



ATL HR

Corporate Office
House – 67 (Level – 7)
Road – 4, Block – C
Banani, Dhaka – 1213
Bangladesh

Your workforce, now just a **click** away.



ATL HR

Smarter HR

All your **HR & payroll**
needs, in one place.

Built using

**SaaS
Model**

with best in
class **security**.



Access ATL HR from your browser

anywhere at **any time**.

- No additional **set up costs**.
- No **hardware** required
- Always **accessible**
- Automatically **updated**

T : +880 9638 555 111

E : info@atlhr.com

W : www.atlhr.com

Security:

Best-in-class security features including:

- Segregated access controls for various user roles.
- 2FA authentication via email or SMS.
- Complex password requirements
- Encryption of data at rest, data in transit and for data in backup state

We have performed the following security testing on our application:

- Network traffic monitoring
- Penetration testing
- Security scan
- Vulnerability scan

Reports can be provided upon request.

ISO/IEC 27001:2013

Information Security
Management System*



ISO 9001:2015

Quality Management System*



Framework:

- Fully developed in-house on Laravel & vue.js.
- Operating on Ubuntu 20.4 and hosted on scalable cloud servers with Intercloud Limited.

Backup & DR:

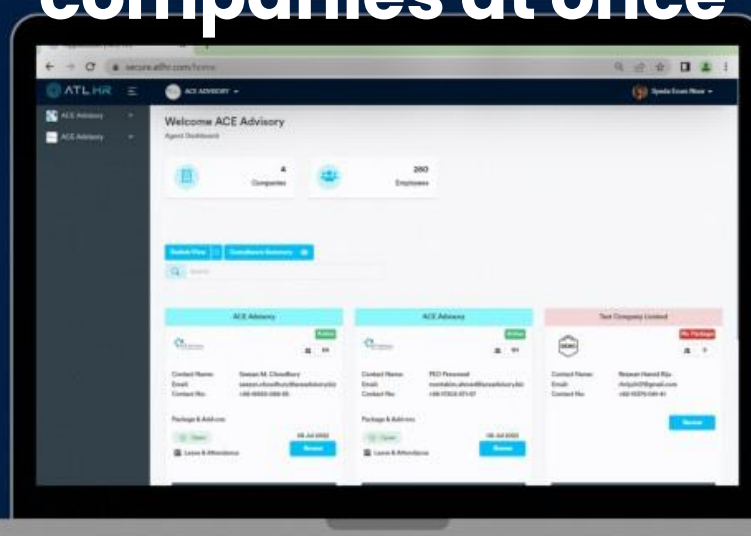
- Database is backed up automatically daily to separate cloud servers.
- The entire server is backed up to a DR site in Benapole Jashore once a day.
- The entire server is backed up to a backup server in our office every 12 hours. This server is in turn backed up to a cloud backup service every 12 hours.



Management Portal

Manage multiple companies at once

Flexible viewing options



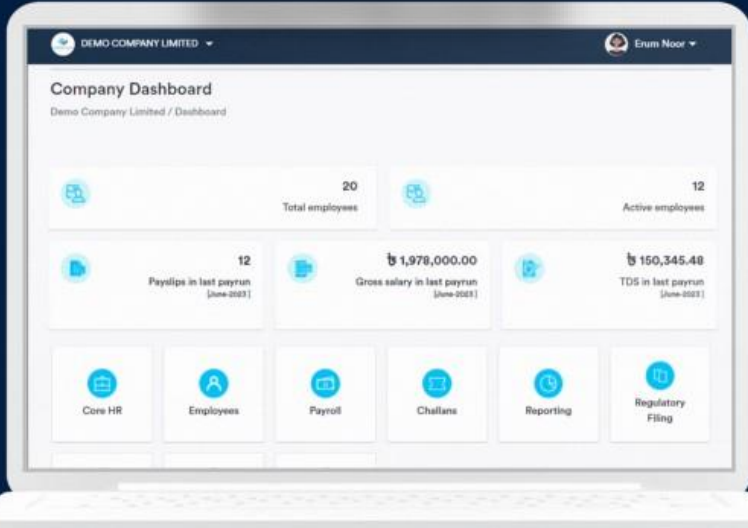
View Compliance Summary

- Latest Payrun Processed
- Latest Challan Filed
- Latest Monthly Salary Return
- Filings under IT SRO 206, Rule 13, Section 177 of the Income Tax Act 2023.



Management Portal

Your company Dashboard



Detailed View

Company Statistics & All your modules.

