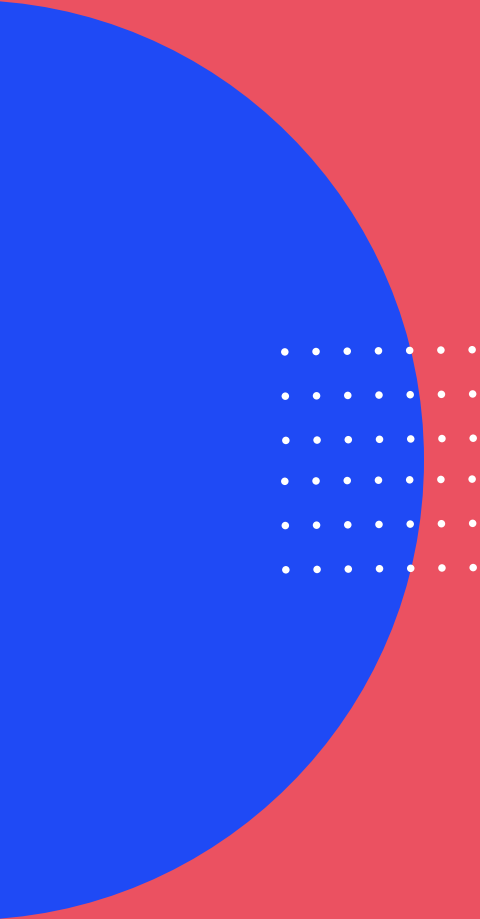




One Smart Platform to Power Your Entire HR.

Digitalised Personnel Management | Intelligent Salary Calculation | Comprehensive Compliance



About Workstem



All-in-One Automated Platform

Workforce Management × Payroll × Compliance

HR Made Simple. Smart. Seamless.

One platform to manage your people — from rosters to payslips.

Boost efficiency **by 80%**, reduce costs **by 50%**, and stay **100% compliant**.

Global Attendance



Payroll Localised Versions:

- Hong Kong
- Macau
- Taiwan
- Australia

Platform and Data Security

- AWS Cloud Hosting (Hong Kong Local Server)
- Security Protection and Real-time Monitoring
- Compliance with Security Standards
- Privacy Policy Protection
- <https://www.workstem.com/privacy-policy/>



Registration Certificate:

INFORMATION SECURITY MANAGEMENT SYSTEM -

ISO/IEC 27001:2022



bsi.



Certificate of Registration

INFORMATION SECURITY MANAGEMENT SYSTEM - ISO/IEC 27001:2022

This is to certify that:
OneJob Group Limited
5/F, Lee Garden Three
1 Sunning Road
Causeway Bay
Hong Kong

Holds Certificate No: **IS 745827**

and operates an Information Security Management System which complies with the requirements of ISO/IEC 27001:2022 for the following scope:

The provision of IT infrastructure consisting of networks and systems, and operations to support Cloudbased Workstem Payroll & HR Platform.
This is in accordance with the Statement of Applicability version 1.6, dated 2 November 2024.

For and on behalf of BSI:



Michael Lam, Senior Vice President, APAC Assurance

Original Registration Date: 2023-03-15
Latest Revision Date: 2026-03-06

Effective Date: 2026-03-15
Expiry Date: 2029-03-14

Page: 1 of 2

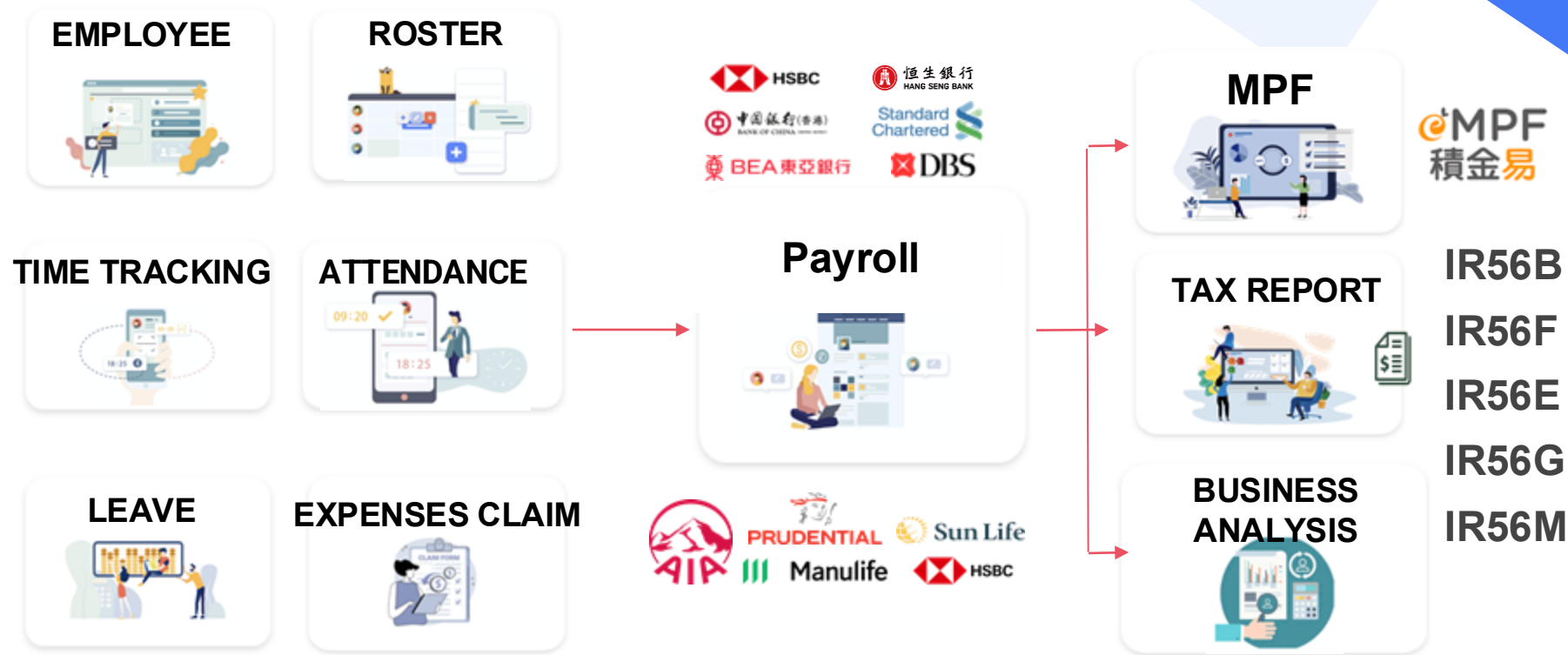


...making excellence a habit™

2,000+ Enterprises Transformed



One Click Payroll · Fully Automated · Zero Errors



Success Case: Legends Global (Kai Tak Sports Park, HK)



LEGENDS
GLOBAL

x



workstem

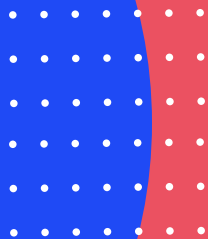
Key Event Capabilities & Outcomes:

- **15-min** entry for **8,000** casuals
- **1,000+** QPS | **99.5%** Success
- **90%** labor cost reduction
- **30+** roles via **3+** agencies

The 100% Solution:

- **8.9s** to Onboard
- **100%** Automated
- **100%** Compliant
- **Perfect** payslip



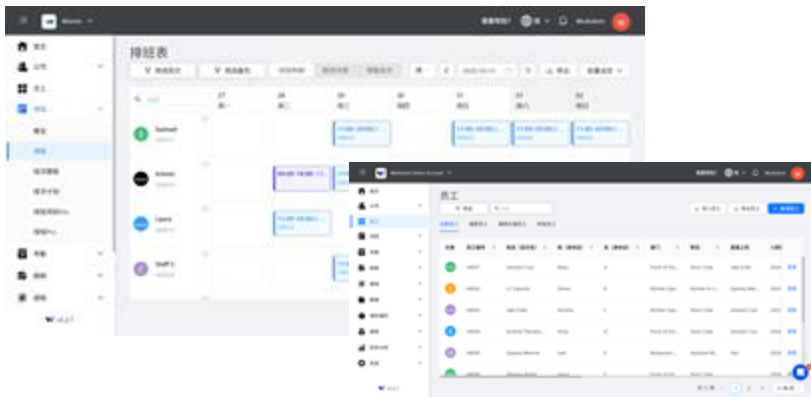


Highlights of Key Function

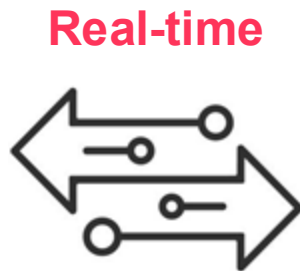
One Platform for All

Onboarding to Payroll - fully automated.

HR, Manager, and Staff, anytime, anywhere with **Workstem One**.



HR/Manager

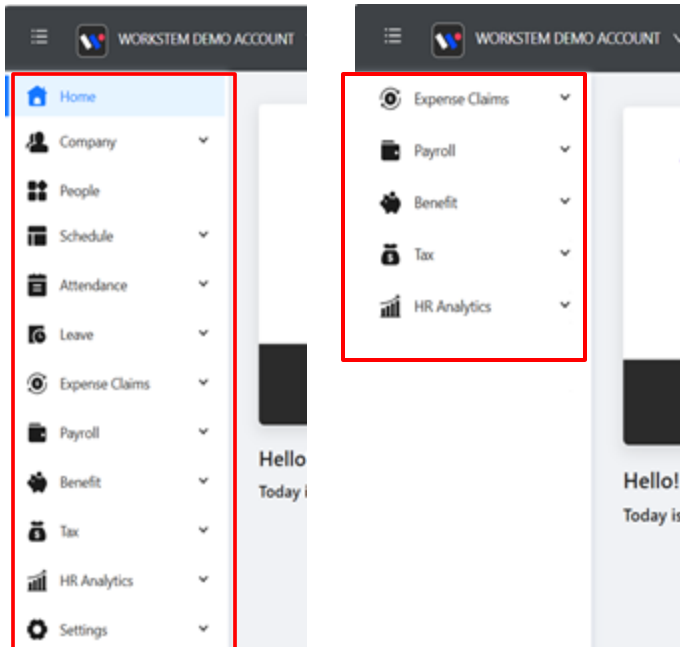


All Staffs

Company Account Management



Precision Permissions for Total Access Control



^ Advanced Authorization (Note: Admin and HR role settings are invalid.)

