



**FIRST CLASS
AFFORDABLE
PAYROLL & HR
SOLUTIONS**



The Payroll & HR Systems Gurus

About Us

Tuto Computer Systems (Tuto) is a software development company which specializes in the development, implementation and support of payroll and human resource management solutions for organizations of all sizes in Malawi.

Tuto was founded in 1996 by Sumani Kalitera with a vision to assist businesses with their operations by equipping them with innovative and effective IT solutions. Over the years TCS has grown to become the payroll & HR service provider of choice for businesses across a variety of industries all across the country.

Whether you're running a business with 10 employees or a multi national corporation with a workforce of over 2000, tuto Payroll will transform the way you manage your payroll and HR duties.

We offer the following products and services:

Payroll & HR Solution

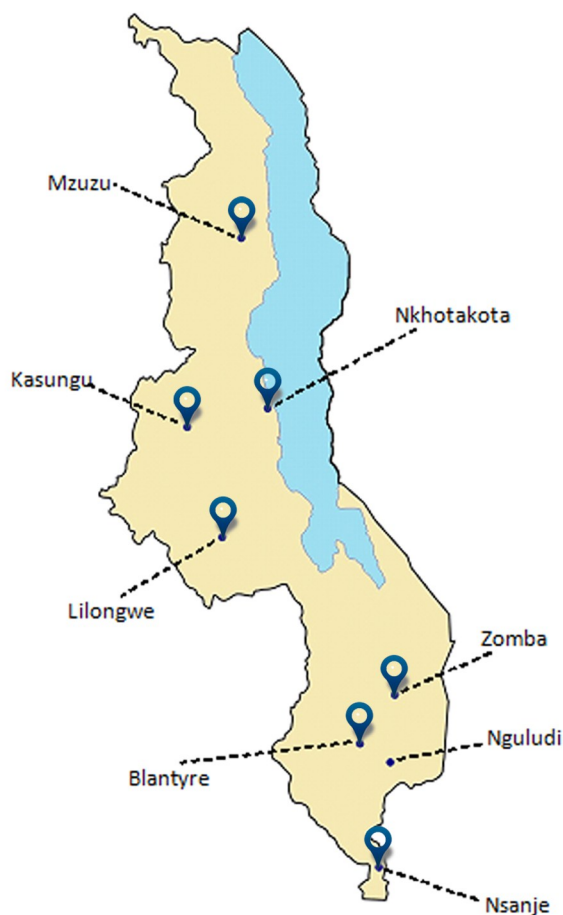
tuto Payroll is an integrated payroll & HRM system that will empower you to efficiently and effectively manage your organization's payroll & HR responsibilities through its simplicity, flexibility and wealth of features.

Custom Application Development

We develop small-medium fully customizable software applications. They can be developed as stand-alone applications or integrated to our payroll & HR system.

Technical Support

We provide technical support for all our systems. Our well trained and dedicated support team will be readily available to provide you with prompt and reliable assistance whenever you need it.



: Where our clients are based

Why Tuto?

Customisation and Flexibility

We develop and provide support for our own systems. This gives us the opportunity to form a strong relationship with our clients. Regular interactions and your first hand feedback ensures we will fully understand your business needs and requirements. The flexibility of our systems means we can incorporate additional unique features and functions specifically customised for your business to further meet your needs.

A Fully Integrated System

Our flagship system offers full payroll and HR functionality. The Employee Management, Disciplinary Management, Leave Management, Training & Development (and more), all form the HR module of the system. Unlike other systems, **these modules are not sold separately!** They are instead all part of one fully integrated solution presented in a modern user friendly interface.

Cost Effective

We offer affordable systems that have been priced to fit a modest budget guaranteeing you exceptional value. Despite this, no compromises have been made with regards to the efficiency and effectiveness of our systems!

A Malawian Product

Our systems are developed locally by Malawians, for organisations operating in Malawi. Thus ensuring you will be equipped with features and functions that are relevant and applicable to this business environment.



Looking for a Payroll & HR System?