ATL HR Smarter HR

Management Portal

Modules

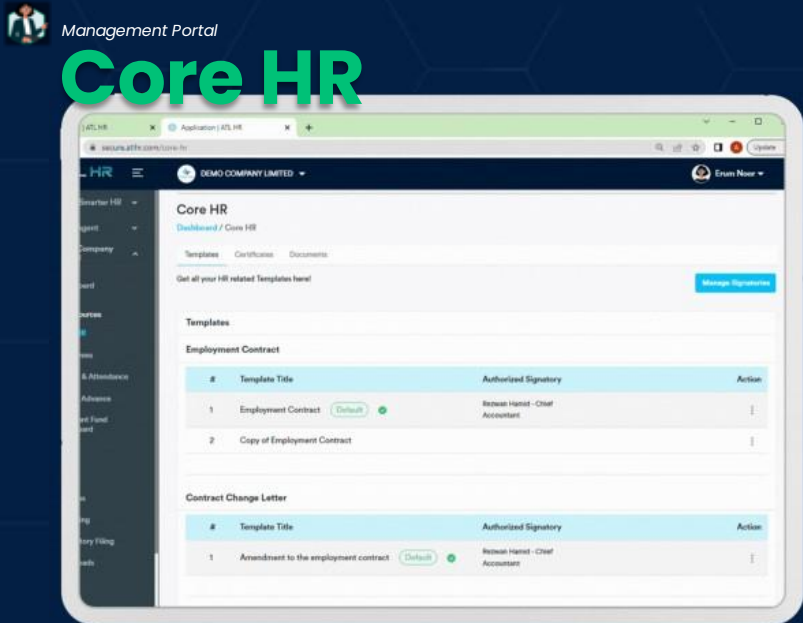
Available with our **base** package.

- Core HR
- Employee Management
- Payroll
- Regulatory Filing
- Challans
- Reporting
- Loans & Advances
- Leave & Attendance
- Provident Fund

Upcoming modules

- Performance Appraisal
- Expense Reimbursement
- Gratuity Fund with Investment Management

ATL HR Smarter HR



Management Portal

Core HR


Create & customize templates according to your company needs.

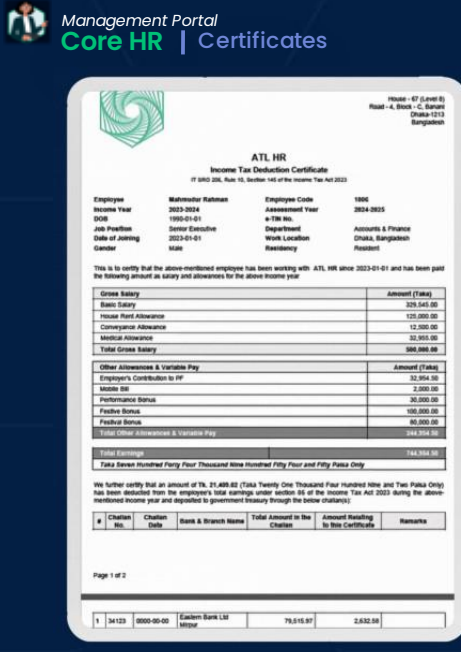
Save to employee profile.

Download options for templates.

Email to employees.

Centralize all documents.





Management Portal

Core HR | Certificates

Sample Certificate

Income Tax Deduction Certificate



Management Portal

Employee Management

Access, view & change employee details.

Update multiple employees with bulk import/export.

Request documents with assigned deadlines.

Add Custom Field

Management Portal

Payroll


Types of Payrun:

- Regular Payrun
- Manual Payrun
- Off Cycle Payrun
- Final Settlement Payrun

Approval system & Activity Log for each Payrun


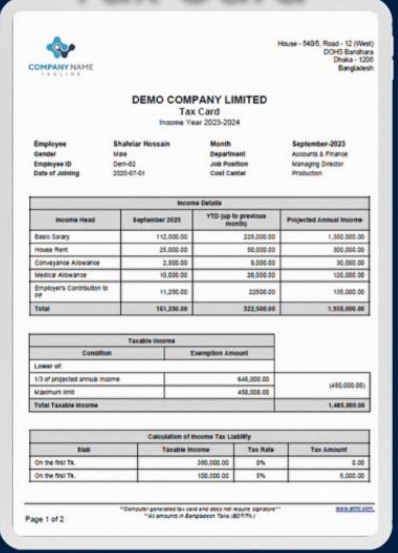
Generate payslips & tax cards along with printing and emailing them