Tag	Department
<input type="text"/>	<input type="text"/>
Work Location	Position
<input type="text"/>	<input type="text"/>

Scope & Role-Based Control – Users Access Only What They Need

People Information

Staff Information

Employment & Payroll Information

Notes

Position

Department

Superior

Work location

Type of employment

Basic salary

Paid for the form

Holiday rules

15000

Reason: Induction Again

2023-02-01

Reason: Induction Again

Reason: Induction Again

2024-02-19

2024-02-19

2023-10-28

2023-10-28

2023-10-28

僱傭及薪酬信息

* 入職日期

轉正日期

2024-09-12

職位

部門

Store Crew

Front-of-House

辦公打卡點

Kai Tak

Timeline Record

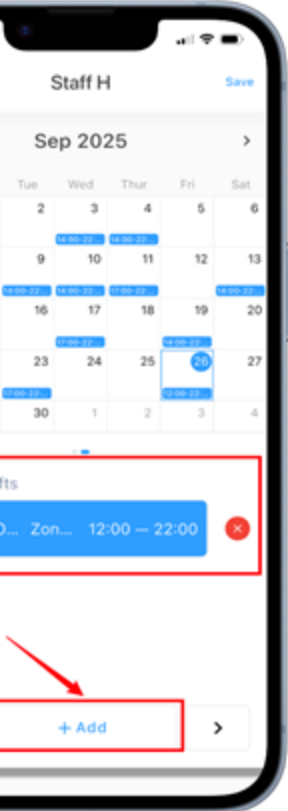
Confidential & Proprietary

Roster Management - 10× Faster Scheduling

Multiple Shifts

Shift Conflict Alert

Overnight Shift



Roster

Location Filter Details Open Shift Total Month 2025-07 Export Bulk Settings

Search

	01 Tue	02 Wed	03 Thu	04 Fri	05 Sat	06 Sun	07 Mon
Staff L A00012	03:00-10:00[O...] 14:00-19:00[O...]	17:00-03:00[O...]	17:00-03:00[O...]	00:00-00:00[R...]	00:00-00:00[R...]		
Staff N A00014	07:00-19:00[O...]	03:00-10:00[O...] 17:00-03:00[O...]		17:00-03:00[O...]			
Staff P A00016	07:00-19:00[O...]	17:00-03:00[O...] 17:00-03:00[O...]		00:00-00:00[R...]	00:00-00:00[R...]		
Staff Q A00017	07:00-19:00[O...]	07:00-19:00[O...]		00:00-00:00[R...]	00:00-00:00[R...]		

Edit-Shifts

Shift Template: OU2 [Night Shift]

Work Location:

Start Time: 17:00 End Time: 03:00

Deduct Meal Break (Minutes): 0 Shift Status: Confirmed

Project: Shift Type: Working day

Hourly Rate: Cost Center:

Tier Rate: 1.0000 Scheduled Amount:

Roster Management - 10× Faster Scheduling

Roster

Location Filter Details **Open Shift** Total

Search

08 Mon 09 Tue 10 Wed

Alex Alex 09:00-17:00 (30) Seasonal Campaigns

Select Open Shift 1 2

2025-09-08 2 No. of Shift 15 Sum No. of Staff

Open Shift Seasonal Campaigns - b2d447d0-741b-40ec-8954-e5db91c48fe9

Show All

Seasonal Campaigns	09:00-17:00	Work Location: Mong Kok	0 / 10
b2d447d0-741b-40ec-8954-e5db91c48fe9			
Hourly Rate: 120			
Training	09:15-18:15	Work Location: Central	4 / 5
1d27b1e4-da75-4876-935b-9c33ecb1cb4			
Hourly Rate: 90			

New - Open Shift

Code

* Project/Job Seasonal Campaigns Category

Location Mong Kok Shift Type Working day

* Date 2025-09-08 Meal Time 30 Minutes

* Start Time 09:00 * End Time 17:00

Scheduled Hours 7.5 Hours * Hourly Rate 120.0000

* No. of Staff 10 Cost Center Mong Kok

Scheduled Labour Cost

Overview

1 Filter Search

Delete Import Export

All Statistics by tag Statistics by location Statistics by department

	Time	Shift Template	Location	Project	Hourly Rate	Tier Rate	Scheduled Amount	Cost Center	Shift Status
	- 22:00		Zone B - Ticketing Counters		1000		4,500.0000		Confirmed Edit

Roster Management - 10× Faster Scheduling

Snatch Shift

Efficiency & Flexibility

Home

Company

People

Schedule

Overview

Schedule

Shift Template

Open Shift

Open Shift

Filter

Search

Release

Delete

Import

Export

New

☐	Code	Project/Job	Hourly Rate	Date	Start Time	End Time	Scheduled Hours	No. of Staff	Planned Amount	Scheduled Staff No.	Scheduled Amount	Location	C
☐	358b35b8-0...	Dishwashing...	150	2025-12-09	09:00	18:00	9	3	4,050	2	2,700		Delete Edit Schedule
☐	f5d838da-b...	Charge	30	2025-12-04	08:00	17:00	9	1	270	0	0		Delete Edit Schedule
☐	328ae32a-6...	Cleansing	50	2025-12-09	09:00	17:00	8	3	1,200	0	0		Delete Edit Schedule

2025-12

Calendar

E-Remark

Statistics

E-Remark

Pending

Dishwashing Duty

1

Date

2025-12-09

Time

09:00-18:00

Hourly Rate

150.0

×

✓

Charge

1

Date

2025-12-04

Time

08:00-17:00

Hourly Rate

30.0

×

✓

Home

Company

People

Schedule

Overview

Schedule

Shift Template

Open Shift

Project/Job Pro

Schedule Pro

Roster

Filter by application

Filter by Employees

Details

Availability Submission

Open Shift

Total

Search

08 Mon

09 Tue

10 Wed

11 Thu

12 Fri

User A
A00002

09:00-17:00
50
Cleansing

User B (F...
A00003

User C(PT)

