WORKFORCE

Industrial HR Solution

Workforce is a proprietary Industrial HR Solution that supports workers attendance, payroll and record keeping. Powered by AI technology, it can be customised to suit the unique needs of each organisation.

TRYBE

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TABLE OF CONTENTS

WORKFORCE INTRODUCTION

Whether you're the Owner, HR Manager or Payroll Admin, Industrial HR management is crucial to ensuring the efficient operation of your business. Workforce lets you manage your employees records, work attendance, and payroll all from one place.

Core Modules

01   **Worker Records**

● Digitised Records

● Regulatory Compliance

● Improved Accesibility

02   **Time Attendance**

● Accurate Data

● Instant Access

● Integrated with Payroll

03   **Leave & Overtime**

● Electronic Workflow

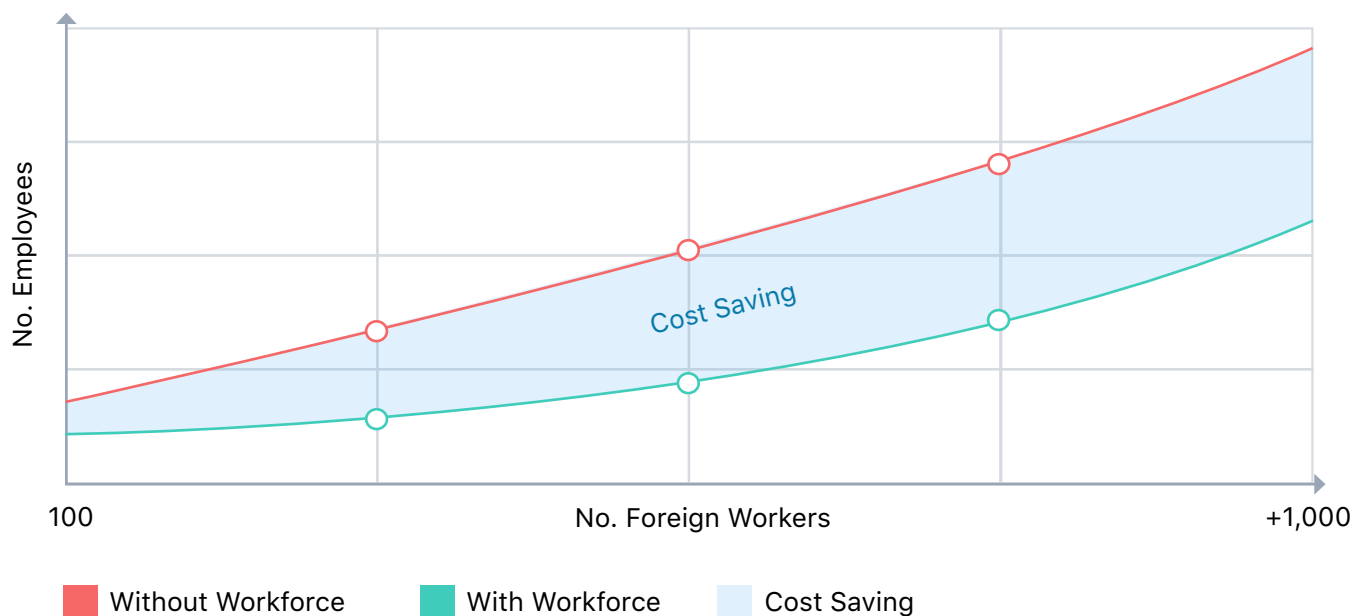● Fraud Detections

● Quota Monitoring

04   **Payroll**

● AI Enabled

● Error Free

● One Click Payroll

Staff to Worker Ratio

As the number of workers grow, equip your existing employees with intelligent tools to maintain productivity without incurring the cost of new hires.

No. Employees

Cost Saving

100   No. Foreign Workers   +1,000

■ Without Workforce   ■ With Workforce   ■ Cost Saving

Why Workforce?