Download monthly Bank Files & Reports


Management Portal

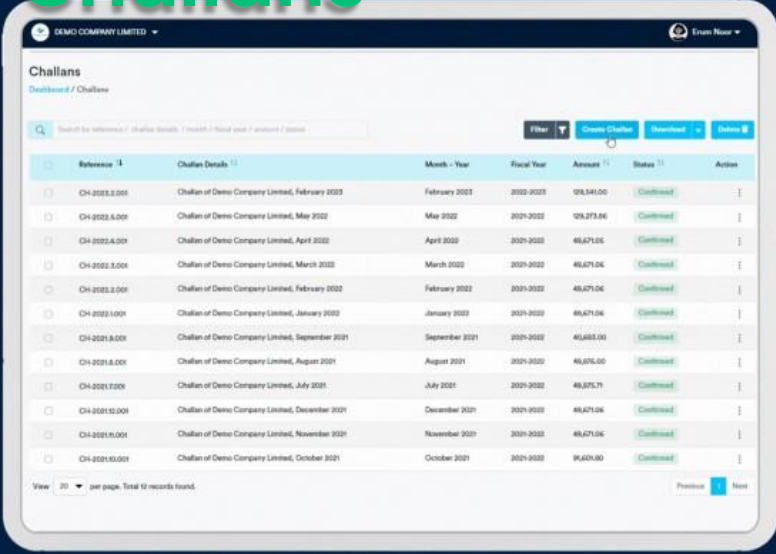
Pay Slip

Tax Card


Management Portal

Challans




Challan Generation from Payroll

Archive Submitted Challan Copy

Automated Flow of Challan Data to ITDC





Management Portal

Challans

Generated challan

চালান ঘরান

১ম টাকার কপি ২য় কপি ৩য় কপি

টি অফিস কর্তৃক নং (৬৭৮৯০২১২) ৩৫ হাজার ০১ টাকা

চালান নং _____ তারিখ **০১/০৪/২০২১**

ব্যাখ্যাসহ স্বাক্ষর/সেবাবী ব্যাংকের _____ কোয়ার্টার শাখার টাকা অর্থ দেওয়ার চালান

কেজ নং: 1 1141 0085 0111


অন্যান্য কর্মচারীর কর্তৃত্ব পূরণ করিতে হইবে			টাকার আকার		বিভাগের নাম এবং আপেক্ষিত পুঁজিবৈশিষ্ট্য কর্মচারীর নাম, পদবী ও সমস্ত *
যাহার মাধ্যমে প্রদত্ত হইয়া আসিয়াছে নাম ও ঠিকানা।	যে ব্যক্তি / প্রতিষ্ঠানের দ্বারা হইতে টাকা প্রদত্ত হইয়া আসিয়াছে নাম, পদবী ও ঠিকানা।	কি কারণ অর্থাৎ দেওয়ার হইয়া আসিয়াছে বিবরণ।	মুদ্রা ও স্টেম্পের বিবরণ / মুদ্রাঙ্কণ, পে- ডেন্টার ও প্রত্যেক বিবরণ	টাকা	
Demo Company Limited House - 540/S, Road - 12 (West) DOHS Baridhara	Employees of Demo Company Limited House - 540/S, Road - 12 (West) DOHS Baridhara	Tax deducted at source from salary under section 50 of the Income Tax Ordinance 1984 for the month of August, 2021 (see overleaf)	Cheque No.: T2 Dated: - ২৪/০৮/২০২১ drawn on Sonali Bank	49,876	80
e-TIN: 952635120586			গেট টাকা	49,876	80
টাকা (বিশেষত) Taka Forty Nine Thousand Eight Hundred Seventy Six Only পাঁচত্রয়োশ টকা					
তারিখ:- ০১/০৪/২০২১				আবেদনের ব্যাপ্যদেশ স্বাক্ষর / সেবাবী স্বাক্ষর	

