Veripay™

Enterprise suite

PREPARED BY

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Introduction

INTRODUCTION OF OUR HR & PAYROLL ENTERPRISE SOLUTIONS

We write to introduce our Company **APPMART INTEGRATED LIMITED**, our Products Offerings and wish to express our interest to partner with your company in deploying a robust and authentic staff database, automated payroll system and an effective human resource, Pension management and expenditure software for your numerous customers. Our target market ranges from SME, large corporates, Governments institutions, companies with staff strength from 10 to any number.

Our unique Payroll, Human resource, pension and expenditure solution **VeriPay** is a web-based applications, fully integrated with biometric technology, time attendance, staff clock-in management, pension and expenditure module etc.

This solution is currently used to manage biometrics, HR, Payroll and pension for so many institutions including but not limited to Ebonyi State civil service/secondary teachers, and Ebonyi Local Governments, Ebonyi Local Government Education Authorities and Local Govt. Pensioners and others. It has also been deployed in Anambra State civil service, Anambra Local Govt. system, Anambra State Basic Education Board and Anambra state Pension Board based on the referral and proven performance recorded in Ebonyi and other States. Its recently set up for Kano state civil service, cross-river state, Zamfara state Basic education board.

OUR MOST RECENT CLIENTS INCLUDE:

- E-law & Co-Legal Firm
- Ernest consulting Limited
- Necton Real Estate
- Twinker Nigeria Limited
- Young Angels Schools internationals.
- Etc

AppMart proposals is to deploy the solution at no cost. All set-up, data migration, updates and continuous support will all come at no additional cost.

AppMart is a software development company. We've been partnering with organizations from start-ups to large enterprises, Government institutions to help them accelerate growth and innovation, transform operational efficiency, and deliver new software products to serve their needs. Our various enterprise solutions already developed stretches from Identity Management, Payroll/Human Resource optimization software, Internally Generated Revenue & Tax management solutions, school solutions, Small & Medium industry inventory management solutions etc.