Look no Further

The development of our latest systems consisted of continuous interactions with our clients throughout the development cycle. We built upon all the strengths of our previous system and incorporated a host of new modern features.

The result is the most innovative and powerful system we have ever developed, offered in two distinct packages:

- **tuto Payroll Professional:** The ultimate payroll system. Full payroll functionality will let you take control and fully manage the entire payroll process.
- **tuto Payroll & HRM Enterprise:** The complete payroll & HR solution. Combines all the payroll functionality of tuto Payroll Professional with comprehensive HR functionality.

Both solutions share the same database. Meaning should you later wish to upgrade from Professional to Enterprise, it will be a smooth and seamless transition.

System Benefits

- Employee PAYE and Tevet levy will be calculated automatically, ensuring you remain compliant with the latest legislative regulations
- An integrated solution allows you to store and manage your data from one centralized location, thus eliminating data redundancy and improving the efficiency of your data storage.
- Advanced security and user access control features mean that only authorized personnel will have access to the system.
- Multi-user functionality means users from different departments can simultaneously access the system and only access menus they have rights to
- Features +100 Standard reports and fully customizable user defined reports means any information stored in the system is only several clicks away. Thus providing a broad picture of your organization and will equip decision makers with essential information for strategic planning
- Analysis & Summary reports will allow you to perform in depth analysis of staff costs for the business as a whole, or across branches or departments giving you a broad picture of your business.
- All reports generated within the system can be directly exported to any format you desire (PDF, Word, CSV, etc.)
- Electronic banking compatibility will allow you to timely and efficiently pay your employees.
- A modern and user friendly interface makes the system easy to learn and use
- Advanced system backup features means risk of losing your data is greatly minimized; you can schedule the system to take automatic backups upon opening or closing (or both) the system.

Features Overview

		tutoPayroll Professional (Payroll)	tutoPayroll & HRM Enterprise (Payroll & HR)
System Functionality			
Multi-Branch Functionality		✓	✓
User Menu and Functions Access Control		Advanced	Advanced
User Account Security Settings (Alphanumeric passwords, Minimum characters, Blocking use of previous passwords)		Advanced	Advanced
Automated System Backup Settings		✓	✓
User Log	Records all User action within system for auditing purposes	✓	✓
Compatibility	PC Processor	32 bit, 64 bit	32 bit, 64 bit
	Operating System	Windows 7, 8, 10	Windows 7, 8, 10
Payroll Functionality			
Number of employees		Unlimited	Unlimited
User defined Earnings and Deductions		✓	✓
User defined Pension Schemes and Medical Schemes		✓	✓
Comprehensive Loan Module		✓	✓
Multi-banking (Net Pays can be allocated by percentage to various employee bank accounts)		✓	✓
Multiple Pay Runs (Multiple Pay Runs can be run within a month)		✓	✓
Electronic Funds Transfer Compatibility (Employee Net Pays can be exported to banks for payment)		✓	✓
Batch Processing		✓	✓
General Ledger Integrations		✓	✓
Time and Attendance feature		✓	✓
Employee Payslips	Direct printing	✓	✓
	Email directly to employees	✓	✓
HR Functionality			
Define Company Grades, Department, Sub Departments, Locations		Limited	Advanced
Leave Management		Limited	Advanced
Employee Management	Allows for complete employee record keeping: Personal details, qualifications, training/courses attend, disciplinary, dependents etc.	Limited	Advanced
Job Management	Comprehensively define Jobs according to qualifications, experience and training required	Limited	Advanced
	Comprehensively define attributes of each Job Position: (Benefits, Supervisors/Delegates, Tasks, etc.)	×	✓
Training/Courses Management	Manage Training/Courses to help record & analyse employees' skills development	×	✓
	Allows for Training/Course Cost Breakdown: Group or Individual	×	✓
Performance Management	Allows for Custom Performance appraisals to be incorporated	×	✓
	Supports various Performance Evaluation Methods including Balance Score Card	×	✓
Disciplinary & Complaints Cases Management		×	✓
Upload Scanned Documents/Images (CVs, Certificates, Warning Letters etc)		×	✓
Reporting Functionality			
Standard Reports		+30	+100
User Defined Reports		Limited	Advanced
Audit Reports		Limited	Advanced
Automatically generates Statutory Reports (P9 Forms, P12 Forms, etc)		✓	✓
Reports Exportable to Various File Formats (Excel, Word, PDF, txt, CSV, etc)		✓	✓
Product Services			
Technical Support	Prompt on-site visitation	✓	✓
	Email and telephone	✓	✓
Training	Onsite	✓	✓