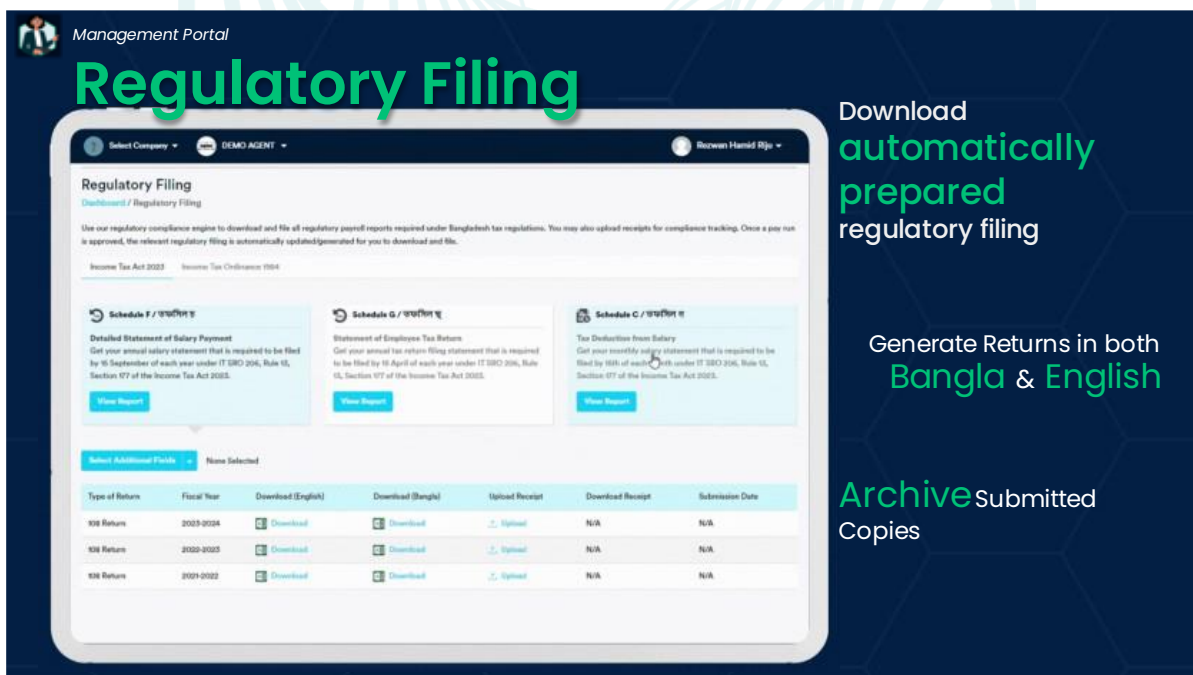
নোট:

১। সংগঠিত সময়ের সবচেয়ে বেশি ব্যয়যোগ্য করিয়া সর্বোচ্চ কোষ মূল্য জরিমানা করিবে।


২। * যে সকল ক্ষেত্রে কর্মচারী কর্তৃত্ব পূর্ণায়ন প্রয়োজন, সেই সকল ক্ষেত্রে প্রয়োজন হইবে।

SL No.	Employee Name	Month	e-TIN	Amount in Tk.
1	Shahriar Hossain	August 2021	123456789011	9,693.00
2	Rahik Rahman	August 2021	774938520522	2,323.00
3	Robel Khan	August 2021	123456789011	9,693.00
4	Hedaytullah Khan	August 2021	123456789013	417.00
Total	Punit Bardia	August 2021	192547563211	27,750.00
Total				49,876.00





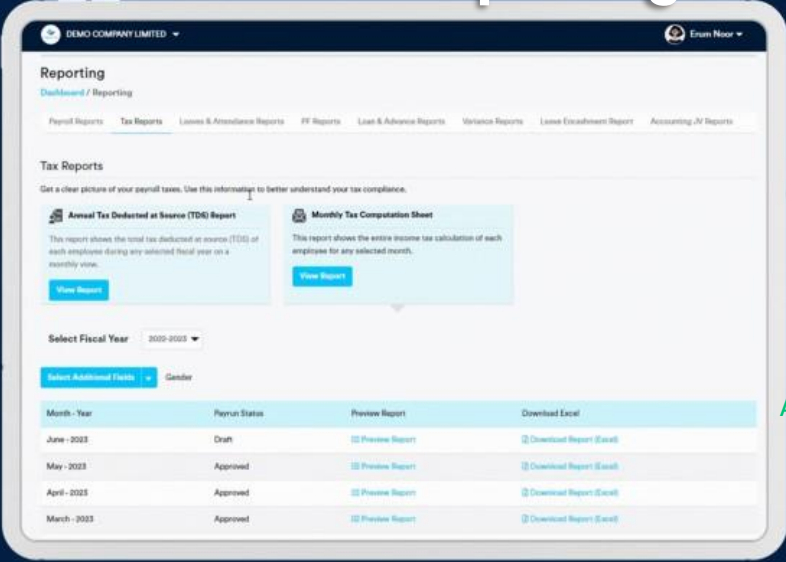

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Management Portal

Advanced Reporting

Periodic Reports
Leave & Attendance Reports
PF & GF Reports
Loan & Advance Reports