Technology and software applications are driving evolution on an individual, cultural and social level. As software becomes integral to the way we live, the boundary between our tools and intuition will vanish. At AppMart we are driving this evolution and we believe that software should be accessible and affordable to align with many companies who are increasingly turning to software-as-a-service (a concept known as SaaS) where customers never possess or install the software. Instead, customers pay a subscription fee to access the software through the Internet on the provider's server.
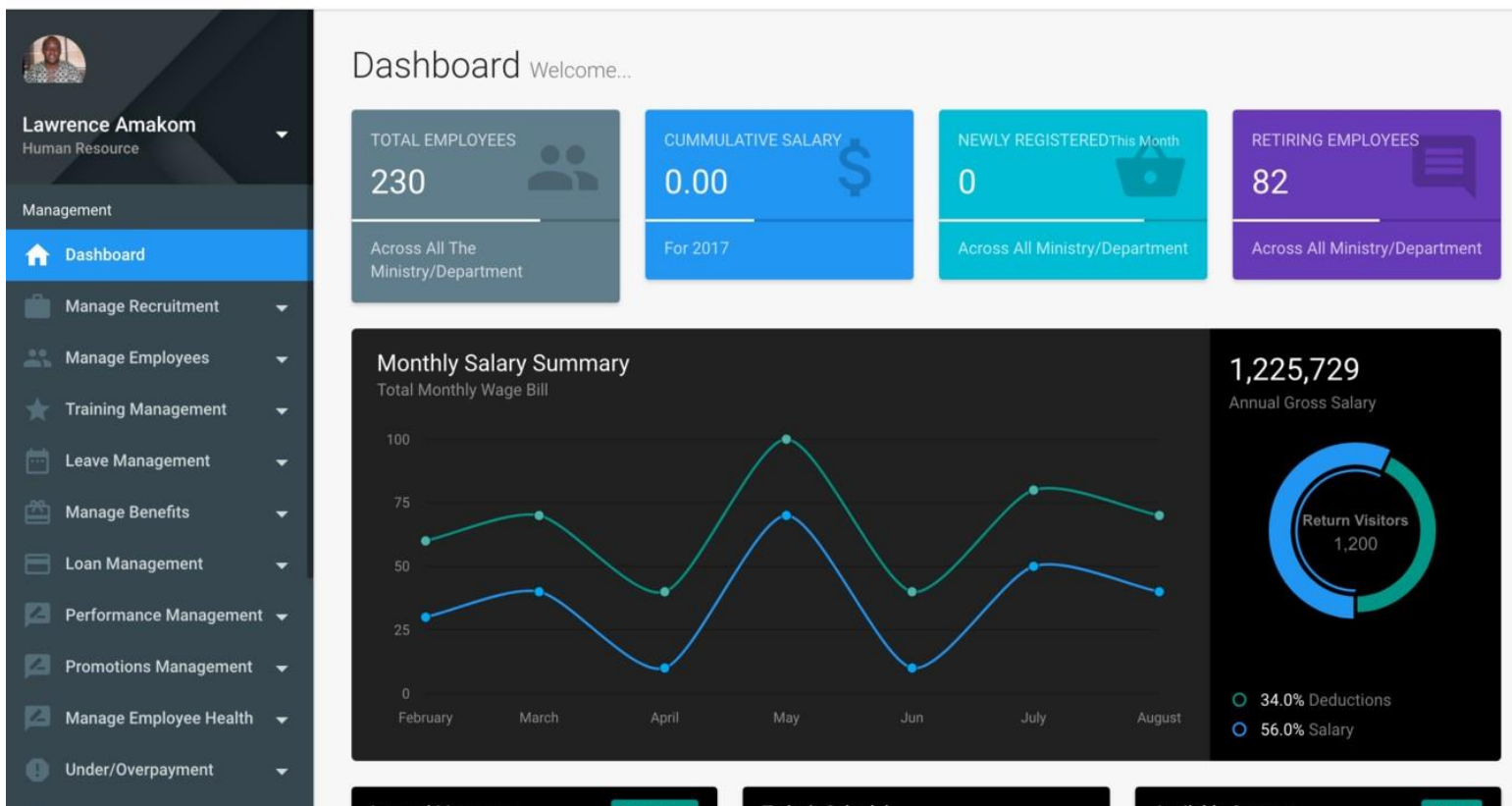
The Veripay Human Resource Management, Payroll, pension and Expenditure solution is served as SaaS to our numerous clients.

Our other Products

- Veripay - HR & Payroll software

- Revotax - Tax/Revenue central system

- Skolasuite - School Management software

- Guava Rewards - Loyalty rewards software

- Iventa - Inventory Management software for companies

- Etc.

Associations & Memberships

- Society of Professional software developers

- Society for Nigerian Engineers

- Veripay trade mark Certification

Our Veripay™

Our diverse clients and projects have continued to provide our team with the opportunity to grow and improve on the software. Also note that the Veripay software has API to integrate to existing payroll solutions for Data migration or any other third party platform used by institutions e.g Accounting Softwares. See below the highlights of the Veripay suite. . The version 11 of the Veripay suite which will be ready in three months time will come with both French and Portuguese language to accommodate clients that prefer to work with such interface. See below the modules in the software

HUMANC RESOURCE MODULE

- Recruitment/Employee update/Biometric data capture
- Training Management
- Leave Management & Loan Management
- Performance/Appraisal Management
- Employee health Management
- Promotions and transfer management
- Manage Disciplinary actions
- Exit management
- Time/Attendance management
- Staff/company Asset Monitoring.

- Staff Self service via both mobile App and web interface: this gives the staff access to all his activities in the institutions e.g, leave request, expense request, training history, loan request, view payslip, all contributions (PAYE, Pension etc.), staff profile etc.

HUMANC RESOURCE MODULE - CONTD

- Automatic retirement policy.
- Manage staff Benefits/rewards systems
- Generation of Employee ID card.
- Shift Management.
- NUBAN and BVN validator
- internal communication module
- Staff chat App.
- Audit trail
- Reports

PAYROLL MODULE

- Manage Deductions
- Manage allowances
- Manage salary structure
- manage Overpayment/Underpayment
- End-to-End integration to Payment Gateways for instant salary payments to all beneficiaries managed from the comfort of your home or office.
- Monthly salary processing.