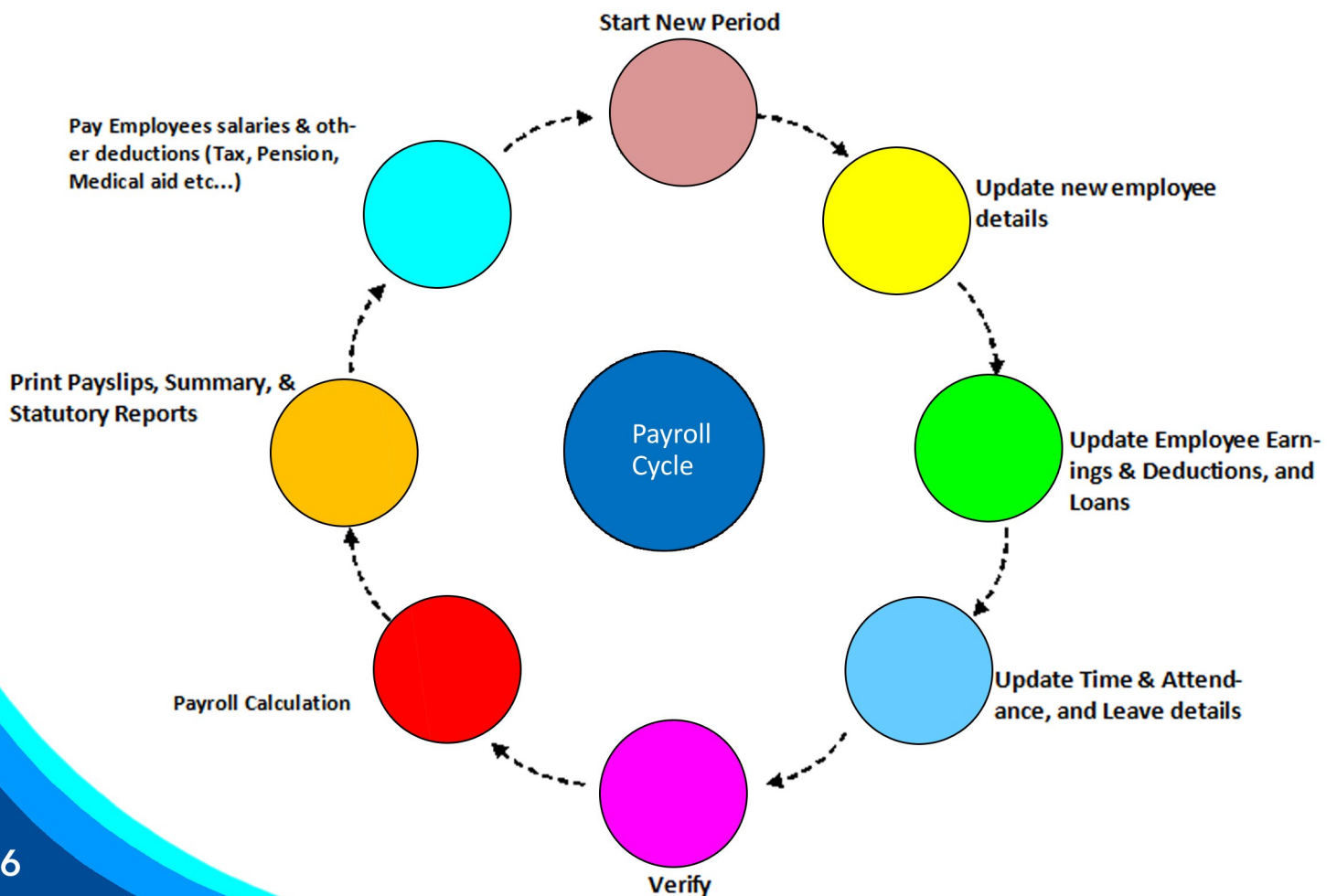
Payroll Simplified

Managing your payroll has never been easier. Tuto Payroll has been designed and developed with functionality and simplicity in mind.

