



All in one HR & Payroll Solution

Fully customized for
Bangladesh taxes and
regulations

About ATL HR

ATL HR 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.

ATL 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



ISO-certified

ATL HR is certified in to guarantee both customer satisfaction and data security for all our customers.

The ISO/IEC 27001:2013 certification represents the guarantee that any all data we receive or process through ATL HR is compliant with globally set standards for information security.

While the ISO 9001:2015 represents the promise to our customers in maintaining the highest quality in all of our services.



Modules

- Core HR
- Employee Self Service
- Expense Reimbursement Management
- Automated Payroll
- Compliance & Reporting
- PF & GF Management
- Leave & Attendance
- Loans & Advances

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 from anywhere in the world.

Best in class security

Global info security standards implemented. Data encryption at rest and transit. Data 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



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

Employee Self Service

General

- Access and edit personal information
- Access to all company documents in one central location
- Be notified regarding all communication with employees
- Secure communication channels for protected exchange of information with HR
- View and download personal documents



Payroll

- Update personal tax information
- View and download payslips & tax cards
- Access to all payroll information and history

Loans & Advances

- Easy apply for a loan or advance
- Customizable instalment interest and terms with the option to pause/resume
- Track repayment history

Leave & Attendance

- Apply for leave and be notified of approval
- View leave history and holiday calendar
- Clock in, clock out and check attendance history

Expense Reimbursement Management

- 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
- Facilitate expense processing through payroll or independently
- Generate reports on expenses, trends, and patterns for informed decision-making
- Access module through mobile devices for on-the-go expense management



Automated Payroll

Completely Automated Payroll

- Single click payroll processing
- Wizard for easy guided payroll processing
- Bulk import and export features for large scale payroll processing



Configurable Pay Structure

- Fully configurable salary structure with tax optimization feature
- Add unlimited salary components to match your company policies
- Adhoc payrun with customizable tax treatment within regulatory guidelines

Post Payroll Process

- Advanced reconciliation features to highlight changes and variance
- Automated tax calculation with regular system updates for Bangladesh tax regulations

Compliance & Reporting

Compliance

- 100% compliant with Bangladesh tax laws and regulations
- Regulatory changes automatically implemented as soon as enacted

Regulatory Reporting

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

Functional Reporting

- Generate JV for accounting software
- Generate bank file for payment
- Customized payroll report for analysis
- Generate and distribute salary tax certificate

Challan

- Automatic challan generation for employee tax deduction
Downloadable in both excel and PDF as per Govt prescribed format



PF & GF Management

Automated PF & GF Management

- Set customized PF & GF policies
- PF & GF computation linked with payroll processing
- Bulk import facility and easy migration
- Automated PF & GF allocation & profit distribution
- Advance PF loan management module



- Handling various types of investments seamlessly
- Mapping of Chart of Accounts for organized tracking
- Automatic accrual of interest for efficiency
- Manual fund balance adjustments to aid reconciliation
- Generation of trial balance and balance sheet effortlessly

Employee Services

- Generate PF & GF statements for employees
- Opt in /Opt out for employees directly through ESS
- Fully integrated for employee tax benefits from PF contributions

Reporting

- Comprehensive reporting features for employer and employee
- Dynamic PF loan reports for management use

Leave & Attendance

- 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
- Generate real-time attendance reports
- Generate customizable 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

Mobile App for Employee Portal Access

General

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

Leave & Attendance

- Manage leave and attendance for yourself and for your team
- Punch in to record attendance
- Check-In options for remote 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



Access the
**Employee
Portal** on the go!

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

ATL HR offers **highly customizable and flexible plans** to meet all you 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@atlhr.com

www.atlhr.com

Or, let our experts manage your end-to-end payroll



Complete payroll outsourcing

We have the professional team to focus on payroll processing allowing you to stay focused on core business activities.



Tailor-made solutions to match your needs

We will tailor our solution to provide the perfect match for your company's specific requirements.



Customised reporting

Our expert team can provide custom made payroll reports for your decision-making requirements.



Last mile support

We cater to all your payroll related filings in Bangladesh including preparation and submission of challans, forms and statutory returns.

We will ensure your business is compliant with all payroll regulations



Peace of mind

We will do all the number crunching for your company and ensure error free salary calculations, expense reimbursements, benefits and retirement payouts, etc



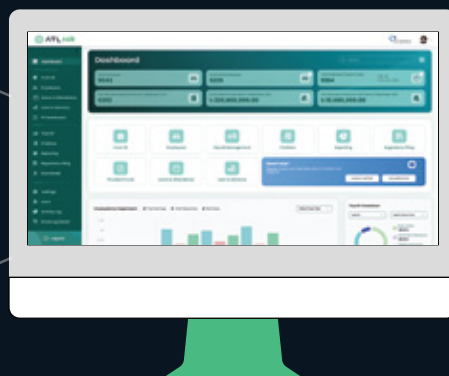
Accurate deductions and filing

We will manage the entire process from employee on-boarding till separation to ensure you can remain focused on your core business.

Through outsourcing the process, you can benefit from the wide range of applications of ATL HR

Up-to-date employee records with instant access by you and your employees

Leave and attendance management



Easy communication and information gathering from employees

Wide range of benefits management and tracking, including Provident Fund



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