



All in one HR & Payroll Solution

A Product of Accord Technologies Limited

Fully customized for
Bangladesh taxes and
regulations

www.accordhrm.com

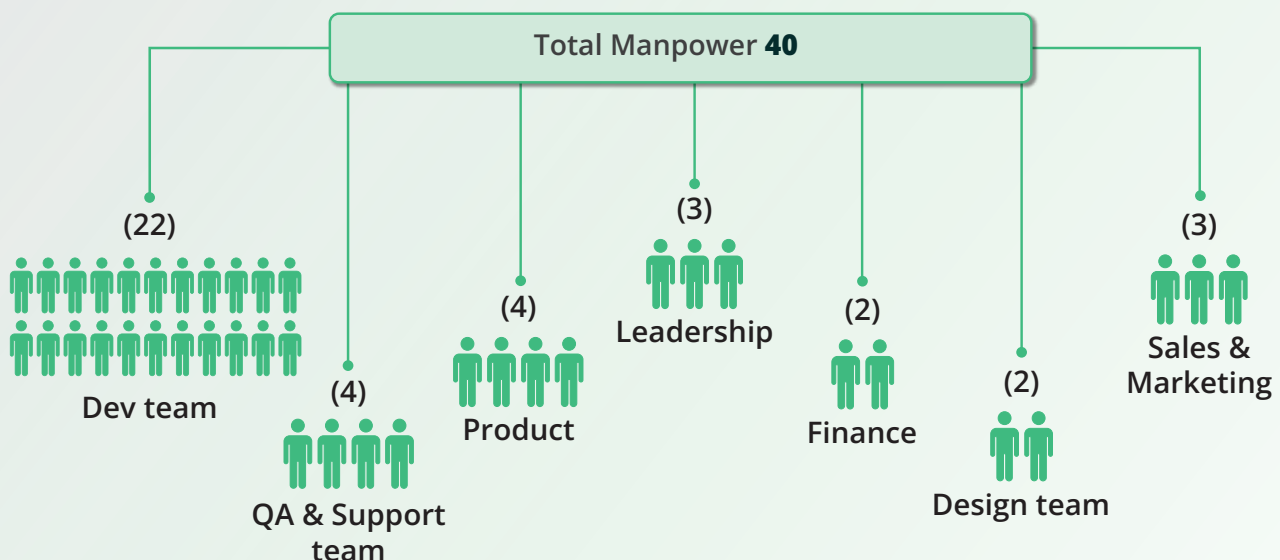
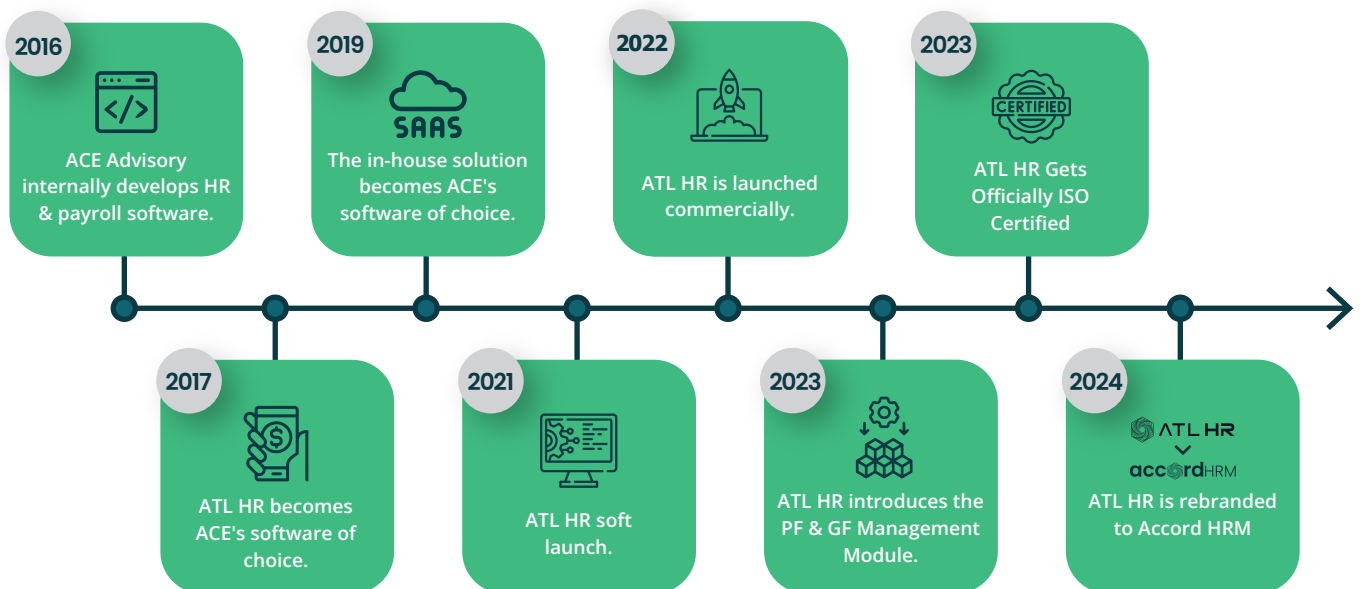
Smarter HR Solutions