Mandatory 468 Policy Management

Alert When Rostering

Sole Provider in
Hong Kong

Yu Hang Demo

Help

EN

WS Support

S

Home

Company

People

Schedule

Overview

Schedule

Shift Template

Open Shift

Project

Schedule Pro

Attendance

Leave

Expense Claims

Payroll

Benefit

Roster

Filter by Shifts

Filter by Employees

Details

E-Remark

Open Shift

Total

Week

<

2026-01-16

>

Export

Bulk Settings

Search

Scheduling Data Statistics

	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun
<div><div>Diana</div><div>A00008</div></div>	09:00-18:00[Of... 1 Utama	09:00-18:00[Of... 1 Utama	09:00-18:00[Of... 1 Utama	09:00-18:00[Of... 1 Utama	09:00-18:00[Of... 1 Utama	09:00-18:00[Of... 1 Utama	09:00-18:00[Of... 1 Utama
<div><div>Grace</div><div>A00009</div></div>	09:00-18:00[Of... 1 Utama		09:00-18:00[Of... 1 Utama		18:00-21:00 (6...	18:00-22:00 (6...	
<div><div>Mabel</div><div>A00016</div></div>		09:00-18:00	09:00-18:00	09:00-18:00			
<div><div>Joey</div><div>A00019</div></div>	00:00-23:59[24...						
<div><div>Emmalyne</div><div>A00034</div></div>							

11 in total

<

1

2

>

10 / page

Mandatory 468 Policy Management

Actual Attendance Tracking

Sole Provider in
Hong Kong

Yu Hang Demo

Overview

1 Filter Search View Total

Week 2026-01-16 Hour Export Calculate More

Audit Status	Staff ID	Name	Position	Department	Period	468 Hours	Scheduled ...	Hours Work...	Working Day Overtime	Rest Day Overtime	S
	A00008	Diana	testing posit...	Office	2026-01-12 ~ 2026-01-18	▲ 180	63	39.02	0	0	0 View
	A00009	Grace	testing posit...	testing depa...	2026-01-12 ~ 2026-01-18	▲ 89	23	0	0	0	0 View
	A00016	Mabel		testing depa...	2026-01-12 ~ 2026-01-18	54	54	0	0	0	0 View
	A00034	Emmalynne			2026-01-12 ~ 2026-01-18	0	0	0	0	0	0 View
	A00041	Qiu			2026-01-12 ~ 2026-01-18	0	0	0	0	0	0 View
	A00042	Staff A	Manager	Office	2026-01-12 ~ 2026-01-18	0	0	0	0	0	0 View
	A00043	Workstem S...			2026-01-12 ~ 2026-01-18	0	0	0	0	0	0 View
	A00044	leave testing			2026-01-12 ~ 2026-01-18	0	0	0	0	0	0 View

8 in total 1 10 / page

08:53

2026-01-16

Hello, Workstem!

You can find your work schedule here

Attendance
Records

E-Remark

Clock-in

09:00 - 18:00

You have reached the Working
Hours Alert limit and cannot
clock in. Please contact HR for
assistance.

Work
Work Records

Break
Break Records

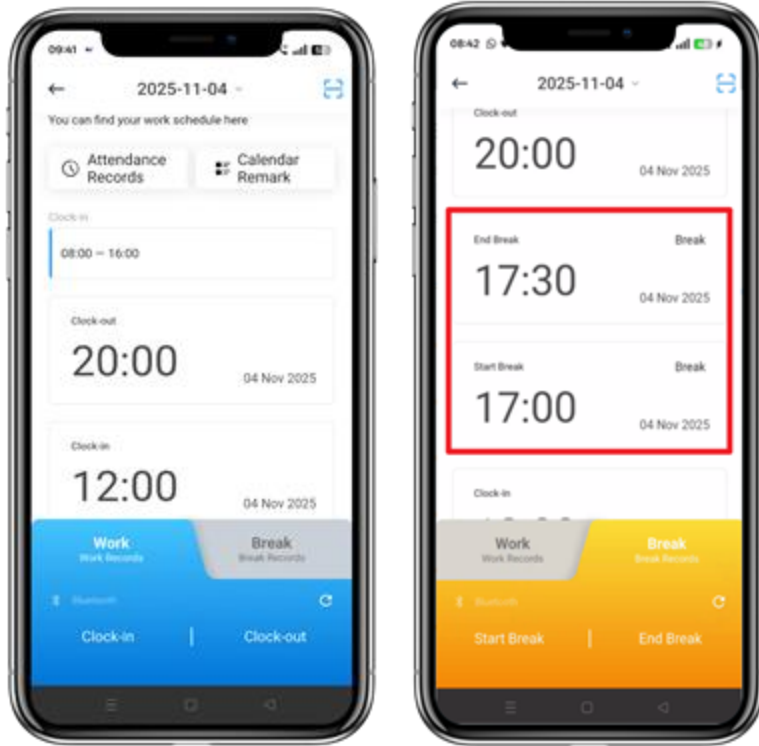
Bluetooth

Clock-in

Clock-out

ERROR Message if actual worked hours more than the boundary value

Time-Checking - All-Round Time Theft Protection



 **GPS Tracking:** Urban accuracy varies from 100-1000m

 **Bluetooth Device:** Phone clocks in via Bluetooth beacon (5-7m range)

 **QR Code Scan:** Scan supervisor's auto-refreshing QR code via app

 **Facial Recognition:** Upload photo; clock in securely via WorkFace App

Attendance - Auto Calculation, Zero Errors

The screenshot displays the 'Attendance Overview' table in the Workstream Demo Account. The table lists staff members and their attendance data for the period 2025-08-11 to 2025-08-17. The columns include Staff ID, Name, Position, Department, Period, Scheduled, Hours Worked, Leave Time, and Absence Length. Three mobile app views are overlaid on the bottom left: 'Attendance Overview' (showing a list of staff with their attendance status), 'Clock-in Record Tracking' (showing a clock-in record for Andrew Theodore Budiman), and 'Working Hours Auto-calculation' (showing a clock-in record for Andrew Theodore Budiman).