The Payroll Cycle (see diagram below) consists of 8 simple steps that will take you through the whole payroll process. Each step has been simplified and where necessary, automated.

Payroll Features

- General Ledger Integration: Save time by creating an output file that can be imported directly into your accounting system. Payroll costs can be allocated according to general ledger account codes and cost centres.
- Fast Input & Batch Processing will make updating employee payslip transactions a quick and smooth process
- Increase salaries (or other earnings) incrementally by a fixed amount or percentage
- Flexible Payroll Processing Frequency: Weekly, Fortnightly, Monthly
- Multi-banking: Employees with more than one personal bank account can specify how their net pays should be dispersed (by percentage) to each of their accounts
- Save costs and time by emailing payslips directly to employees



Earnings and Deductions

Management

Define, track and manage an unlimited number of earnings and deductions.

Loan Management

The comprehensive and flexible loan module will let you manage and administer employee loans.

Various advanced parameters can be applied: for example, the system can deny or notify you upon entry if the duration of a new loan exceeds the time remaining on an employee's contract

Statutory Reports

P9, P12, P16 and other statutory reports can be generated in one click

Take the Headache & Restlessness out of HR

The HR module will equip you with a wealth of useful tools that will ease and improve the way you manage the HR duties of your business.

You will be able to manage everything from employee data, jobs, performance management, disciplinary cases and more. The diagram below illustrates the functions that comprise the dynamic HR Module.