About Accord HRM

Accord HRM is a flagship cloud-based HR & Payroll SaaS solution tailored to fit companies of all sizes in Bangladesh. The product is developed by Accord Technologies Limited (ATL) which is majority owned by ACE Advisory, a leading professional services firm in Bangladesh. The HR & Payroll knowledge process, development and design are powered by ACE Advisory while its cutting-edge technology and best in class development is driven by [Trenza Software](#).

Accord HRM was born out of a decade of HR & Payroll outsourcing experience of ACE Advisory, and it replaced the firm's internally developed software launched in 2016. It has been developed for companies of all sizes looking to automate their HR & Payroll functions at an affordable cost while being fully compliant to taxes and regulations in Bangladesh.

Timeline



Modules

- Employee Management and Core HR
- Automated Payroll
- Compliance & Reporting
- Fund Management (PF, GF, WPPF)
- Leave & Attendance
- Loans & Advances
- Expense Reimbursement
- Employee Self Service (ESS)

Cloud Based SaaS Software

Accessible through web browsers and mobile app

No additional hardware or software is required to run this application. Authorized personnel can access through any web browser and Accord HRM mobile app from anywhere in the world.

Best in class security

Global info security standards have been implemented. Data encryption at rest and transit. Data is backed up regularly to multiple locations.

Employer/Employee separate access rights with detailed logging

Multi-tiered access rights with custom roles and detailed user action logging.

The screenshot displays the Accord HRM dashboard interface. At the top left is the 'accordHRM' logo, and at the top right is the 'ACE Advisory' logo. A search bar is located in the top right corner of the dashboard area. The dashboard is divided into several sections:

- Summary Metrics:** A grid of 12 cards showing key HR data: Total Employees (5524), Total Active Employees (5225), Employees Present Today (5184, +3% from last week), Employees Absent Today (41, -3% from last week), In-office Attendance (5043), Off-site Attendance (125), Requests for Off-site Attendance (16), Attendance Revision Requests (243), Late Clock-in (5043), Early Check-out (125), On Leave this Week (16), and Pending Leave Applications (243).
- Payroll Summary:** Three cards for September 2023: Pay Slips generated (5202), Gross Salary in Last Payrun (₹ 220,850,000.00), and Tax Deducted at Source (₹ 10,680,000.00).
- Navigation Grid:** A grid of 9 icons for Core HR, Employees, Payroll Management, Challans, Reporting, Regulatory Filing, Provident Fund, Leave & Attendance, and Loan & Advance.
- Help Section:** A blue box with 'Need help?' text, a link to the user manual, and buttons for 'CONTACT SUPPORT' and 'DOCUMENTATION'.
- Tables:** Two tables at the bottom: 'Employees Most Days Away' and 'Most Used Leave Policies'.

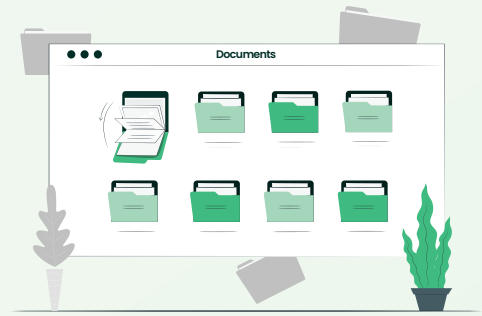
| Employee Name | Days Away |
|----------------|-----------|
| Aminul Haq | 14 |
| Habibur Rahman | 12 |
| Farnaz Karim | 7 |

| Policy Name | Times Used |
|--------------|------------|
| Sick Day | 14 |
| Earned Leave | 12 |
| Appointment | 7 |