Current Solutions	Our Solution
Separate systems for Time Attendance, Payroll, Record Keeping and Leave Management.	Integrated Solution
Unable to accommodate unique rules, formulas and procedures.	Fully Customisable
Suited for Corporate HR	Built for Industrial Relations

01

EMPLOYEE
CENTER

EMPLOYEE CENTER

With so much information scattered across offices and departments, you lose hours hunting for the things you need to move work forward. With Workforce, organise and manage your employee documents so you can quickly find what you need, when you need it.

Workers Records

With Workforce, all your employee data is in one place, and always up to date. You can easily add employees and any updates to employee profiles are instantly synced with your team so everyone always has the latest info.

Personal Details	Employment Details	Payroll Details	Documents
Full Name	Job Title	Wages	Resumes
Employee ID	Department	Wage Type	Contracts
Nationality	Work Schedule	Payment Frequency	Medical Records

ALERTS & REMINDERS

Submitting key documents late or with inaccuracies can result in audits, inspections, and fines. Workforce provides real-time, actionable alerts to ensure documents such as passport, permit and insurance renewals are submitted on time – keeping your labour force compliant with all relevant labour laws and regulations.

Full Name	Passport No.	Passport Expiry	Validity	Status
Abdul Shakur ID1547	1Z296F09	08-07-2019	30 days	In Progress ▾
Adib Almasi BA0380	IB331343	08-07-2019	Expired	Pending ▾
Albert Aksenov IB001B	1Z765054	20-08-2019	Expired	Pending ▾
Bryan Comeau ID2255	1Z2169Y7	07–10-2019	30 days	In Progress ▾
Darwish Safi ID6821	1ZF603A0	21-10-2019	30 days	In Progress ▾

Track Renewals

Easily keep track of passport, permits, and insurance documents whatever stage it happens to be in.

Setup Reminders

Set the expiry dates for passports, permits and insurance in your employee's profile.

AI Reminders

With our AI technology, the systems does all the work for you!

✉ ## Email Reminders

Set the expiry date for passports, permits and insurance in your employee's profile. You will then receive recurring emails reminding you to process renewals before it is due to expire.

02

ATTENDANCE

SMART ATTENDANCE

Workforce generates real-time, accurate and error-free attendance time-sheets based on biometric data. Accurate attendance data drastically reduces the time taken for you to generate payroll easily.

WORKFORCE

- Dashboard
- Employees
- Team Management
- Roster Control
- Attendance
- Payroll
- Sub Admins
- Settings

< Back

Bryan Comeau

Date	Status	Type	Check In	Check Out	Overtime	
31/05/2019	• Present	Normal	06:56:26	19:04:38	3 Hrs	✎
30/05/2019	• Present	Normal	06:50:33	19:00:55	3 Hrs	✎
29/05/2019	• Absent	Public Holiday	—	—	0 Hrs	✎
28/05/2019	• Present	Normal	06:57:23	19:00:53	3 Hrs	✎
27/05/2019	• Present	Normal	06:53:06	19:03:19	3 Hrs	✎
26/05/2019	• Present	Normal	06:57:28	15:05:24	3 Hrs	✎
25/05/2019	• Present	Normal	06:57:53	19:01:20	3 Hrs	✎
24/05/2019	• Absent	Unpaid Leave	—	—	0 Hrs	✎
23/05/2019	• Present	Normal	06:55:50	19:01:26	3 Hrs	✎

Bryan Comeau
B4014

Department	Logistics
Section	Technical Officer
Role	Leader
Team	Control Room

Real-time Attendance
Every minute counts since workers get paid by the hour.

Biometrics
Reduce fraud with biometrics and intelligent scheduling.

Powerful Reporting
Receive email reports to highlight and remedy these issues immediately.

Analytics & Insights
Monitor absentees, overtime, high risk & more via your dashboard.

Kiosk / Hardware

Kiosks are equipped with a selection of RFID, Fingerprint or Facial Recognition Scanners to eliminate fraudulent activities. Workers are also able to submit leave and overtime submissions via the kiosks.