HR Features

Leave Management

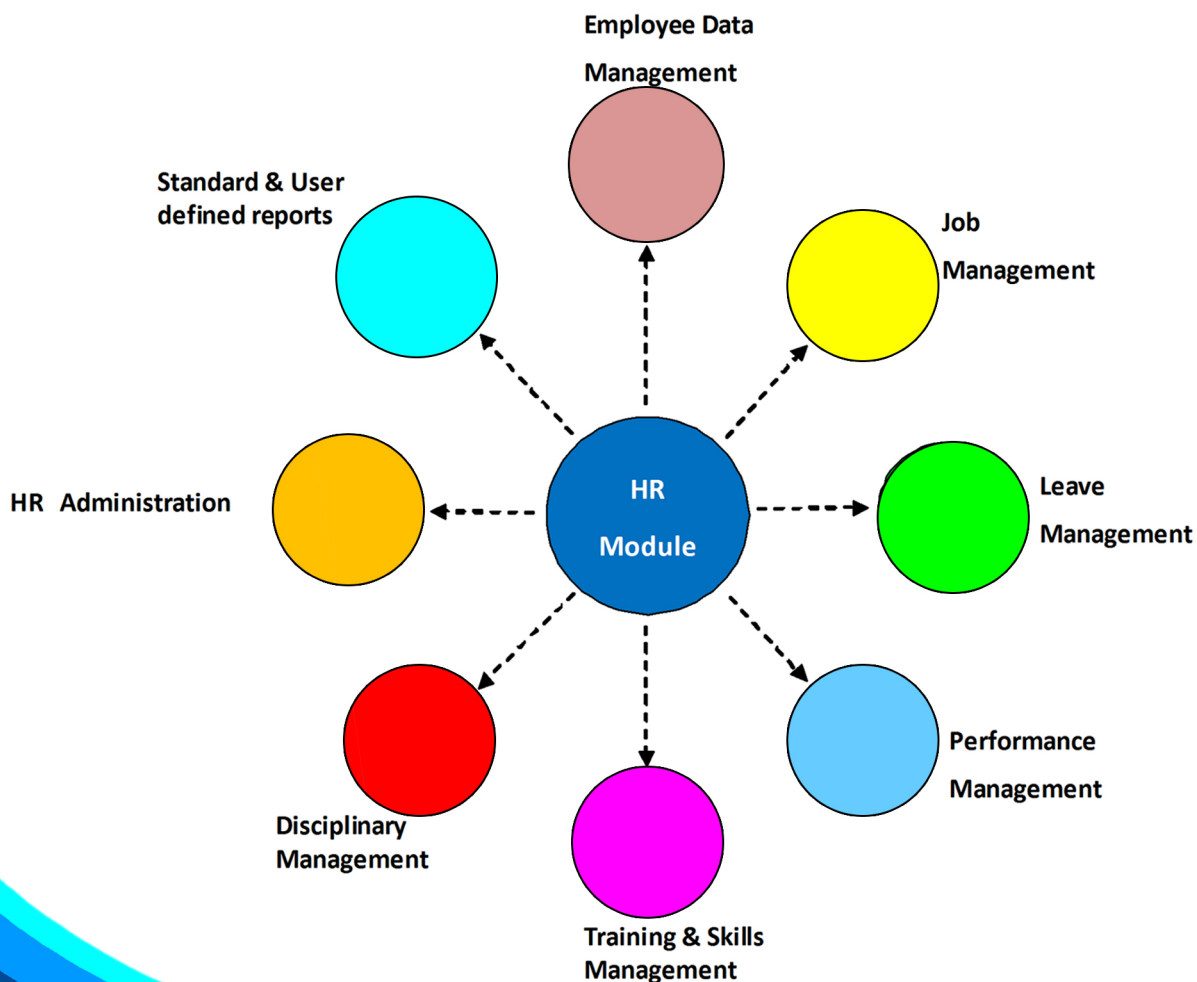
- Manage your employee's leave/absence. Define unlimited number of leave types, public holidays as well as forecast employee leave cycles
- Forecast the cost to the business (such as leave commutation) per individual, group or entire business

Training & Skills Management

- Manage Training/Courses to help record & analyse employees' skills development
- Allows for Training/Course Cost Breakdown: Group or Individual

Disciplinary Management

- Record & manage information consisting of cases associated with Offenses, Grievances, Complaints, Misconducts etc.
- Accurately record data involving a case such as (Incident, Offense category, Witnesses, Hearing Date & Venue etc.)



Employee Data Management

Efficiently store employee personal information. Everything from DOB, Gender, Previous Employers, Next of Kin, Qualifications etc.. Documents such as an employee's CV & Certificates can be uploaded as well as employee's picture.

Job Management

Comprehensively define Job Position based on qualifications, experience and training required. Comprehensively define attributes of each Job Position (Working Conditions, Performance Criteria, Supervisors/Delegates etc.)

Performance Management

Assess & record how your employees perform. Supports various performance evaluation methods including Balance Score Card. Allows for Custom Performance appraisals to be incorporated.

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ESCOM Limited has enjoyed a sound business relationship with Tuto Computer Systems since 2003. Over the years, Tuto Computer Systems has been our preferred Payroll solution provider. With a staff compliment of some 2550 permanent employees and nearly 2100 temporary employees, use of the Tuto Payroll System has always eased our handling of the voluminous payroll data. We have continued to enjoy a high level of support and service reliability from Tuto Computer Systems.