Employee Management and Core HR

Employee Management

- Manage full employee lifecycle
- Custom field options for any employee data you want to retain
- Create contracts with customizable salary structures
- Robust employee directory with filtering options
- Paperless, electronic onboarding



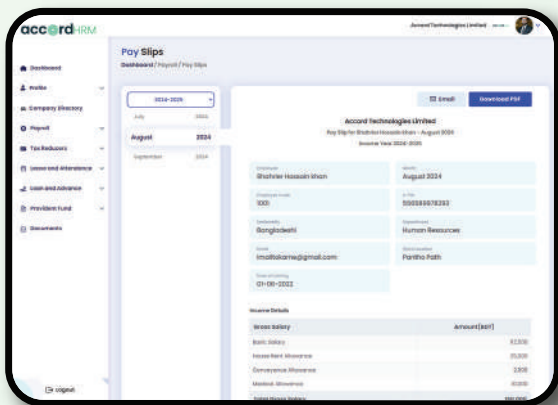
Documents Management

- Send bulk or targeted email to your employees
- Set reminders or alerts through notifications and emails
- Customizable communication templates
- Policies and templates database

Organizational Chart

- Create and visualize the organisation's hierarchy and reporting structure in an easy-to-understand graphical format.
- Supports multi-level charting & indirect reporting

Automated Payroll



Configurable Pay Structure

- Fully configurable salary structure with tax optimization feature
- Add unlimited salary components to match company policies
- Easily activate or deactivate non-cash benefits options
- Create contracted future income/benefit with immediate tax impact
- Create pre-gross and post-gross deductions with defined logic based on hours or days.

Detailed Tax Management

- Setup area wise minimum tax impact
- Easily activate or deactivate Maximum Investment Assumption basis for calculation
- Customize to spread tax or deduct upfront tax variable components
- Automatic exemption limit capture based on gender age and other defined parameters

Payroll Management

- Multiple types of payrun (Regular, Off-Cycle, or Final Settlement) with tax automated calculation
- Wizard facility for easy guided payroll processing
- Bulk import and export features for large volume processing
- Facility for Department wise or Work Location wise payrun
- Automatic apportion of salary for any mid-month change
- Salary projection control for contractual employees within the income year
- Automatic impact of actual investment data and declared AIT data
- Maker-checker facility with activity log

Post Payroll Processes

- Download scheduler of all payslips and tax cards
- Email facility of password protected payslips and tax cards
- Bank file generation for salary payments

Compliance & Reporting

Compliance

- 100% compliant with Bangladesh tax laws and regulations. Changes in tax regulations managed by us so that user does not need taxation knowledge.
- Regulatory changes automatically implemented as soon as enacted

Functional Reporting

- Customized payroll report for analysis
- JV generation with cost center for accounting software
- Tax Computation Sheet for review
- Variance report generation for analysis

Regulatory Reporting

- Tax reporting tools updated for changes to regulations
- Generate detailed statement of salary payment on an annual basis in compliance with section 177 of the Income Tax Act 2023
- Generate tax deduction from salary report on a monthly basis in compliance with section 177 of the Income Tax Act 2023
- Generate statement of employee(s) tax return on an annual basis in compliance with section 177 of the Income Tax Act 2023

Challan

- Automatic report generation to upload to e-TDS environment
- Downloadable manual challan format in both Excel and PDF as per Govt. prescribed format
- Archive facility of A Challan copies with reference number
- Direct link with Income Tax Deduction Certificate for instant generation



Fund Management (PF, GF, WPPF)

Policy Configuration & Advanced Settings

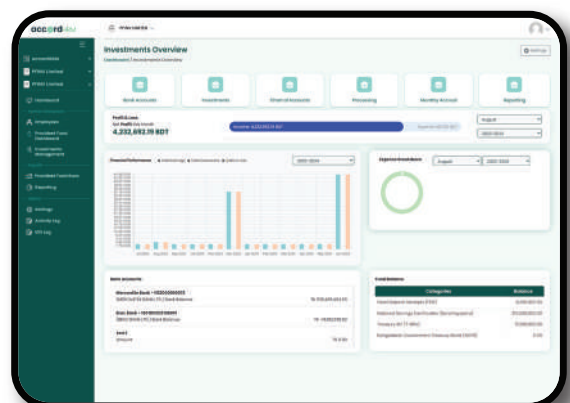
- Configure fund policies aligned with trust deed requirements
- Define multi-level approval hierarchies to ensure compliance
- Automatic contribution calculations, integrated with payroll

Investment Management

- Set up and map the Chart of Accounts for structured financial tracking
- Manage bank accounts and instruments (e.g. FD, BSP, T-Bonds, T-Bills, Corporate Bonds etc.)
- Automate accruals and processes like fund transfers, purchases, and encashments of instruments
- Complete accounting of fund transactions including automated generation of fund financial statements.