PENSION MODULE

- Manage Retirees.
- Manage pension deductions
- Manage routine pension routine validations
- Manage Gratuity
- manage Overpayment/Underpayment
- Manage monthly Pension payment.

EXPENDITURE MODULE

This module allows staff of companies to make request for expenditures or all expenses, purchase are track by the institutions with different reports. It also creates template for the institution to develop their annual budget which is mapped to monthly expenditure.

The expenditure module gives you opportunity to configure all the company account in the system irrespective of the bank. This makes it Possible to handle all payment from any of your institution account in any bank, view all institution bank account balances in one window, Set up beneficiary for both present or future payments etc.

Module Features

FEATURES	SECTION	DESCRIPTION
SYSTEM BASED FEATURES		
Role based Access	System	This enables effective control of access rights, privileges and operation of VERIPAY. E.g. Payroll, HR staff are given specific roles, groups roles and general roles to control their activities
Web based	System	The veripay system is a web-based solution. All its applications from staff updates, routine payroll operations, salary processing, approvals and payments can be done from any internet enabled computer or mobile phones via its mobile app that runs on android, IOS etc.
System security	System	The system has undergone different security test to ensure that information and data are secured.
Disaster Recovery Policy	System	All veripay data are backed up in three different locations and can be recovered within one hour of any serious compromise.
Communication Hub	System	Routes all communication and notification within the organization E.g. All registered stakeholders are contacted via mail or SMS once salary payment is approved by assigned authority. Leave notification and alerts, loans or general communications with employer and employee etc.
Routine Staff Validation	System	Ability to enforce biometric identification/re-verification of staff at chosen intervals.
Integrated Biometric	System	This aids enrollment and ensures that no staff appears more than once in the system, verification and identification of employees fingerprint and photo capture in real-time. AFIS is also in real-time. Third party attendants solutions can also be integrated for employee clock in and clock out controls
Audit Trail	systems	The system monitors every activity and logs it against the user for trail.
Reports	System	VERIPAY contains various reports for management team, which makes decision making easier. It is customizable and flexible to the customer's needs.
API Integration	Systems	The system is integrated to payment gateways using a standard API interface.
HR BASED FEATURES		

Employee Information Management	Human Resources	Single page update of all employee information (basic information, employment status, bank information)
Recruitment	Human Resources	This provides front end to automate all recruitment cycle, publication of vacancies, application, using the virtual examiner computer based applicants test can be conducted and successful candidates are contacted using the notification hub. Generic interview system also ensure automated decision making during Interview and all interview recommendations and comments are all documented electronically.
Employee Developments/learning	Human Resources	The feature provides for organized/scheduled training programs to improve the staff knowledge capacity for better productivity.
Leave Management	Human Resource	Handle scheduling/leave application and approval process
Disciplinary Board	Human Resource	Manages queries , probation and all disciplinary functions
Loan Management	Human Resources	Ability to allow staff request for loan through the portal. Both approval and disbursement are logged through the solution. Repayment is automated to ensure consistency.
Compensation & Benefits	Human Resources	Compensation and staff benefits are processed through the system for proper records and monitoring.
Appraisal process Module	Human Resources	This module is a customizable approach according to the company/institutions specifics.
Retirement/Promotion Hub	Human Resources	This backend operation keeps track of age in service and automatically promotes or retires employees base on preset rules and parameter E.G ability to move retired pensionable people into pension verification scheme. This scheme can also be manually handled as the institutions settings permits
Contributory pension scheme	Human Resources	The system is developed to assist institutions make pension deductions, keep track of their payments to PFA's.
Exit Management	Human Resources	The system tracks reasons for disengagement as well as links all relevant units like control department, corporate services, HR as it relates to the staff during exit process.
BVN & NUBAN compliant		The system is BVN and NUBAN compliant. It validates both BVN and NUBAN of the employee at the time of registration
PAYROLL BASED FEATURES		
Advanced Payroll Policy	Payroll	Include or excludes employees for monthly pay rolling (used for voluntary retirements, disciplinary actions, leave with no pay, etc.)

