**

**Stay Up to Date With Technology**

**Also Managed on Your Own Cloud Environment**

**24/7 Global Availability**

**Your Data Are Always Secure**

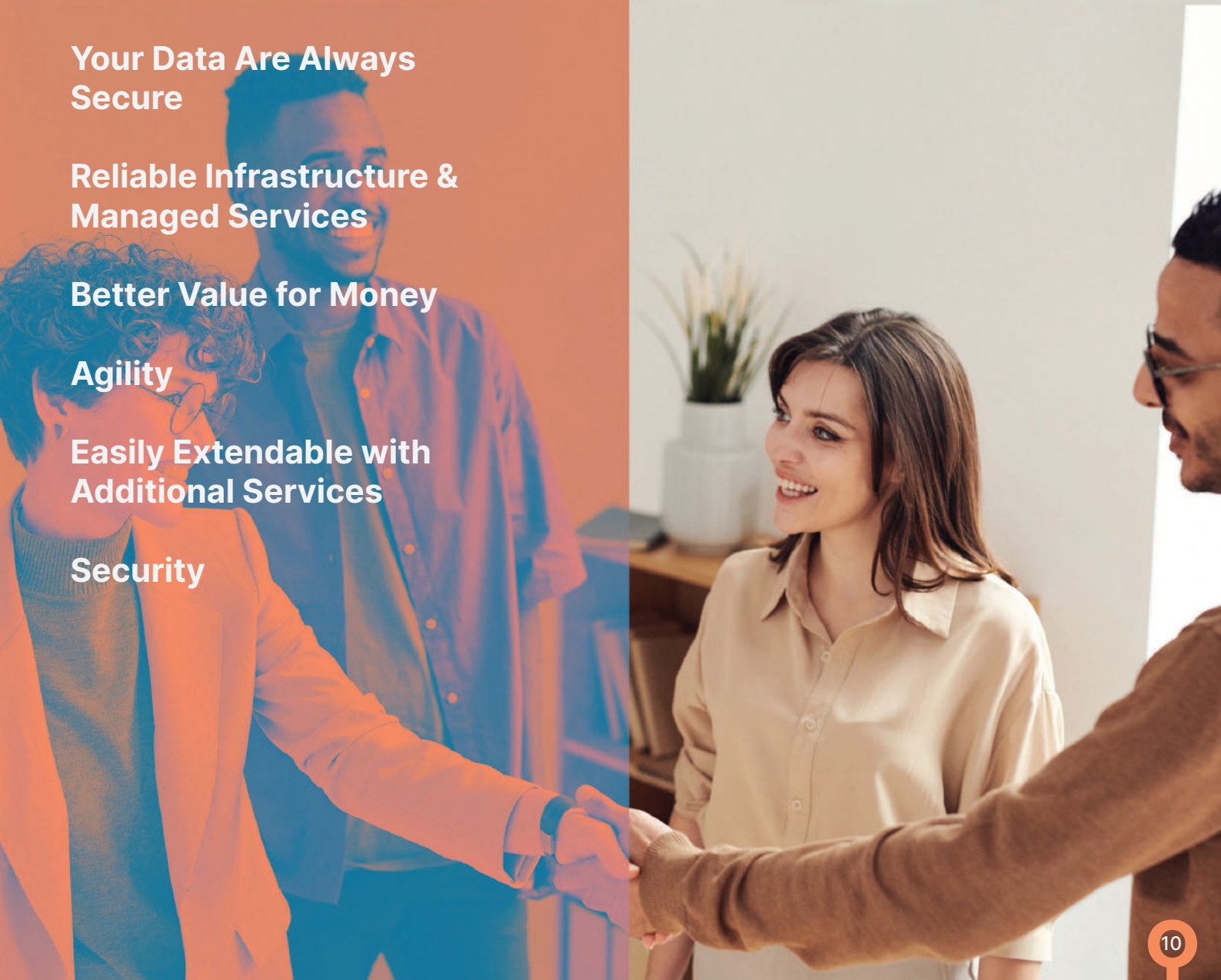
**Reliable Infrastructure & Managed Services**

**Better Value for Money**

**Agility**

**Easily Extendable with Additional Services**

**Security**



Let's get in touch and tackle your business challenges together.

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