Fund Operations & Periodic Processing

- Efficient and automated handling of advances, deregistration, and settlements
- Profit distribution with an option to waive profits (i.e. to forego interest)
- Automated fund allocations and accruals for streamlined processing



Advanced Reporting & Insights

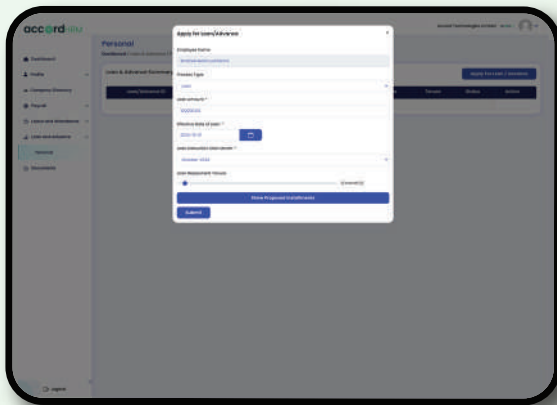
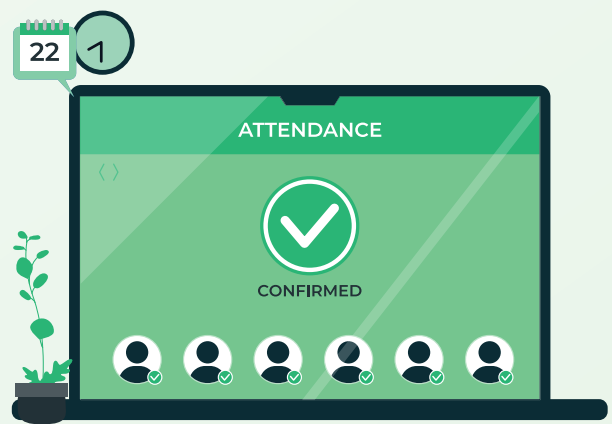
- Detailed reports on PF advances, settlements, and fund activities
- Real-time insights into investment performance via Balance Sheet & P&L
- Trial Balance, General Ledger, and JV reports for financial statement preparation

Employee Self-Service (ESS) Portal

- Provide employees with real-time access to fund balances
- Enable statement generation for personal use
- Manage advance applications and approval processes seamlessly
- Offer deregistration and settlement requests directly through ESS
- Grant specialized access for the Board of Trustees for enhanced oversight

Leave & Attendance

- Real-time monitoring of employee attendance
Creates and modifies shifts effortlessly.
- Easy and accurate leave application and approval management
- Configure customized leave policies with carry forward feature
- Record real-time attendance by connecting with external hardware through API
- Monitors and calculates overtime hours
- Generate customizable attendance & leave reports



Loans & Advances

- Detailed loans & advances management features
- Flexible installment, interests, and terms
- Integrated with payroll
- Comprehensive loan & advance reporting
- Individual loan schedules for tracking

Expense Reimbursement

- Streamlined process for employees to submit their expense claims digitally
- Reduce manual intervention for expense review and approvals
- Upload and attach receipts to expense claims for verification
- Generate reports on expenses, trends, and patterns for informed decision-making
- Access module through mobile devices for on-the-go expense management



Employee Self Service (ESS) for Web and Mobile app

General

- View and update employee information
- Access company directory
- Alerts and notifications of communication from employers

Leave & Attendance

- Geo-fence & remote attendance through mobile app
- Manage leave and attendance for yourself and for your team
- Punch in to record attendance
- Check-In & Check-Out options for employees
- Manage work locations through geofencing

PF & GF:

- View & download PF & GF statements for employees
- Opt-in /Opt-out for employees directly
- Request loans against their PF balance
- Manage PF loan requests for the team

Expense Reimbursement:

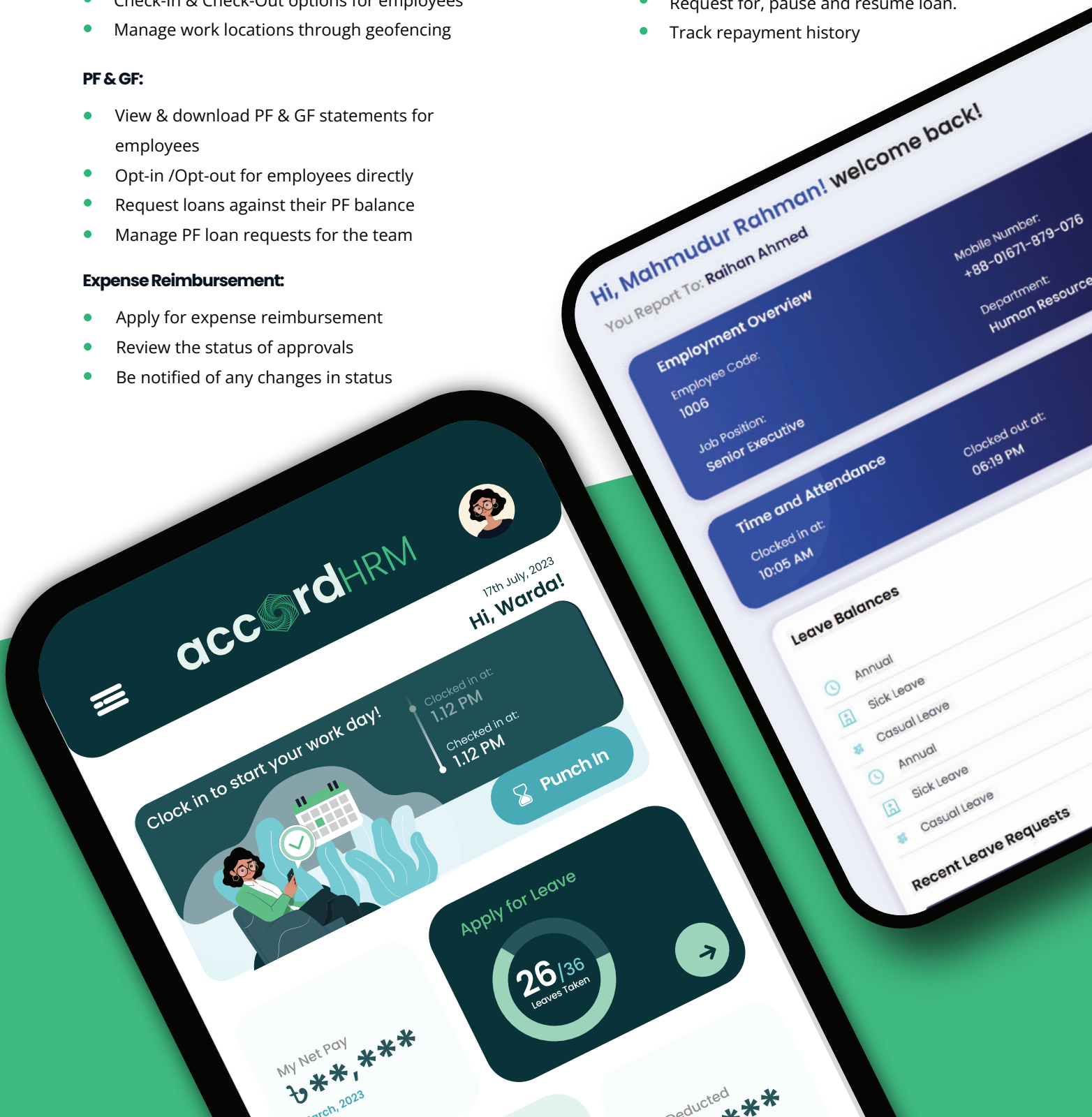
- Apply for expense reimbursement
- Review the status of approvals
- Be notified of any changes in status

Payroll

- View payroll information
- Download payslips & tax cards
- View contact details
- Declare Investment and AIT

Loan & Advance:

- Apply for a loan or advance
- Customize instalment interest and terms
- Request for, pause and resume loan.
- Track repayment history



Bangladesh's **most trusted HR & Payroll software.**

Accord HRM offers **highly customizable and flexible plans** to meet all your HR management and Payroll needs.



Simple & affordable

pricing for all businesses.

Don't just take our word for it.

Book a Demo

Call us @ +880 1711 314 600 or

Email @ sales@accordhrm.com

Certifications & Memberships



Our Major Clients





A Product of Accord Technologies Limited

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