



Sun Life MPF

Human Resources
Management System



Sun Life
永明金融



Managing MPF administration with ease

Sun Life understands how busy human resources departments are handling the large amount of their day-to-day work. To support you in managing MPF administrative tasks, we have partnered with Asia Pacific Soft Limited to offer **Alpha Human Resources Management System** ("AlphaHRMS"). From now on, MPF administration will be nearly effortless.



Key functions of AlphaHRMS include:

S support the administration and contribution process of MPF and ORSO schemes:

- Handle multiple MPF schemes
- Pre-set various arrangements for voluntary contribution calculation
- Calculate contribution amounts for new and existing employees
- Prepare MPF contribution and employee termination documents and interfaces in designated formats
- Handle groups of companies and support intra-group employee transfers
- Keep all contribution records of both the employer and employees
- Prepare pay slips for employees

The screenshot displays the 'Employee Master' application window. At the top, there is a search bar with 'EE. Code' and a dropdown menu. Below it, a table lists employee records. The table has columns for Employee Code, Employee Name, Date Join, Last Working, Department Code, Rank Code, and Status. Two rows are visible: one with Employee Code 2 and another with Employee Code 3. Below the table, there are several tabs: Personal, Employment, Appraisal, Scheme, Bank, Recurring, Family, Photo, and Others. The 'Personal' tab is active, showing a form with fields for English and Chinese names, ID Card, Nationality, Gender, Marital Status, Birthdate, Address, and Correspondence Address. The form is partially filled with data, such as 'MR' for English name, 'SO' for Chinese name, and '1/01/1970' for birthdate.

| Employee Code | Employee Name | Date Join | Last Working | Department Code | Rank Code | Status |
|---------------|---------------|------------|--------------|-----------------|-----------|--------|
| 2 | SO UU UU | 01/07/2015 | | AC | GENERAL | A |
| 3 | OO UU | 01/07/2015 | | AC | GENERAL | A |

Personal | Employment | Appraisal | Scheme | Bank | Recurring | Family | Photo | Others

English Title: MR, Last Na: SO, First Name: UU, Christian Na: UU, Display Gr: 1 (1-3)
Chinese: 先生
ID Card: [Blank], Passport: [Blank], Country of Iss: [Blank], ID Card Expi: [Blank]
Nationality: [Blank], Gender: M, Male, Marital Stat: 1, Single, Visa Expiry: [Blank]
Birthday: 1/01/1970, 45, Birth Pla: [Blank], Visa Effective: [Blank]
Address: dhjsihkslajik
Correspondence Add: [Blank]
Home T: [Blank], Mobile#: 21114555, Fax#: [Blank], Pager#: [Blank], Ext.: [Blank]
Co. Mob: [Blank], Co. e-ma: [Blank], Personal e-m: [Blank]



O ther human resources functions:

- Manage and maintain employee records
- Manage a single or multiple payroll generation per period
- Supports autopay file format of major banks
- Calculate bonus, long service payment and severance payment
- More than 20 predefined reports covering areas like payroll, MPF/ORSO, taxation and salary, etc.
- Supports various taxation reporting files including IR56B, IR56E, IR56F, IR56G and IR56M
- Enable multiple users' login and allow to set up different authority levels

S ervice and Support:

- Training course including a professional demonstration and user guidance provided by Asia Pacific Soft Limited
- Technical hotline support by Asia Pacific Soft Limited

AlphaHRMS is an application software developed and owned by Asia Pacific Soft Limited (the "Vendor"). The vendor is neither an agent of Sun Life Hong Kong Limited nor a member of Sun Life Financial group of companies.

Use of AlphaHRMS will be subject to the Vendor's terms and conditions. Please read the Vendor's terms and conditions carefully prior to deciding whether to use the AlphaHRMS.

Sun Life Hong Kong Limited shall not be liable for any act, omission or negligence performed by the Vendor. Sun Life Hong Kong Limited is not responsible for the quality and functionality of AlphaHRMS. It is always the duty of employers to verify the software functions of AlphaHRMS and to assess the suitability of the Vendor in providing the software and the employers agree to use AlphaHRMS at their own risk.

The above information does not constitute any form of advice or recommendation of AlphaHRMS to employers by Sun Life Hong Kong Limited. If you are in doubt of any software functions mentioned above, please seek professional advice.

This leaflet is provided for reference only. For information and functions in relation to AlphaHRMS, please refer to AlphaHRMS User Manual.

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