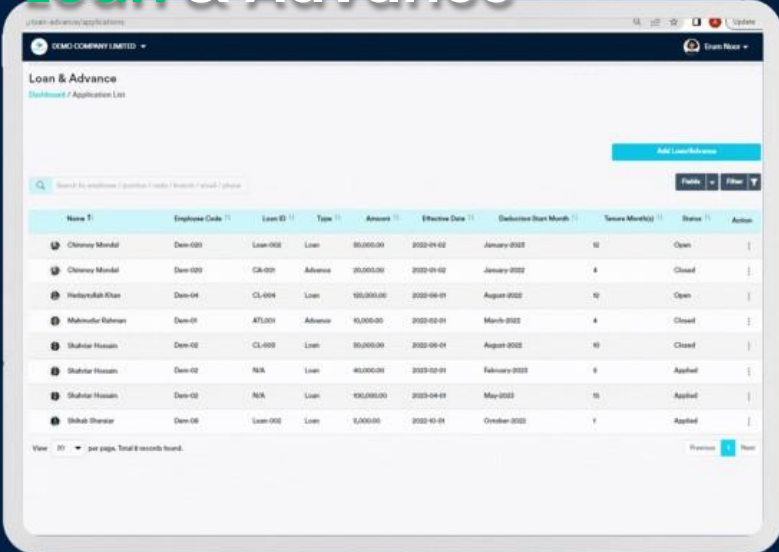
Tax Reports
Variance Reports
Leave Encashment Reports
Accounting JV Reports






Management Portal

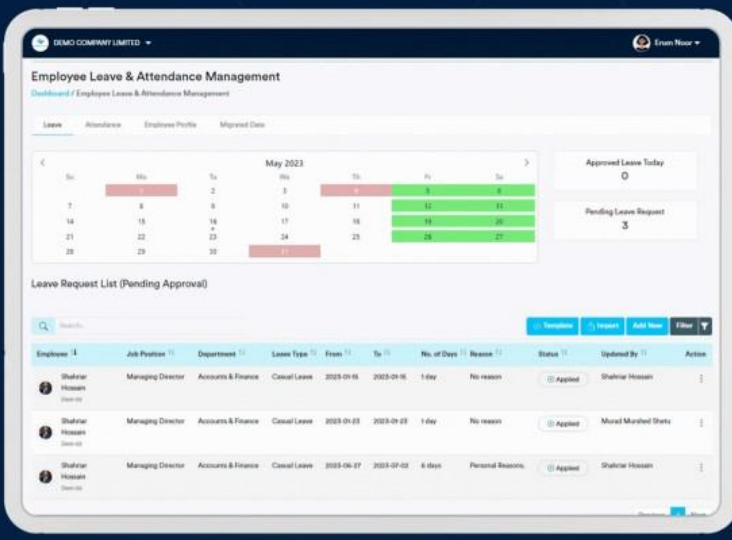
Loan & Advance

Approve or Reject Loan/Advance Requests
Set up Loan tenure & deduction timeline
Monitor status of loan installments
Automatic adjustments made to employee's payslip.




Management Portal

Leave & Attendance




Automatically
Sync and Customize
Local Government Holidays.

Monitor
Monthly Attendance
of all employees or individually.

Customized
Leave Types & Policies
For all Employees


Review employees
leave requests.

Migrate
leave balance.



ESS Portal

Leave & Attendance


ATL HR Mobile App



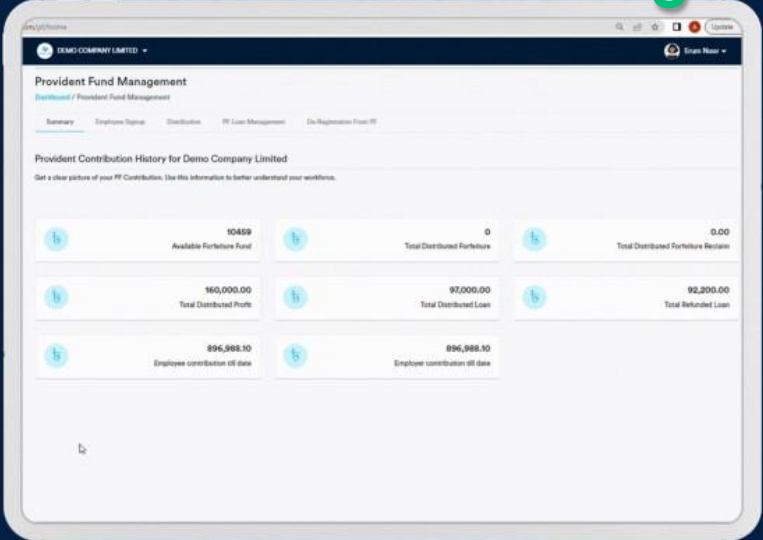
- **Team** Leave & Attendance management for Reporting Managers.
- **Apply** for leave.
- **Approve** or **reject** team leaves.



