



# HST PAYROLL MANAGEMENT SYSTEM

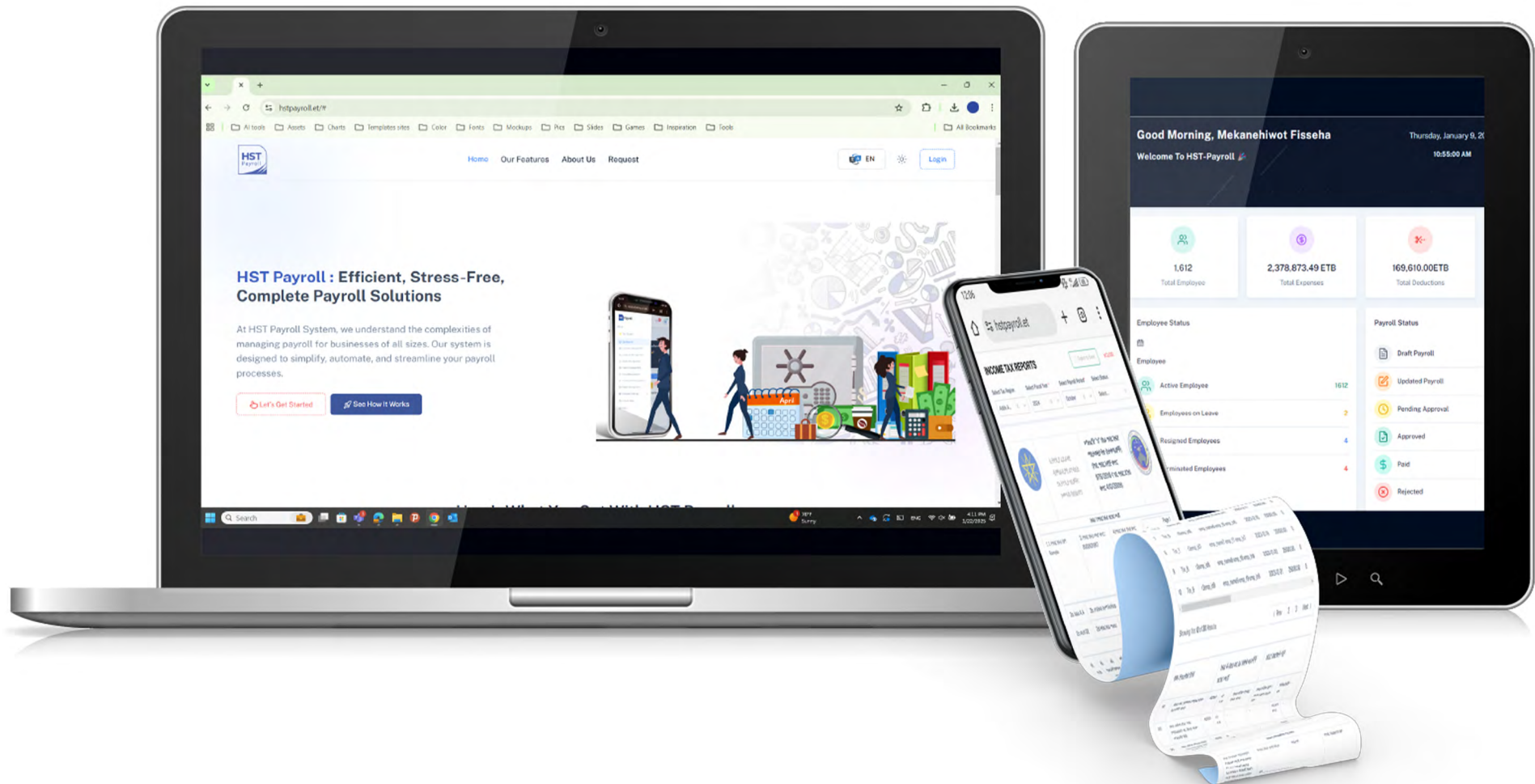
Your one-stop solution for  
everything on payroll

[www.hstpayroll.et](http://www.hstpayroll.et)



# Your All-in-One Payroll Solution

Our online payroll platform is designed to streamline payroll processing while ensuring full compliance with Ethiopian tax regulations. With user-friendly features it adapts to diverse organizational needs—making payroll management effortless and efficient.







