

AIA MPF Payroll Easy

Helping you to save time on
HR administrative tasks



Payroll Easy

Proprietary HR Software Exclusive for AIA Customers

Are you looking to save time on administration and lighten your workload?

Payroll Easy can help! This user-friendly tool helps you manage payroll, MPF, tax returns and employee records easily.

1 Payroll

- ✓ Supports salary calculations on monthly, daily and hourly basis
- ✓ Supports various payroll frequencies
- ✓ Overtime and commission calculations
- ✓ Supports major banks' autopay interface
- ✓ Payroll slips generation

2 MPF

- ✓ Mandatory and Voluntary contributions calculation
- ✓ Contribution data files for monthly submission
- ✓ Prefilled member enrolment form

3 Taxation

- ✓ Generates various tax return forms including IR56B/IR56E/IR56F/IR56G
- ✓ Generates data files for electronic submission

4 HR Records

- ✓ Leave record keeping
- ✓ Employee personal data
- ✓ Customised management reports
- ✓ Employee salary adjustment records

Special Features:



- ★ **Data access controls:** supports different access rights settings, salary information protection
- ★ **Supports multiple users:** unlimited users per company account
- ★ **Data import/export function:** Payroll data importable from/exportable to MS Excel
- ★ **Pop-up alerts:** monthly contribution due date, Remittance Statement submission due date, new member enrolment due date, etc.
- ★ **Audit trail:** documented history of entries/changes allows you to trace past transactions

Annual fee is waived for AIA corporate customers who submit contribution data online*.

For more details of Payroll Easy, please call Payroll Easy Hotline at 2100 1335.



* AIA reserves the right to change the arrangement at any time.