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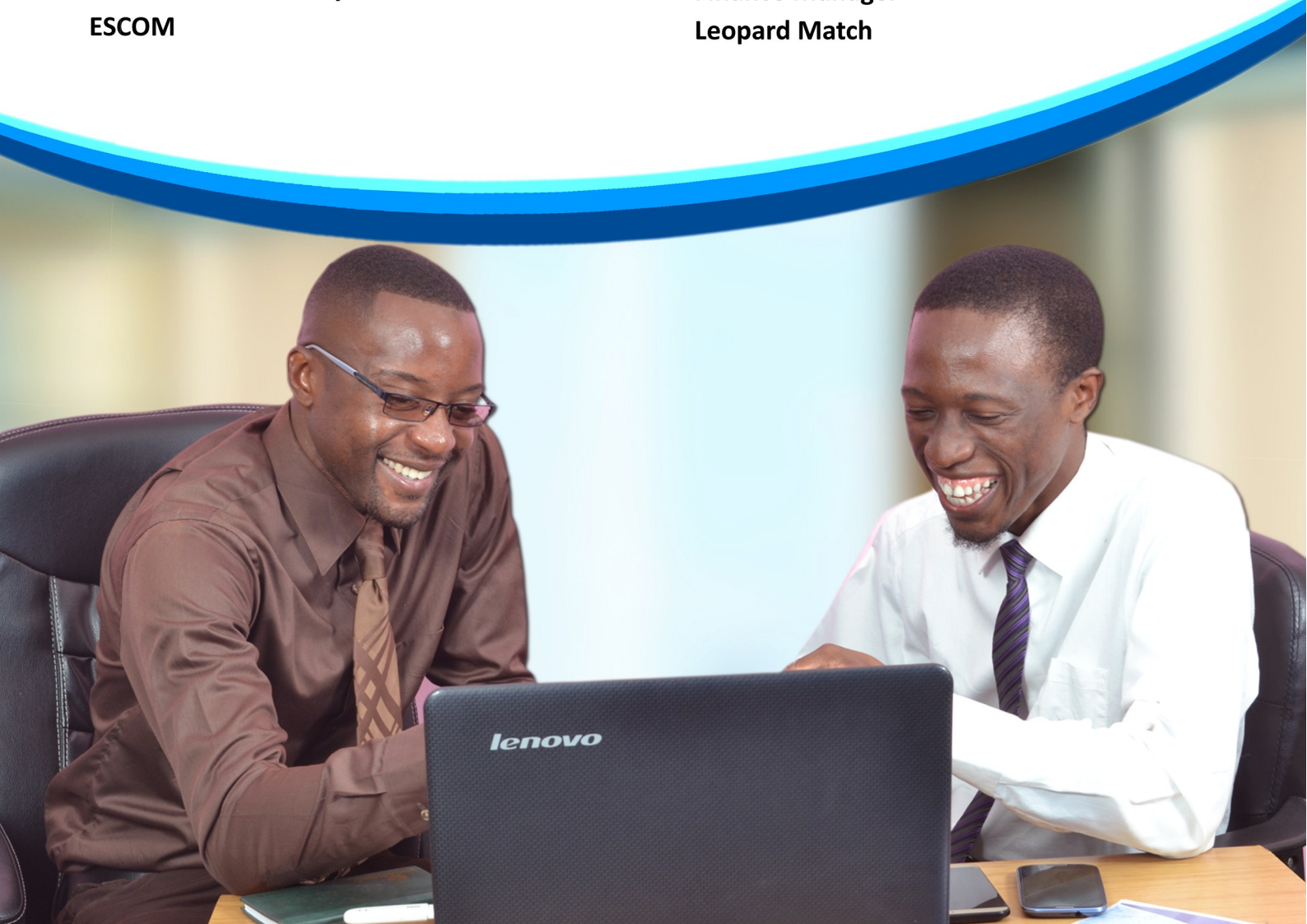
D. Magagula
Senior Information Systems Officer
ESCOM

“

Tuto Computer Systems has provided payroll solutions to Leopard Match Limited for more than 10 years. The service is spot on. They have skilled and friendly staff.

”

P. Mughogho
Finance Manager
Leopard Match



Book a Demo

We would relish the opportunity for us to give you a live demonstration of our systems.

Please feel free to contact us if you have any enquires.

We look forward to hearing from you.

Contact details

Tel: 0111 623 500

Email: tutosystemsmw@gmail.com

Postal address

PO Box 31711

Chichiri

Blantyre

Physical address

CLAIM building

Blantyre