### **Customizable Payroll**

Custom formulas, deductions, allowances, bonuses, and automated salary calculations with flexible settings



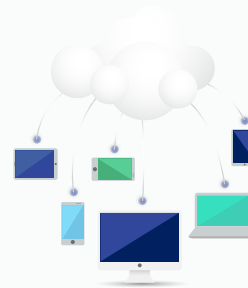
### **Secure Data Management & Legal Compliance**

Full compliance with Ethiopian labor and tax laws  
Secure storage of employee details, banking information, and tax records, and Role-based access control with audit trails for accountability



### **Real-Time Insights & Reporting**

Predefined and drag-and-drop report builder, Real-time analytics and dashboard views, and Export options (Excel, PDF, CSV)



### **Scalability & Accessibility**

Cloud-based and mobile-friendly interface, Disaster recovery mechanisms, and Full localization with Amharic language support



### **Employee 01**



### **Employee Self-Service Portal**

View pays slips, tax deductions, and payroll history and Update personal details



### **Tax Laws**

Adheres to Ethiopian tax and labor laws



### **Bonus Structures**

Customizable formulas based on industry-specific criteria.



### **Deductions**

Flexibility for union dues, professional fees, etc.



### **Allowances**

Hazard pay, various allowances, and more.





### Employee Information Management

Comprehensive storage of employee details: ID, contact information, employment history, tax details (TIN, national ID), and bank information.

### Tax and Deductions

Automatic updates to tax tables, pension compliance, and historical tax data retrieval.

### Language Support

Full localization in Amharic.

### Salary Calculation

**Payroll Formulas:** Tailored calculations for basic pay, allowances, and deductions.

**Overtime & Bonuses:** Custom rates for overtime and performance incentives.

**Historical Data:** Maintain records for audits and reporting.















### Reporting and Analytics

Predefined and customizable reports, drag-and-drop report builders, and export options in formats like Excel. Event triggers and customizable templates delivered via email and in-app notifications.

### Bulk Import

This feature allows businesses to upload and process payroll data in bulk, eliminating the need for manual data entry. This makes it easy to handle large employee datasets, salaries, taxes, and deductions efficiently.

# Our Subscription Plans

Plan	Free Plan	Standard Plan	Premium Plan	Custom Plan	Outsourcing Plan
Hosting	HST Cloud	HST Cloud	HST Cloud	HST Cloud	HST Cloud
Payroll Processing	Managed by Your Team	Managed by Your Team	Managed by Your Team	Managed by Your Team	Fully Managed by HST Team
Employee Portal Access					
Multi-Company Management					
Support	Community Support (Email)	Standard Support (Business Hours)	24/7 Priority Support (Call & Online)	24/7 Priority Support (Call & Online)	Standard Support (Business Hours)
Billing Cycle	Annually / Monthly	Annually / Monthly	Annually / Monthly	Annually / Monthly	Annually / Monthly
Trial Period	3-month trial				

Policy	Details
Payroll Data Retention	Data stored for <b>3–5 years</b> (depending on legal and client requirements)
Data Access Post Termination	Client can access/export data for <b>60–90 days</b> before deletion
Data Security	Encrypted storage, backups, and compliance with privacy laws
Data Disposal	Secure deletion or anonymization after retention period
Termination Notice	30-day prior written notice for voluntary termination
Grace Period for Non-Payment	The grace period before suspension and termination will depend on the <b>subscription plan</b> a client is using. Below is a structured approach for handling non-payment:
Refund Policy	No refunds for partially used months
Reactivation Policy	Requires new contract and setup; previous data may not be recoverable



# Streamline your payroll operations with HST Payroll Management System.

Contact us today to schedule a demo and learn more on how you can digitize your payroll management experience.

[www.hstpayroll.et](http://www.hstpayroll.et)



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