- **Geofenced attendance** to control location of check in.
- **Check In** options for remote employees.
- **Check Team attendance & location.**



**Coming Soon*



Management Portal
Provident Fund Management

Provident Contribution History for Demo Company Limited

Get a clear picture of your PF Contribution. Use this information to better understand your workforce.

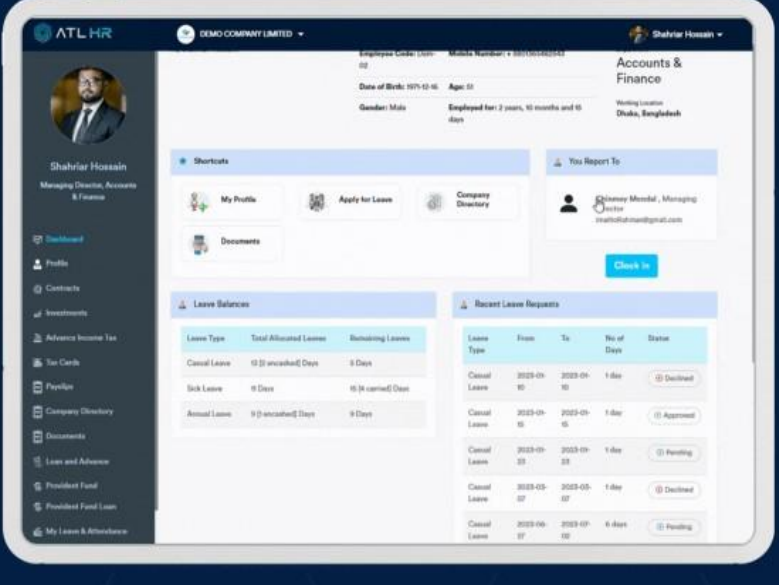
Available Forfeiture Fund	Total Distributed Forfeiture	Total Distributed Forfeiture Reciprocal
10459	0	0.00
160,000.00	97,000.00	92,200.00
896,988.10	896,988.10	

- Onboarding
- Provident Fund Calculation
- Profit Distribution
- Loan Management
- Deregistration

We support the **full life cycle**.

ESS Portal Journey

- View & edit **profile**.
- View **Salary Info**
- Update **Investments** and **AIT Data**
- View/Download **PaySlips** & **Tax Cards**
- Access to **Company Directory** & **Documents**
- Manage Personal **Loan/Advance**
- Monitor your and team's **Leave & Attendance**
- Access to Personal **PF Info**



ATL HR DEMO COMPANY LIMITED

Employee Index: 10001 Mobile Number: +8801600000000

Date of Birth: 1975-10-15 Age: 51 Gender: Male Employed for: 2 years, 10 months and 15 days Working Location: Dhaka, Bangladesh

Shahriar Hossain
Managing Director, Accounts & Finance

Shortcuts

- My Profile
- Apply for Loans
- Company Directory
- Documents

You Report To

Shahriar Hossain, Managing Director
shahriar.hossain@atlhr.com

Check In

Leave Balances

Leave Type	Total Allocated Leaves	Remaining Leaves
Casual Leave	10 (0 unactivated) Days	9 Days
Sick Leave	8 Days	10 (14 earned) Days
Annual Leave	9 (0 unactivated) Days	9 Days

Recent Leave Requests

Leave Type	From	To	No. of Days	Status
Casual Leave	2023-01-10	2023-01-10	1 day	Declined
Casual Leave	2023-01-15	2023-01-15	1 day	Approved
Casual Leave	2023-01-20	2023-01-20	1 day	Pending
Casual Leave	2023-01-25	2023-01-25	1 day	Declined
Casual Leave	2023-01-30	2023-01-30	1 day	Pending



Employee Portal

Access the Employee Portal on the go!

