



HR Total Solution

Organizations today realize that employees are the back-bone of the enterprise and hence it is imperative that employee processes, especially those impacting employee relations and employee satisfaction need to be managed well. You need skill resources, process and system that can provide accurate and secure information within the time limit. That's what we do best.

We deliver unique and creative outsourcing solutions for your business that will streamline your workflow and lead to more efficient business practices.

At POS, we offer cost-effective, high quality transaction processing capabilities in Human resources and payroll related areas. "BluePrint" is the blending solution of payroll and HR administrative outsourcing services and HR web-based application, the technology POS provides to our client on-site. There will be two systems working under "BluePrint" solution that are on-site HR application and payroll process application which is run confidentially at POS site.

With "BluePrint", our client can have HR web-based application not only to manage information necessary for payroll calculation but also collect other personal information for their HR analytical purposes. This on-site application is run via internet web browser to collect daily working information especially time attendance record and correction. It will also be used to collect variable payroll elements and also personal tax deductible items. At month-end, all data will be uploaded to separate payroll application for monthly payroll calculation.

Your Data Privacy Out Data Securities

- Compliances of ISO 27001 - Information Security
- Compliances of SAS 70, ISO 9000 - Process Quality Control
 - Confidentiality -
 - ++ Limited access to authorized personal
 - ++ Dedicated database for individual client with protected access
 - ++ Data encryption, firewall protected and anti-virus scanned
 - ++ Audit trail / log at every process
 - Integrity -
 - ++ Performing data reconciliation and verification process
 - ++ Having project team established for individual client Intranet knowledge-based for working references

What POS serves

Capacity:

- ++ No limit for payment cycles, multiple periods
- ++ No limit for pay and deduction payroll elements
- ++ Serve group of companies with different pay schemes
- ++ Support tax calculation for withholding tax or tax absorbed
- ++ Applicable for multi-currencies and multi-bank accounts

Facility for:

- ++ Electronic transfer of net pay to bank for any bank
- ++ The increase of some categories within payroll slip
- ++ Calculation of any arrears/back-pay
- ++ Payroll to be processed separately by group of employee
- ++ Preparation and filing of Withholding Personal Income Tax
- ++ The calculation and preparation of additional statutory forms
- ++ Any changes from the government authorities
- ++ Maintenance of company specific rules i.e. leaves
- ++ Special deduction according to company specific rules

Interfaced program:

- ++ Accounting journal interfaced file, cost allocation, accrued bonus, vacation, pension etc.

On-Site web-based application ;

- ++ Workforce Management (Time attendance, leave monitoring)
- ++ Employee benefit controller (Welfare fund, loan repayment)
- ++ SMART E-Profile (Data bank of employee information)

To protect your sensitive information, we make sure its availability, the readiness for use when required. Payroll is ready to be operational within 24 hours after emergency strikes.

Business Continuity Plan

- ++ Daily / monthly back up and access to back up data is limited
- ++ Professional storage company for offsite storage
- ++ Spare servers /workstations are kept offsite with updated application
- ++ Client office or hotel nearby can be back up site
- ++ Regular business continuity plan is tested every 2 years



Professional Outsourcing Solutions Ltd (POS) is one of leading outsourcing service providers in Thailand. POS was established in 1986 as part of Andersen Thailand, the largest audit and consulting firm in Thailand that time.

As a part of Andersen Thailand's organizational restructuring plan, in 2002, POS had been spun off and took over all outsourcing engagements from other companies in the group. The objective is for POS to better focus in the outsourcing service without any conflict of interest with other advisory services which is the case that run rampantly in the audit and consulting firm even until today.

With the same management and professional staff and under the same philosophy, technologies and practices as we were in Andersen, we are now operating as an independent business unit, delivering consistent and high-quality service wherever you choose to conduct business.

Effective January 5, 2010, POS and Computer Science Corporation Limited (CSC) are merging into "POS Group of companies". While POS is a purely outsourcing service provider and CSC is a solely HR application developer, our new group of companies will then offer wide ranges of outsourcing services at a unique value proposition: the most complete portfolio of customer-focused Human Resources Management products and services on a web-based functionality.