Biometric Fingerprints

Facial Recognition

Customised RFID Cards

Leave & OT Submission

AI Powered

Managing large volumes of workers manually drastically reduces the ability to monitor and rectify issues until it's too late.

01   **Absenteeism**

Identify and monitor absent workers in real time.

02   **Complex Shifts**

Workforce supports complex shift structures.

03   **Fraud Detection**

Eliminate instances of buddy punching & unauthorised work schedules.

04   **AI Enabled**

Automatically sort hours into standard, overtime, off day and public holiday hours.

AI Scheduling

Using our AI Scheduling technology, Workforce removes the need for time consuming donkey work. No matter what the factory rules or complex shifts are, our system will accommodate them with on purpose in mind.

Clock In

Clock Out

AI Assistant

Total Standard Hours

Total Overtime Hours

Break Times

Off Days

Public Holidays

Absenteeism
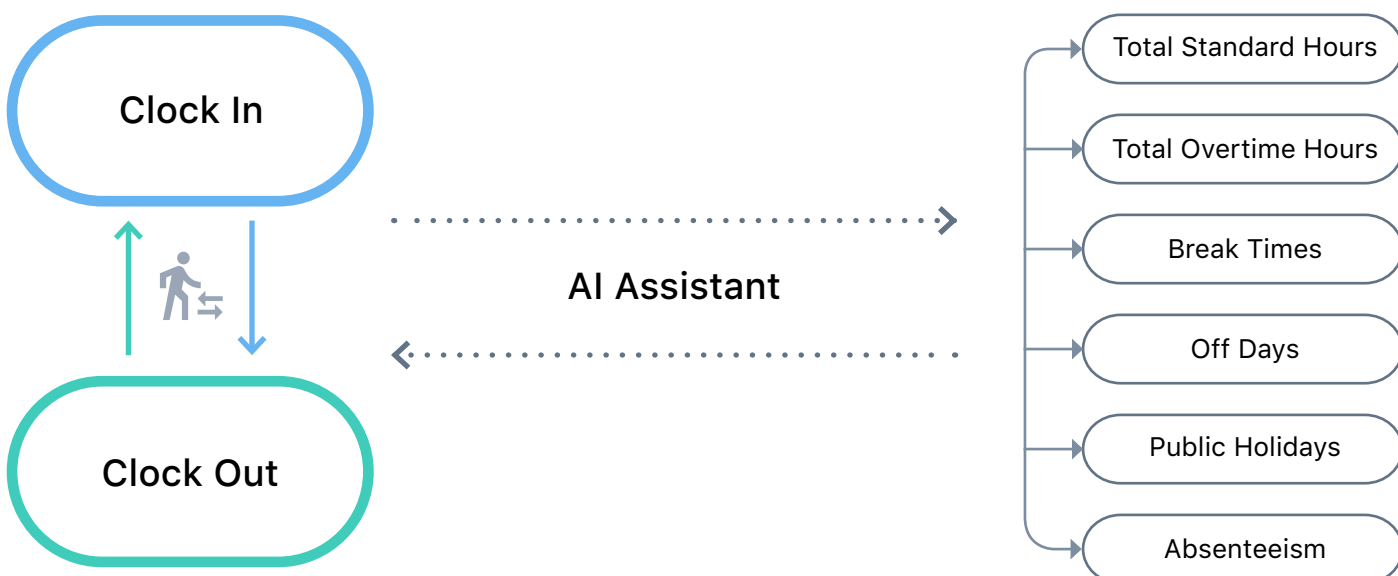
LEAVE MANAGEMENT

Nobody likes filling out forms, which is why we automated the process for you! View, manage and approve your workers time-off, holiday and medical leaves easily.

01   Custom Leave Policies

02   Leave Quota Tracking

03   Reflected in Payroll

Custom Leave Policies

Workforce allows you to make your own leave policy as needed. Define the entitled leave quota for each type of leave based on the total years of service the employee has in the company.

