



易薪財

支薪及強積金管理軟件

A Payroll and MPF Administration Software

易薪財專為香港上海滙豐銀行及恒生銀行之客戶而提供

EZ-Pay is offered exclusively to customers of HSBC and Hang Seng Bank in Hong Kong



HR21 Limited

a subsidiary of Excel Technology



EZ-Pay is a payroll administration software developed and provided by HR21 Limited.

Function of EZ-Pay

EZ-Pay provides comprehensive functions for employers to:

- maintain basic personnel records
- process payroll and calculate MPF contributions
- generate payroll instructions in diskette, or submit them online to the bank
- generate employee salary tax reports
- generate pay slips and various payroll reports
- set up other autopay instructions
- generate MPF remittance statements

EZ-Pay makes payroll an easy task

With its user-friendly functions, EZ-Pay allows you to prepare payroll instructions with a few simple steps. Ad-hoc payments and deductions can be included as required, and salary of new hires and terminated employees can be handled easily as well.

EZ-Pay calculates your MPF too

Although the calculation of MPF contributions is not complicated at all, the compliance to MPF regulations makes the validation work complex and is therefore error-prone. EZ-Pay has a built-in MPF calculator, which can take care of all situations in MPF calculation, thus ensuring the accuracy of the MPF contributions.

Instant tax reports

EZ-Pay can produce the following tax reports format:

- IR56B ("Employer's Return") **
- IR56F ("Terminated Employee")
- IR56G ("Employee Leaving Hong Kong")

Formats of the above reports have been approved by the Inland Revenue Department of Hong Kong.

** IR56B form can also be generated in electronic format.

It's easy to use

EZ-Pay is a Windows application and therefore can be easily learnt by anyone with basic PC skills. The "content sensitive" help function would give practical help information when you run into problem with a specific function.

The HR21 EZ-Pay Hotline is also available to give you assistance when needed.

EZ-Pay connects you to the Bank electronically

You can submit your payroll and MPF instructions to HSBC or Hang Seng Bank in two ways.

- Generate a diskette and send it to the Bank
- Submit the instructions through internet via the EZ-Pay e-Gateway function

With the EZ-Pay e-Gateway function, there is no need to generate any physical media (e.g. diskette) or to submit your instructions in person.

EZ-Pay runs on most PCs

EZ-Pay runs on most PCs with English or Chinese Windows 98, ME, XP, NT, 2000 or 2003.

Recommended PC configuration would be 300MHz or higher with at least 64MB of memory and 100MB of spare disk space. Either a CD-ROM or a diskette drive will be needed for installation of EZ-Pay.

Microsoft Internet Explorer 6.0 or above is required if the EZ-Pay e-Gateway is used.

Value for money

For a very modest annual subscription fee (valid from January to December), you are entitled to:

- use the EZ-Pay software for 12 months
- 2 training seats in our regular training course (schedule posted in our HR21 website)
- access to our website for information and updates
- technical support through our Hotline

Always there to help

Running into problems in using EZ-Pay? Call us at our Hotline between 8:30 am to 7:00 pm Monday through Friday and 8:30 am to 1:00 pm Saturday (except public holiday). Our customer service staff will be there to give you a helping hand.

The EZ-Pay Support Website

An internet website (www.hr21.com.hk) is dedicated to provide support information to users of EZ-Pay, which is also used as an additional channel to distribute any updates and enhancements of the EZ-Pay software.

You can find a lot of useful information related to personnel management in the website as well.

