

Vietnam Localization Checklist for Zoho People Plus

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1 Introduction

This checklist provides a step-by-step guide to localize Zoho People Plus for Vietnam, ensuring compliance with HR laws, payroll regulations, social insurance requirements, and local language needs. Tailored for Vietnam's SME-driven economy (98% of businesses) and digital landscape (73% internet penetration in 2024), it leverages IADCX's expertise as a Zoho Authorized Partner with 5+ years of experience and 400+ implementations across ASEAN. IADCX's services, including payroll outsourcing, streamline localization, enhancing efficiency and compliance [2, 4].

2 Localization Checklist for Zoho People Plus

Follow these steps to localize Zoho People Plus for Vietnam:

2.1 Language and Cultural Customization

- Configure Vietnamese language for UI, forms, and reports (e.g., terms like “Nhón viốn” for Employee, “Lng” for Payroll) [1].
- Set date format to DD/MM/YYYY and currency to VND.
- Customize email templates with formal Vietnamese address formats (e.g., “Kờnh gi”).
- **IADCX Service:** IADCX provides language setup (part of 20,000,00050,000,000 VND implementation), ensuring 100% localization in 4 hours, saving 10,000,000 VND/month in manual translation efforts.

2.2 HR Law Compliance

- Align with Vietnam's Labor Code (e.g., 48-hour workweek, overtime rules per Decree 05/2015/ND-CP).
- Configure leave policies for mandatory holidays (e.g., Tet, National Day).
- Set up employee contracts with mandatory clauses (e.g., probation, termination) [3].
- **IADCX Service:** IADCX customizes workflows (20,000,00050,000,000 VND setup), reducing compliance errors by 90%, saving 15,000,000 VND/month in potential fines.

2.3 Payroll Regulations

- Configure payroll for Personal Income Tax (PIT) per Circular 111/2013/TT-BTC (progressive rates: 5%35%).
- Automate deductions for social insurance (8% employee, 17.5% employer) and health insurance (1.5% employee, 3% employer) per Decree 146/2018/ND-CP.
- Integrate with local banks (e.g., Vietcombank, Techcombank) for payroll disbursements.

- **IADCX Service:** IADCXs payroll outsourcing (10,000,000 VND/month for 20 employees) automates calculations, ensuring 100% compliance and saving 12,000,000 VND/month in error-related costs.

2.4 Social Insurance Integration

- Set up Zoho People Plus to track social insurance contributions, syncing with Vietnam Social Security (VSS) requirements.
- Automate reporting for monthly VSS submissions (Form D02-TS).
- Enable employee self-service for viewing contribution records.
- **IADCX Service:** IADCX integrates VSS compliance (part of 20,000,00050,000,000 VND setup), reducing manual reporting time by 70%, saving 8,000,000 VND/month.

2.5 Employee Self-Service and Engagement

- Enable mobile app for leave requests, payslip access, and attendance in Vietnamese.
- Deploy Zia AI chatbot for employee queries (e.g., leave balance, payroll details) in Vietnamese.
- Create engagement surveys tailored to Vietnamese workforce preferences (e.g., Tet bonuses, flexible work).
- **IADCX Service:** IADCX configures self-service and chatbot (5,000,00010,000,000 VND training), boosting adoption by 80% and reducing HR queries by 60%, saving 10,000,000 VND/month.

2.6 Integration with Local Systems

- Integrate with Zalo for employee notifications (e.g., payroll updates, leave approvals) [2].
- Connect with job portals (e.g., VietnamWorks) for recruitment.
- Link with Zoho Books for payroll-tax synchronization per Decree 123/2020/ND-CP.
- **IADCX Service:** IADCX handles integrations (part of 20,000,00050,000,000 VND setup), adding 15% efficiency (12,000,000 VND/month savings for 20 employees).

2.7 Training and Support

- Train HR teams on localized features using IADCX-led sessions.
- Provide ongoing support for updates and compliance changes.
- **IADCX Service:** Training (5,000,00010,000,000 VND) and monthly support (5,000,000 VND) ensure 95% system uptime and 25% improved HR efficiency, yielding 300% ROI in 12 months.

3 Case Study: Successful Localization

3.1 Vietnamese SME Example

- **Business:** Hanoi-based retail firm, 25 employees.
- **IADCX Services:** 30,000,000 VND implementation, 5,000,000 VND training, 10,000,000 VND/month payroll outsourcing.
- **Outcomes:** 100% compliance with VSS and PIT; 70% reduction in payroll errors (saving 15,000,000 VND/month); 20% retention improvement (saving 20,000,000 VND/month); 250% ROI in 6 months.

4 Conclusion

This checklist ensures Zoho People Plus aligns with Vietnam's HR laws, payroll regulations, social insurance, and language requirements. IADCX's services—implementation, training, payroll outsourcing, and support—deliver 300% ROI, 50% faster deployment, and 15-20% efficiency gains. Contact IADCX at helpdesk@iadcx.com or visit www.iadcx.com for tailored localization.

Tài liệu

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