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



*Coming Soon




Management Portal
Data

Bulk import & export .

Import & Export information in bulk to update:

1. Employee information
2. Salary Information
3. Loan & Advance
4. Payroll Processing
5. Investments & AIT
6. Bank Account
7. Provident Fund

Name	Mobile Number	Email	Job Position	Department	Work Location	Cost Center
Asadul Kabir		asad.kabir@gmail.com	Managing Director	Accounts & Finance	Dhaka, Bangladesh	Production
Asadul Kabir		asad.kabir@gmail.com	Managing Director	HR & Administration	Dhaka, Bangladesh	Production
Chowdhury Mondal	+88-01558-827-000	mondalchoudhury@gmail.com	Managing Director	Product Development	Dhaka, Bangladesh	Production
Mahmudur Rahman	+88-01558-442-544	rehman.mahmudur@gmail.com	Senior Executive	HR & Administration	Dhaka, Bangladesh	Production
Mahmudur Rahman	+88-01558-442-544	rehman.mahmudur@gmail.com	Senior Executive	Accounts & Finance	Dhaka, Bangladesh	Production
Pant Banta	+88-01558-442-544	pant.banta@gmail.com	HR Manager	Product Development	Dhaka, Bangladesh	Production
Tahid Rahman	+88-01558-442-544	rahman.tahid@gmail.com	Financial Controller	Human Resources	Dhaka, Bangladesh	Production
Tareq Dn	+88-01558-442-544	dn.tareq@gmail.com	Senior Executive	Accounts & Finance	Dhaka, Bangladesh	Production
Shahin Hossain	+88-01558-442-544	hossain.shahin@gmail.com	Managing Director	Accounts & Finance	Dhaka, Bangladesh	Production
Shamim Ahmad	+88-01558-442-544	ahmad.shamim@gmail.com	Senior Executive	HR & Administration	Dhaka, Bangladesh	Production
Shamim Moin		moin.shamim@gmail.com	Managing Director	HR & Administration	Dhaka, Bangladesh	Production
Shahin Shantar	+88-01558-442-544	shantar.shahin@gmail.com	Financial Controller	Product Development	Dhaka, Bangladesh	Production

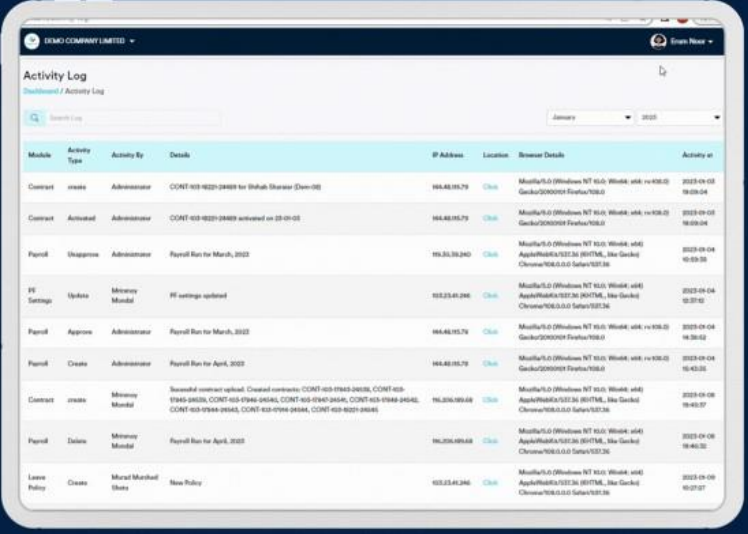

Management Portal
Logs


Activity Log


Track all changes in real-time.

Monitor:

1. Type of activity
2. Details
3. IP Address
4. Location
5. Browser Details
6. Time of change

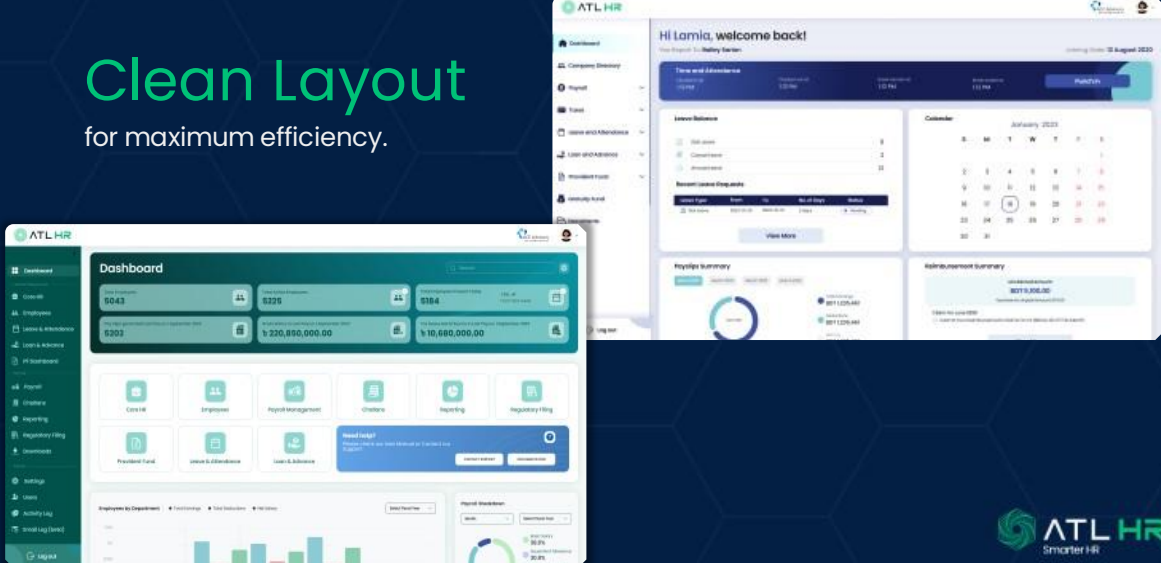






Management Portal

Upcoming UI Design

Clean Layout for maximum efficiency.





Our Major Clients

Bangladesh

- Thrive Education Technologies Limited
- Caduceus Commerce & Consultancy Limited
- Shikho Technologies Bangladesh Limited
- Bonhishikha
- Grey Advertising Bangladesh Ltd.
- Intelligent Machines Limited
- BRAC EPL Investments Limited
- Ulkasemi Private Limited
- Bkash Limited
- EDGE AMC Limited.
- CandleStone Investments Partner Limited
- A.S & Associates

Belgium

- Payra Dredging Company Ltd.
- Jan De Nul N.V.

Brazil

- Dlocal Bangladesh Limited

Egypt

- EFG Hermes Bangladesh Ltd.

Germany

- Fisher & Paykel Healthcare
- Messe Frankfurt

Hong Kong

- Porticus Asia
- NEWTIMES Group Development Ltd.

India

- TCI Bangladesh Limited
- Hafele India Private Limited Bangladesh
- Thinkthrough Consulting Pvt Ltd.
- Brightchamps Edtech bangaldesh Pvt Ltd.
- Top Source Global Solutions
- Takraf India Private Limited

Japan

- TNY Legal Bangladesh Ltd.

Mauritius

- Africa Deployments

Malaysia

- Robi Axiata Limited

Norway

- Jotun Bangladesh Limited

Singapore

- Identity Trading Bangladesh LTD.
- FCBT Ventures Pvt. Ltd.
- BIB Sundora Pvt. Ltd.
- Greentech Solar Energy Ltd.
- Benetton Bangladesh Pvt. Ltd.
- Porter Technologies Bangladesh
- Buyogo Bangladesh Pvt. Ltd.
- Colgate-Palmolive ACI Bangladesh Pvt. Limited

Sri Lanka

- CAL Securities

Sweden

- HealthOS Limited
- SHL Healthcare BD Ltd.

Switzerland

- Laudes Foundation

The Netherlands

- BOP Innovation Services Bangladesh Pvt. Ltd.
- Bright River Bangladesh Limited
- Vitens Evides International
- Signify Bangladesh Limited
- Royal Dutch Embassy

Turkey

- USB Certification Bangladesh

UAE

- SmartVista Bangladesh Limited

United Kingdom

- DAI Global LLC
- Menzies Aviation (Bangladesh) Limited

United States

- Arogga Limited
- Elements Holding Group Ltd.
- Padma Solar Farm Limited
- Exelerate Energy Bangladesh Limited
- DISYS Bangladesh
- Tetra Tech ES Inc.
- Bangla LNG Terminal Limited
- Globalization Partners
- Innovation for Poverty Action

Let our experts manage your **end-to-end** payroll

Customised reporting

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

Accurate deductions and filing

We support you throughout the entire process, starting from employee on-boarding all the way up to separation.

Complete payroll outsourcing

Work with our professional team dedicated to payroll processing, allowing you to stay focused on core business activities.

Thank you

for your **time.**

Feel free to ask us any questions you may have.