Years of Service	Medical Leave	Unpaid Leave	+ Create New
Less than 2 years	10	10	Enter Amount
2 - 4 years	12	12	Enter Amount
4 years and above	14	14	Enter Amount

Multi Level Approval

With our multilevel approval system, HR & Payroll Admins can view and approve all Leave applications. Set quotas and rules for workers which automatically get applied to their payroll.

Managers Approval

Leave Request   Admin Portal   Request Approved   Payroll Updated
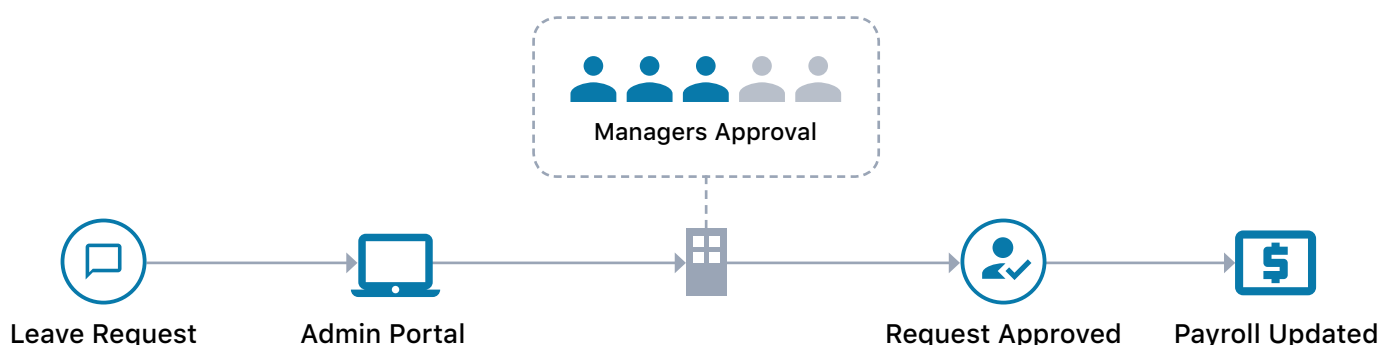
OVERTIME MANAGEMENT

Keep overtime costs in check with easy to configure rules and settings that increase accuracy and improve compliance to overtime laws. Only approved employees will receive the overtime wage rates for when performing the overtime hours.
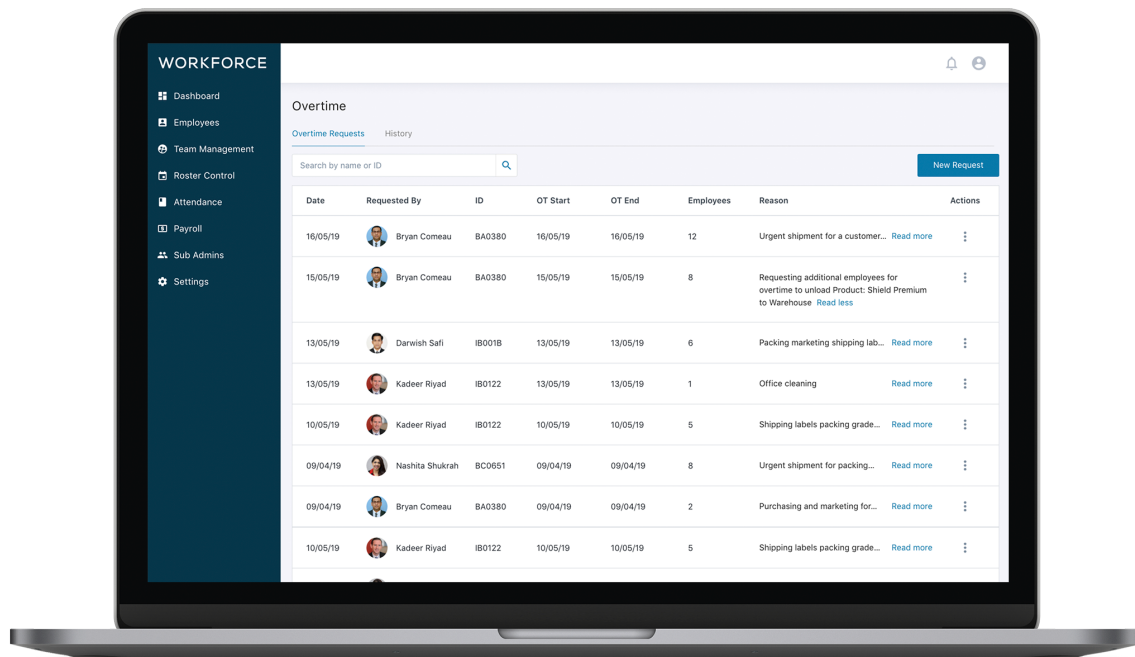
Management Oversight