Staff ID	Name	Position	Department	Period	Scheduled ...	Hours Work...	leave Time	Absence Length
HK001	Jennard Cruz	Store Crew	Front-of-Ho...	2025-08-11 ~ 2025-08-17	61.5	23.88	0	37
HK002	LZ Zapanta	Kitchen In-C...	Kitchen Ope...	2025-08-11 ~ 2025-08-17	57	0	1	57
HK003	Jake Ender	Store Crew	Kitchen Ope...	2025-08-11 ~ 2025-08-17	36	0	0	36
Andrew The...	Sto							39
Queeny Mer...	Ass							0
Aleena Ab...	Sto							43.5
Marla Touss...	Ret							0
Axel Dsouza	Ch							55

Working Hours Auto-calculation

Convenient Data Management

Clock-in Record Tracking

Leave Management - Customisable and Compliant

100% Compliant

Auto-Update Holidays

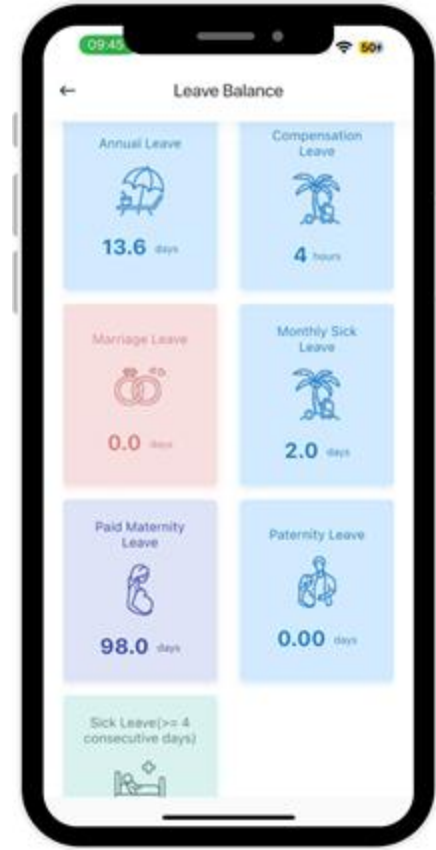
Account ▾ Help  EN ▾  Workstem Presale 

Leave Type

 Search + Add

Name	Leave Code	Leave Balance Calculation Formula	Unit	Paid Leave	
Statutory Holiday Leave	SH	Statutory holiday	day	✓	View
Work Injury Leave	WIL	Unlimited leave	day	✓	View
Sick Leave(>= 4 consecutive ...	SL4/5	Lasted sick leave	day	✓	View
Full paid SL	FPSL	Fixed Yearly/Monthly Quota	day	✓	View
Annual Leave	AL	Calculation based on length of se...	day	✓	View
Compensation Leave	CL	Accumulate from the Attendance ...	hour	✓	Delete View

13 in total < 1 2 > 10 / page



Expenses Claim Management

Custom Your Own Claims Type

Expense type

Search

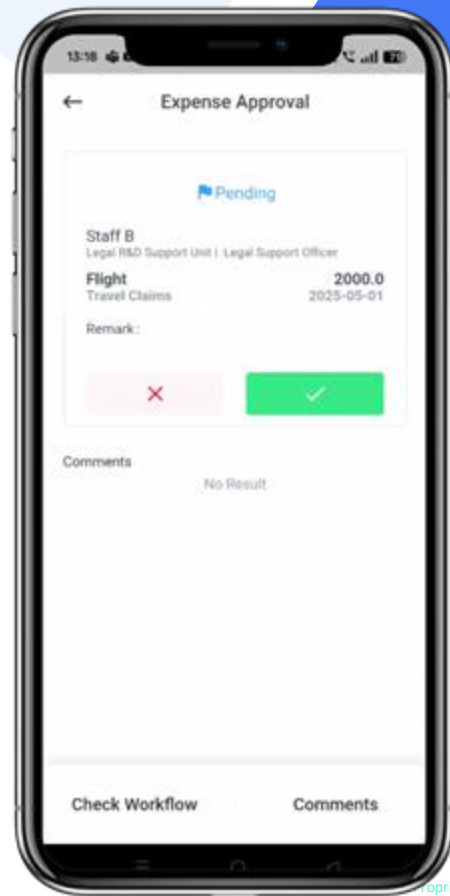
+ Add

Type name	Created Date	
Mobile Allowance	2025-11-19	Edit Delete
Transportation / Travel	2025-11-19	Edit Delete
Training / Course Reimbursement	2025-11-19	Edit Delete

Apply Expense Claim

1 Filter Search Import Export + New

Staff ID	English Name	Expense Content	Expense type	Date	Amount	Reason	Appro
HK012	Eddie Chung	Taxi to/from airport	Transportation / Travel	2025-11-03	400		Delete View
HK013	Tina	TCM / acupuncture	Medical Reimbursement	2025-09-20	200		Delete View
HK008	Axel Dsouza	Small office equipment	Office Supplies	2025-06-25	200		Delete View
HK007	Marla Touss...	Professional qualification course	Training / Course Reimbu...	2025-11-21	3000		Delete View



Payroll Management

One-click Pay Run Completion

Workstem Internal Account

Help EN Workstem

Payslip Display

Pay Item Display

All Pay Items

- 111
- Actual Attendance Bonus
- ADW Income Current Month
- ADW Worked Days Current Month
- Annual Leave Allowance
- AverageDailyRate
- Backpay

Show Pay Items on Payslip

- Period Day Of Working
- Perfect Attendance
- Payment DAYS of current Period
- AL Allowance
- Meal Allowance
- OT hours
- SH day

PAYSLIP

Staff Name : Chan,JunHou
Employer : Office.Iy HK Limited
Position : Sales Executive
Join Date : 2019-06-01