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Computer Science Corporation Ltd (CSC) was founded in 1992 and has been successfully present on the software development market for over decades.

With the recognition of the increasing requirement for business process betterment, CSC then focuses on development of Human Resources solutions, one of the most important areas critical for successfully running the business.

From DOS to Window then to Web Application, CSC has launched "MyHR", the latest HR web-based application, the most complete portfolio for customer-focused Human Resources Management System. "MyHR" is developed with Enterprise Java Bean Technology. This technology enhances the application development under Distributed Object Programming Concept, whereby multi-concurrent users are properly, effectively and efficiently handled.

Your Data Privacy Our Data Securities

- Limit others from access to sensitive data
- Screen access limited by User ID
- Create and assign unlimited numbers of User ID and passwords
- Data access definable with multi-level securities. Powerful security options allow users to control access group to data at any level
- Protected key information by field or group of fields
- Audit trails / log to identify changes in defined fields
- Support high volume of concurrent users
- Dedicated server at PacNet with firewall and anti-virus protection
- Daily automatic back up and double back up site

Web-Service

A powerful, customer-focused, application web hosting and End-to-end User service that is cost effectively, user friendly with all functionalities and features you could think about.

Modules & Features

Empower your business with HR information real-time, full features and yet remains simple to use plus On-line analytical processing (OLAP) for adhoc report writer.



Talent Selection

- ++ On-line application register
- ++ Auto e-mail respond to applicants/interviewer
- ++ Current status of all pending applicants
- ++ Powerful competency search criteria
- ++ Automatic e-mailing of interview schedules
- ++ On-line applicant assessment and scoring
- ++ Paperless documents supported application
- ++ Auto transfer data to Employee database

Workforce Management

- ++ Sync with any types of time recorder machines
- ++ Auto check actual times & workplan & request
- ++ Manage regular time-off
- ++ On-line request / approval and status view
- ++ Self check for time attendance / OT/ leave
- ++ Support multi-shift pattern and flexi work time
- ++ Auto cal amount of OT/ allowance
- ++ Auto link to payroll calculation

Employee Benefit Controller

- ++ Manage multiple benefit scheme/programs
- ++ Calculation and formula definable
- ++ Determine eligibility and entitlement
- ++ On-line claims with scanned document
- ++ Auto link to payroll calculation
- ++ Auto accounting interfaced file
- ++ Maintain full benefit history
- ++ Auto Statement of outstanding balance

Performance Management Planning

- ++ User defined evaluation form
- ++ Multi-appraisers definability
- ++ Support KPI/Competency/360 degree model
- ++ On-line scoring and auto data compilation
- ++ Option for Appraisal Center Services
- ++ Keep evaluation history
- ++ Linkage to People development Module
- ++ Interface to Payroll for adjusted salary/position

People Development

- ++ Auto training courses recommendation
- ++ On-line training request/approval
- ++ Monitoring of training need/plan/budget
- ++ Comparison report-budget Vs. actual expense
- ++ On-line pre/post training assessments
- ++ Auto reports to Dept of skill development
- ++ Auto link training hours to time attendance
- ++ Maintain full training history

SMART E - Profile

- ++ Provide real-time employee information
- ++ Self updating when changes are required
- ++ Tax deductible included with self updating
- ++ Tracking for data changes
- ++ Auto e-mail alert for expired legal documents
- ++ On-line request for salary certification
- ++ Options for brief history of training, benefit, and appraisal when the relevant modules are not used

Employee Self Services

MyHR is built on an intergrated workflow platform and it conects every staff with HR process, policies and procedures. Using drill-down access, HR process will run smoothly around employees and managers. It also eliminates paper based requests, approval and document printout. Your manager will be in control of their team with timely request, notification and approval. Everyone can focus on more strategic initiatives.

- ++ Workflow is defined by company policies
- ++ Auto e-mail alert when actions are required
- ++ Support both individual / group requests
- ++ Scanned document can be packed together
- ++ On-line document status view
- ++ Able to take subordinate tasks
- ++ Authorization can be temporarily transferred

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