Overtime Approval
Submitted requests are sent to managers for review.

Track Overtime
Keep track of overtime hours performed by employees.

Overtime Reports
Export your overtime report anytime you'll need them.

03

PAYROLL

PAYROLL CALCULATIONS

Using our AI technology, Workforce removes the need for manual data preparation before calculating payroll. Leaves, overtime, absences and payroll adjustments are automatically applied along the way.

Reduced Man Hours

Say goodbye to the endless spreadsheets, paper records and headaches that come with traditional payroll processes.

AI Enabled

With our system, complex factory rules, formulas and wage rates are applied intelligently as they occur.

Fully Integrated

Ensure payroll is always up-to-date when there are changes in employees' attendance, working hours, and shifts.

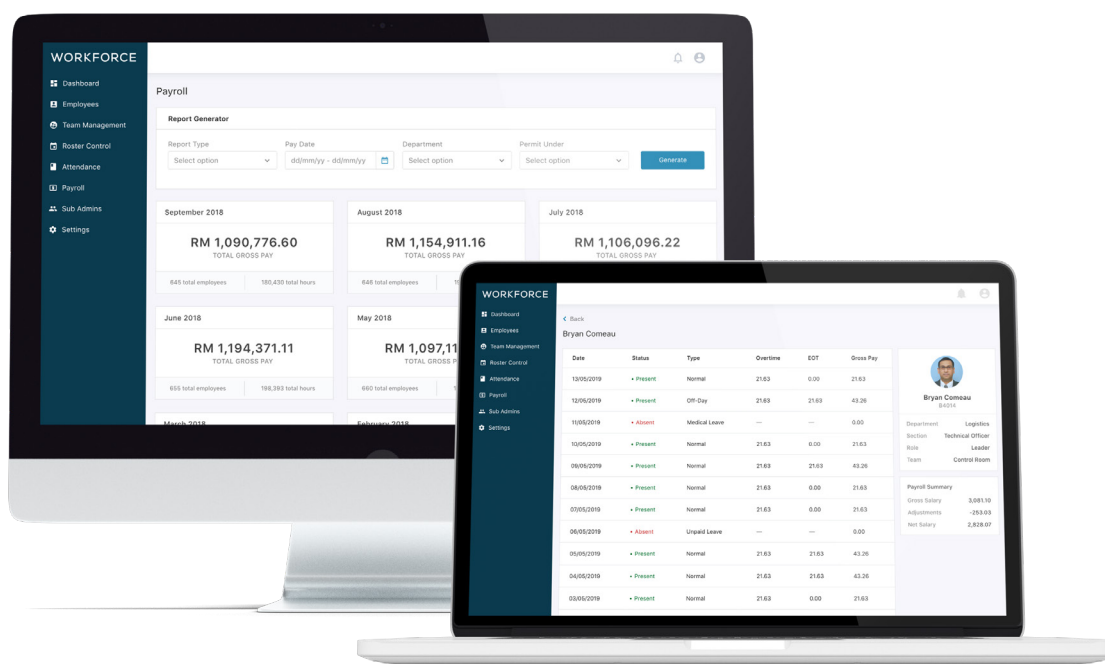## Error Free

With no more manual calculations and automated data capturing, calculate error free payroll in the blink of an eye.