Pay Period : 2020-02-01 to 2020-02-29
Pay Date : 2020-03-02
Payment Method: Bank Transf

Staff ID : WS-1000100

NET PAY (HK\$)

14,725.00

Payroll Details

Pay Item	Others	Income	Deductible
Actual Basic Salary		13,000.00	
Commission		3,000.00	
EE_MC			775.00
No Paid Leave Deduction			500.00
Total working hours	250		
Subtotal (HK\$)		16,000.00	1,275.00
Net Pay (HK\$)			14,725.00

MPF Contribution Details

Relevant Income	EE_MC	ER_MC	EE_VC	ER_VC
1,550.00	775.00	775.00	0.00	0.00

Contribution Date: YYYYMMDD

Autopay Ready



MPF Management - eMPF Ready

 Home Manage Scheme Manage Employee **Manage Contributions** My Account   [Log out](#)

Settled Contribution Details

[Download MPF Contribution Summary Report](#)

**Sun Life Rainbow MPF Scheme**

Trustee: Sun Life Trustee Company Limited | Employer Account No.  | Account Status: Active

Contribution Summary	
Contribution Period	Contribution Status
01/09/2025 - 30/09/2025	Fully Paid
No. of Employee Records	Bill Type
00	Contribution Bill
	Total Contribution Amount Settled (HKD)
	\$ .50

Submit Contributions

Submission Method

* Submission Method

▼

CSV

API

Cancel

OK

Reminder

Uploading to eMPF Platform

Upload Progress

60%

Data is processing. This may take a few minutes.

eMPF Integration Settings



Connected to eMPF

[DISCONNECT](#)

 Need assistance? We're happy to help! Call, chat or check out our [eMPF helpDoc](#).



Tax Management - Your Trusted eTax Partner

One-click Generation

IRD Approved

Home

Company

People

Schedule

Attendance

Leave

Expense Claims

Payroll

Benefit

Tax

File

Calculation

Settings

Reports

HR Analytics

Settings

Settings

IR56B

Edit

Employer's Return of Remuneration & Pensions is only applicable for employees still under employment for the year ended 31 March of the relevant year.

IR56F

Edit

To be completed and returned not later than 1 month before date of cessation. If the employee is about to depart from Hong Kong, please complete Form IR56G instead.

IR56E

Edit

To be completed and returned within 3 months from date of commencement of employment. (Only applicable to new employees)

IR56G

Edit

To be completed and returned in duplicate NOT LATER THAN 1 MONTH BEFORE the EMPLOYEE'S date of departure. An employer should not make any payment of money or money's worth to the employee for a period of 1 month from the date of this Notice.

IR56M

Edit

Notification of remuneration paid to persons other than employees

CHIEF REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2019 TO 31 MARCH 2020

Sheet No.: 00000000000000000000

1. Employer's File No.: 23456789-01-02 Sheet No.: 00000000000000000000

2. Name of Employer: Jessica Lee Name: 00000000000000000000

3. Name of Employer or Provisional Employer: 00000000000000000000

4. Full name in Chinese: 00000000000000000000

5. U.S. Identity Card Number: 00000000000000000000

6. If married, full name of spouse: 00000000000000000000

7. Residential Address: 00000000000000000000

8. Postal Address: 00000000000000000000

9. Capacity in which employed: Finance

10. Period of employment for 1 April 2019 to 31 March 2020: 01/04/2019 to 31/03/2020

11. Particulars of income received for the year from 1 April 2019 to 31 March 2020: 00000000000000000000

12. Particulars of Place of Business provided (If provided, Unprovided): 00000000000000000000

13. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere: 00000000000000000000