Flexible Pay Cash Register	Payroll	Easily generate, preview and edit monthly pay register as well as payslip
E-payslip	Payroll	Ability to generate and transmit pay slip electronically through self-service interface
Integrated Tax Calculator Engine	Payroll	Flexible tax calculation option (fixed tax table or automatic calculation using a predefined tax function) with ability to push individual tax records to internal revenue service or any IRS software using xml/service calls.
Controlled Salary Administration	Payroll	This features see to generate salary schedule, approval process and transmission to payment gateway.
Easy Clone	Payroll	Ability to clone new salary schedule from an existing approved salary schedule and salary structure from an existing structure for faster processing
Allowance and Deduction manager	Payroll	Ability to add allowances/deductions in either monthly form (unit allowances) or annual form
Flexible System Setup	Payroll	Dynamically set allowances/deductions as either fixed value or percentage of basic salary etc.
Granular System Configuration through Profile Management	Payroll	Ability to add allowances/deductions based on predefined rule (by category, by MDA, by department, salary structure, grade/step, designation and exclusion of specific employees from certain allowances/deductions
Salary Structure management	Payroll	This provides tool sot create and manage highly complex salary structures scenarios
Automatic charges and income deductions	Payroll	The system automatically deducts salary processing charges, union dues, statutory deductions and any other charge at the point of payment of salaries and credit all relevant account as supplied by the stake holders.
Instant remittance to all Micro Finance Banks Beneficiaries	payroll	All intermediary or corresponding banks of the Micro Finance banks are credited at the point of approval/payments of the salary. Thus eliminating the Manuel handling involved during this process.
Instant payment to all commercial bank beneficiaries	Payroll	The solution does instant salary payment to all bank beneficiaries as soon as approvals are committed in the solution.
SELF SERVICE BASED FEATURES		
Electronic Payslip	Self service	This is a self-service function by the staff. As long as you have registered your email with the company. On request through the self-service window, the payslip is forwarded to the staff email box.
Other self service activities		The self-service portal provides opportunity for staff to handle leave request, loan request, view their profiles, view all deductions on their salary etc.
SMS Alart/Email system	Self service	This module allows the organisation/institutions to communicate effectively with their staff. The

		interface also have an automated alert system to inform the staff of salary payments, e-payslip, loan disbursement and recovery etc.
PENSION BASED FEATURES		
Automatic movement of retired staff to pension interface	Pension	The system automatically defaults all retired staff to pension interface.
Calculation of initial pension/gratuity	pension	The system automatically calculates the gratuity and the initial pension from the database. Allowing the pension authorities to block any unauthorized/unapproved inclusion of ghost pensioners in the system
Routine Online pension verification	pension	The system is built with a special feature to verify all life pensioners after a specific period as inputted by the authorities in the system. This will guarantee that dead pensioner does not continue to exist in the system.
Pension reports	System	VERIPAY contains various reports for managing pension information

Project Deliverables

Support Team and Architecture

We at Appmart values support as important as the product itself. Thus we have created a support team to ensure that our numerous clients are attended to with dispatch. Our support center has been enhanced to accommodate our new market target.

Deployment Timeline

It takes our deployment team between 5 and 10 days to fully deploy the Veripay suite for a client depending on the size of their workforce. The schedule below for accomplishment of a project reflects the elapsed time in days for completion of the preliminary data gathering, documentation, system configuration/setup, deployment and go live.

TASK	TIME
Data Gathering	2 days
Documentations	3 days
system set-up and configuration	4 days
Go-Live	1 days

Financials

The Veripay suite and all its modules are provided as Saas to clients and it's totally free to use. AppMart will provide support, application set up, data migration, system updates at no extra cost.

We shall charge an agreed software maintenance fee per staff during monthly salary payment.

You can subscribe for Veripay by visiting the link: https://veripay.appmartgroup.com and click on Subscribe for Veripay and follow the prompt.

Deployment Requirements

The items below are required to use Veripay suite for clients.

DESCRIPTION	REQUIREMENT STATUS
Physical servers	Not Applicable
Network infrastructures	Not Applicable
Any Internet Enabled Devices	Applicable

FOR: APPMART INTEGRATED LIMITED

MAKO SYLVESTER

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