LHDN Certified

Run all payroll calculations for the statutory bodies according to the legal requirements, approved by LHDN.

Payroll & Statutory Forms

Generate automatic payroll summary, payslips, reports as well as monthly and year-end statutory (E/EA) forms.

HOW PAYROLL WORKS

By automating all the factors that affect payroll, we are able to seamlessly generate error free payroll calculations on the go. Events are applied as they occur removing the need to manually manage payroll data.

Traditional Methods

Process Attendance Data

Download from Biometrics / Punchcards

Sort Hours

Standard & Overtime

Public Holidays & Off Days

Apply Factory Rules

Overtime

Absenteeism

Medical Leave

Apply Adjustments

Allowances

Meal Expense

Accomodation

Loans

Generate Payroll Summary

Create Payroll Templates:

Cash Payments, Bank Transfer,

SOCSO

Generate Payslips

Workforce

Payroll Summary

Payslips

Tips!

01 Worried about complex factory rules?
Our AI system is able to accommodate any variations to your payroll formula.

02 Ask us about our audit and compliance tools!
We have supported companies though CSR Audits with our exclusive Audit Plugin.

13

STATUTORY COMPLIANCE

Generate Statutory submission forms with contributions information already prepared. All calculations for the statutory bodies according to the legal requirements, approved by LHDN.

Category	List of Forms	
Lembaga Hasil Dalam Negeri (LHDN)	• Bank Submission Files • Form E & Form EA • CP39	
PERKESO	• Form 8A (SOCSO) • Lampiran 1 (EIS)	
Kumpulan Wang Simpanan Pekerja (KWSP)	• Bank Submission Files for i-Akaun	
Human Resources Development Fund (HRDF)	• Automated HRDF contribution calculations via the system	

PAYROLL REPORTS

Seamlessly calculate payroll accurately in real-time. Remove the need for manual data preparation before calculating payroll.

Employee Payslips

Download monthly employee payslips — customised with your design.

Salary Summary

Generate monthly payroll summaries, with payroll information already prepared.

Adjustment Summary

Generate monthly adjustment summaries, with payroll information already prepared.

Statutory Contribution Summary

Create Statutory Payments reports (LHDN, EPF, SOCSO, EIS & HRDF).

04

BUSINESS INTELLIGENCE

ANALYTICS & INSIGHTS

View data at a glance and gain powerful insights about your operations via the dashboard. Ensure the right people get alerts and notifications in a timely manner to improve reaction time and improve business performance.
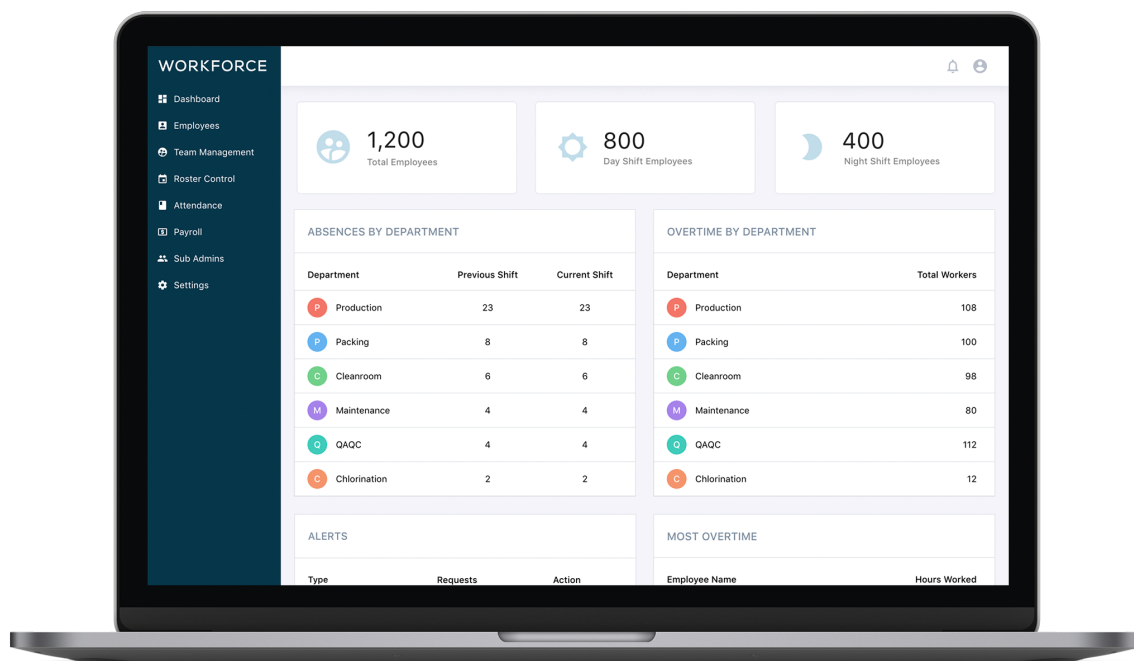
Workers Records