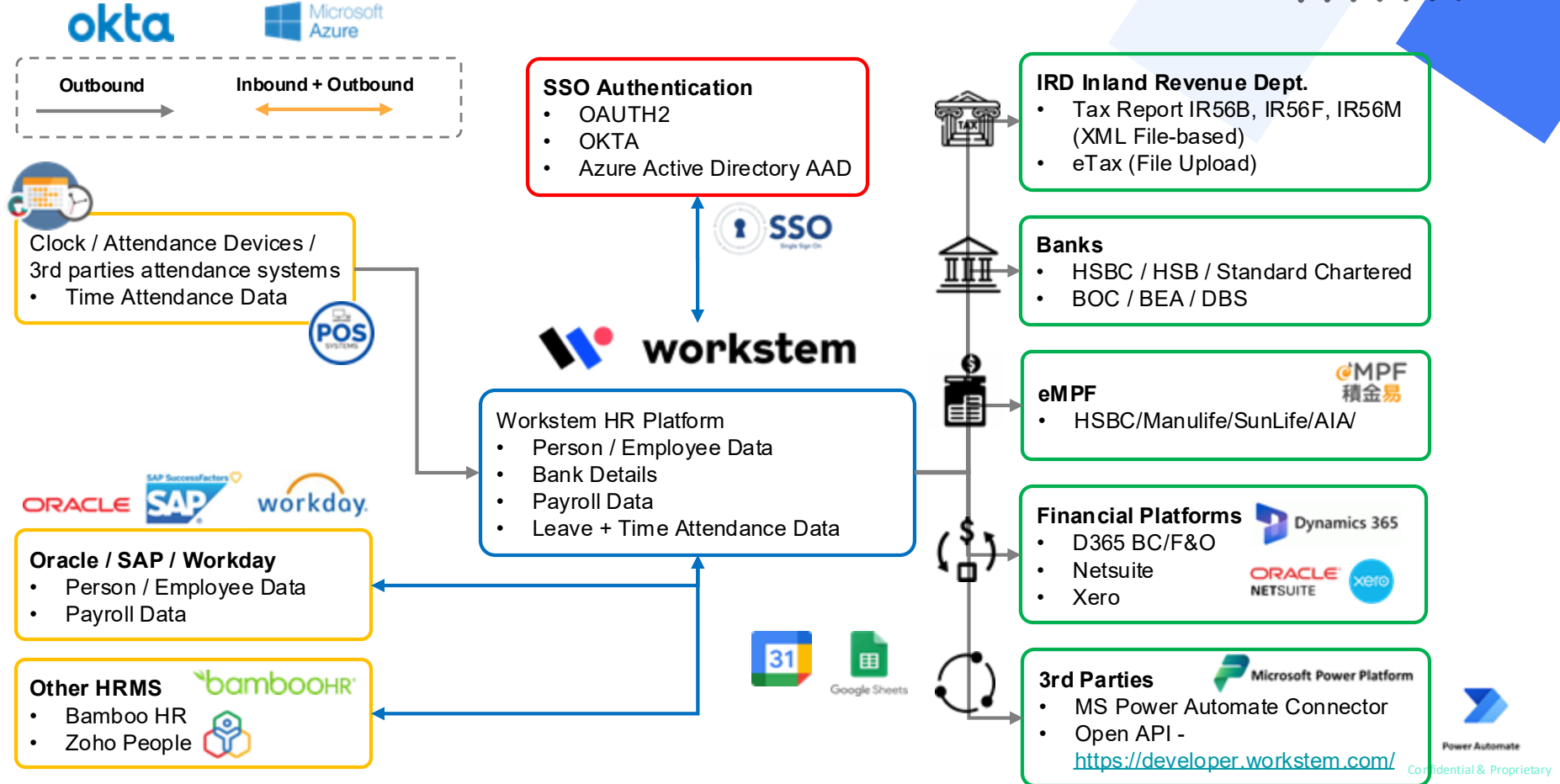
14. Remarks: 00000000000000000000

Signature: Jessica Lee Designation: CEO Date: 01/04/2020

Specimen for Employer's 00000000000000000000

For Official Use: 00000000000000000000

The Integration Hub: Unifying Your Entire Ecosystem



Unified Automation: Your Entire Microsoft Ecosystem

AI Skills Fest
April 8 - May 28, 2025
Register now

Learn Discover Product documentation Development languages Topics Sign in

Power Platform Get started Products Guidance Troubleshooting Release plans Resources

Filter by title
Workstream HK

World Academics
WorldTime (Independent Publisher)
Worldwide Bank Holidays (Independent Publisher)
WP Connects for WordPress
WPForms by Barnrashed LLC
WQRM Risk Forecast Services
Winosense (Independent Publisher)
wto-in (Independent Publisher)

X
X12
Xledger Document Manager
XIC Gate
Xero Accounting - Migration

Download PDF

Workstem HK (Preview)

Reference

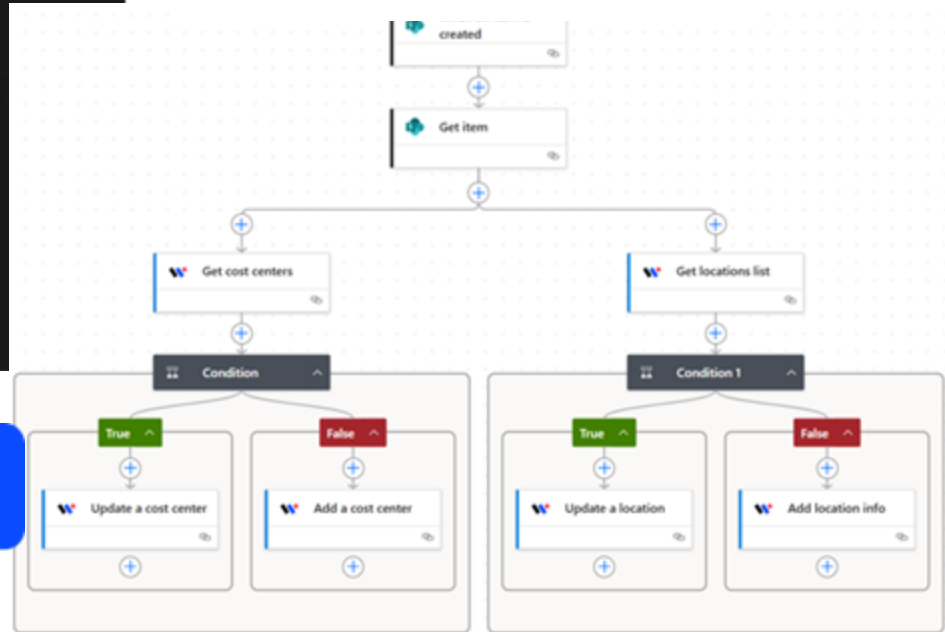
Workstem Hongkong Connector simplifies the data transfer using Workstem API and enables you to leverage your Workstem data for solving business application and integration needs.

This connector is available in the following products and regions:

Service	Class	Regions
Login Apps	Standard	All Login Apps regions ^{1,2} except the following: <ul style="list-style-type: none">Azure Government regionsAzure China regionsUS Department of Defense (DoD)

Expand table

<https://learn.microsoft.com/en-us/connectors/workstemhk/>



Journal Generator

Easy Journal Generation for Unintegrated System



< Financial dataMapping Settings

Account code Mapping
Advanced

Pay Items	Account Code	Description		
Sofina Total Sales Volume	4000-Sales Revenue		+	Edit Delete
Net Pay	2000-Accounts Pay...		-	Edit Delete
Commission	5000-Salaries Expe...		-	Edit Delete
Curel Total Sales Volume	4000-Sales Revenue		+	Edit Delete



Journal Generator

If you have other accounting software, you can generate relevant accounting reports from here.