Direct access to employee statistics for performance reviews and productivity enhancement. Daily, Weekly, or Monthly alerts will help you stay up to date on what's happening.
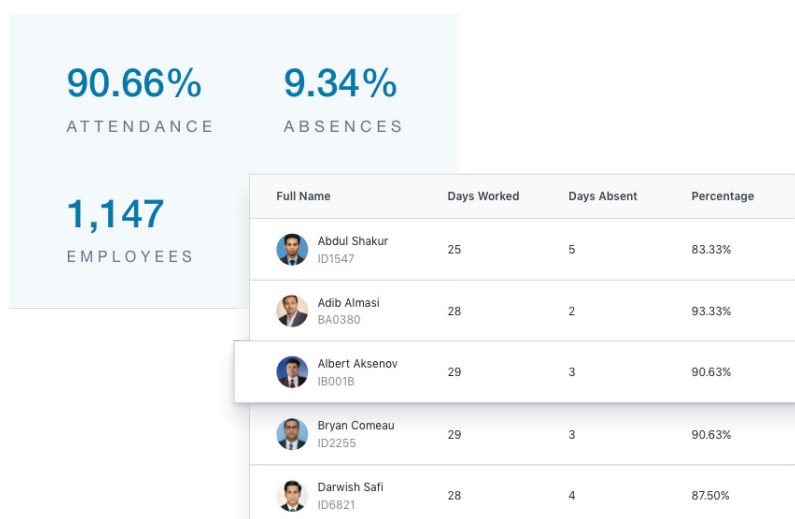
Attendance Reports

Easily monitor performance and high risk employees across departments and factories, and make informed, data-driven decisions about new staff recruitment.

Employee Name	Streak	Absences
Rawdah Abbas Essa BE1579B	8	10
Kyle Ullery BE1596B	7	12
Qays Radi Tuma NB0441	7	8

Employee Name	Hours Worked
Albert Aksenov BE1579B	360 hours
Noorah Qamar Najjar BE1596B	240 hours
Aamal Hidayah Samaha NB0441	240 hours

High Risk Employees

Employee retention is a critical part of HR strategy and implementation and often helps save millions in recruitment costs.

Most Overtime Performed

Using overtime provides the ability to deal with busy periods, cover of absences and staff shortages without the need to recruit new staff.

Payroll Reports

Workforce Intelligence takes the pain out of calculating salary. Create reports based on hours worked and adjustments to calculate and understand revenue per employee.

Employee Payslips

Generate monthly employee payslips based on attendance and payroll.

Payroll Summary

Generate a payroll summary to get an overview of all your employee's payroll.

Labour Cost Reports

Generate reports for hours worked, wages earned, and benefits by employees.

Employee Name	Gross Salary	Additions	Deductions	Net Salary
Albert Aksenov	5,000.00	200.00	-742.86	4,457.14
Bryan Comeau	5,100.00	0.00	-660.00	4,440.00
Fatin Waseem	5,100.00	660.00	0.00	5,760.00

05

LET'S GET STARTED

LET'S GET STARTED

Your dedicated account manager will work closely with you to deliver a fuss free system and be readily available to handle any requests along the way.

01 **Organisational Structure**

- Departments
- Shift Schedules
- Public Holidays
- Team Leaders
- HR & Payroll Admins

02 **Rules, Policies & Formulas**

- Leave Quotas
- Leave Approvals
- MC Quotas
- Overtime Rules
- Payroll Formulas

03 **On-boarding & Testing**

- Workers Training
- Staff Training

04 **Implementation**

- Data Digitisation
- Hardware & Wiring
- Kiosk Installation
- System Testing

05 **Monitoring & Support**

- Admin Support
- Technical Support
- System Updates

LET'S GET STARTED

MANAGED SERVICES

Change management is challenging even with intelligent tools like Workforce. We are with you every step of the way to make sure you get the most out of your system. With in-built tools like Live Chat and a dedicated Account Manager, we are never too far away!

Category	List of Services
Payroll	• Payroll Summary • Adjustment Summary • Statutory Contribution Summary • Payslips • Bank Submission Forms • Statutory Contributions Submission Form & Bank Files
Attendance, Leave & Overtime	• Late Comers Report • Absent Streak Report • Overtime Reports • Employee Leave Report
Employee Information System	• Passport Expiry Tracking • Permit Expiry Tracking
Business Analytics & Reporting	• Workers Statistics • Working Hours Statistics • Payroll Insight
Support & Training	• One-on-one dedicated account manager • Onsite Training • Live chat & Knowledge Base • Technical Support

TECHNOLOGICAL STACK

Experience a high performance system at attractive prices with advancements in cloud computing and AI technology.

Cloud Computing

New features, bug fixes and system updates are pushed seamlessly to your system. No need to invest in bulky, expensive servers on-site. With cloud computing you get a scalable, secure system that always uses the latest technology.

> **i** AWS provides the US Military with cloud computing services. The Joint Enterprise Defense Infrastructure contract, or JEDI is worth $10 Billion!

Artificial Intelligence

With AI technology, your system is the latest addition to your team. Programmed to understand how your company works, your AI Assistant will consistently produce work with a low error rate and no off days!

FULL FEATURE LIST

Learn about the features that differentiate Workforce from the competition.

Employee Centre

- ✓ Employee List
- ✓ Passport/Permit Alerts
- ✓ Insurance Alerts
- ✓ Team Management

Roster Control

- ✓ Calendar Management
- ✓ Leave Management
- ✓ Shift Management

Attendance & Time Tracking

- ✓ Attendance Reports
- ✓ Overtime Management
- ✓ Overtime Reports
- ✓ Absentee Reports

Payroll

- ✓ One-click Payroll
- ✓ Salary Summary
- ✓ Adjustment Summary
- ✓ Statutory Contribution
- ✓ Employee Payslips

Admin Dashboard

- ✓ Dashboard & Analytics
- ✓ Notifications
- ✓ Sub-Admins

Worker Kiosk

- ✓ Attendance Clocking
- ✓ Break-time Clocking
- ✓ Employee Portal
- ✓ Biometric Integration
- ✓ RFID Integration

06

COMPANY

ABOUT US

Trybe is an Industrial IT Solutions provider that supports the sector with management consulting, software development and managed services to address the challenges of IR 4.0 and increased automation in the workplace.

COMPANY NAME

Trybe Technologies Sdn. Bhd.

REGISTRATION NO.

1305459-H

WEBSITE

www.trybe.tech

What We Do

From the board room to the factory floor. We are focused on equipping the Malaysian Industrial sector with the tools required to lower their cost, improve productivity and hedge themselves against digital disruption in todays challenging business environment.

01 **Inhouse R&D**

02 **Software Development**

03 **IoT Solutions**

04 **Management Consulting**