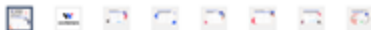
Settings

PAYROLL_JOURNAL_ENTRIES

Payroll Period	Department Code	Department Name	General Ledger Account Code	General Ledger Account Name	Debit	Credit
Sample Payroll Policy 2025-05 (1)		Frontline	5000	Salaries Expense	0.00	0.00
Sample Payroll Policy 2025-05 (1)		Frontline	4000	Sales Revenue	0.00	0.00
Sample Payroll Policy 2025-05 (1)		Frontline	2000	Accounts Payable	0.00	66650.00
Sample Payroll Policy 2025-05 (1)			5000	Salaries Expense	0.00	970.97
Sample Payroll Policy 2025-05 (1)			4000	Sales Revenue	419214.86	0.00
Sample Payroll Policy 2025-05 (1)			2000	Accounts Payable	0.00	77072.42

Workstem x NetSuite Integration

[Back](#) **Workstem Payroll & HR Platform**



Workstem is a cloud-based payroll and HR management system that helps businesses achieve digital transformation. It is compliant in Australia, Hong Kong, Taiwan, and Macau, making it a versatile solution for NetSuite users' business operating in these regions.

[Overview](#)

[Features](#)

[Publisher](#)

Transform Your HR Management with Workstem's All-in-One Payroll Platform

- Workstem is a cloud-based payroll and HR management system that helps businesses achieve digital transformation. It is compliant in Australia, Hong Kong, Taiwan, and Macau, making it a versatile solution for businesses operating in these regions. With Workstem, businesses can reduce their daily workload, save up to 80% of their time, and improve efficiency. The platform offers full-covered HR management modules, has assisted over 300 firms in achieving digital transformation, and can be seamlessly integrated with other systems. Workstem is the ideal tool for businesses looking to optimise their HR processes and achieve digital transformation.

Key Benefits

- Workstem offers a full-featured, flexible, and automated HR solution, designed to optimise businesses' HR processes and improve their management efficiency.

Installed

PUBLISHER
ONEJOB GROUP LIMITED

FIRST RELEASE DATE
6/8/2023

INSTALLED VERSION
0.1.0

LATEST VERSION
0.1.0

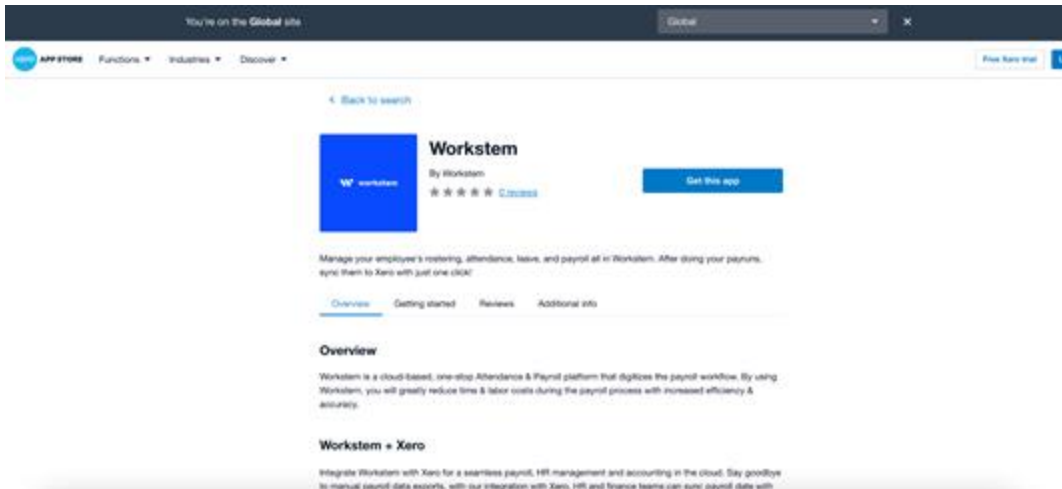
UPGRADES
Managed

Built for
**ORACLE
NETSUITE**



Hybrid SuiteApp

Workstem x Xero Integration



One-click synchronization of data to Xero

Additional info

Shared data



App details
By Workstem
Added in 2020

Countries

Australia, Global, Hong Kong

Languages

English

Support

[Setup walkthrough](#)
[Contact support](#)
cs@workstem.com

Xero accounts supported in the following regions: Hong Kong, Australia, Global

Workstem System Function Overview

Corporate Management

One Account for Multiple Companies |
Unlimited Users | Customizable Permissions

Scheduling and Attendance

Multi-location schedules | App-based shift
arrangement | GPS/QR code check-in |
Anomaly monitoring

Payroll and Taxation

Automatic Salary Calculation | MPF Support |
Tax Return Export

Employee Management

Batch Import | Self-service Update |
Process and Attachments

Leave and Expenses Claim

Customise Leave Rules | Automatic
Balance | Reimbursement Application

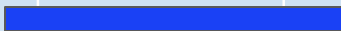
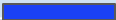
Analysis and Integration

HR Data Analysis | Xero / NetSuite
Integration | Power Automate

Standard Implementation Process



Project Timeline (based on around 20 employees)

	Week 1	Week 2	Week 3	Week 4	Week 5
1. FEASIBILITY					
Product Demo					
T & C					
2. IMPLEMENTATION					
Data Collection					
Kick-off Meeting					
System Configuration					
Training					
Payroll Verification					
3. PROJECT GO-LIVE					

Client shall provide the required information within the agreed timeframe, otherwise, the completion of other project milestones will be postponed.