EMSYS- HR

Designed for:

- Maximizing investments' profitability in human resource

The efficiency and performance of a company are influenced by the quality of the human resource.

EMSYS HR assumes that the human resource represents the most efficient component in the fight for improving a company's efficiency.

It is absolutely normal to watch costs with human resource as an investment. And as any investment, even this needs to bring greater profit.

A management system of human resource offers by excellence costs reducing, by economizing time and by automatizing processes within the human resources department. But, view as an investment, such a system can offer much more.

By self-service, training, developing, evaluation and compensation gateways, EMSYS HR supplies the ideal way to maintain the human resource involved and satisfied. It also supplies instruments necessary to superior management levels to track, analyze and decide to improve performances.

Investment in EMSYS HR, an integrated solution, is an investment in the most valuable asset of the company: human resource. Following this investment, a company can transform from a certain company into a successful company.

EMSYS HR

Offers support for planning, management and measures the human capital strategy, using instruments for modeling work flows where managers and employers are involved.

Designing in real time, configuring and monitoring the human resources and payroll processes: selection, recruitment, administration, tracking health status, labor protection measurements, emphasizing abilities, qualifications, competences, labor field experience, evaluation, employment reward.

EMSYS HR can design any organization, from regions and different domains starting from organizations' chart, labor places, describing labor places, business units, funds, and profit centers up to employer. You can simulate to plan the human resource planning, personnel expenses budget, continuing to expenditure commitment and budgets' execution. This thing helps companies to optimize the HR processes and to maximize investments' recovery with employees.

EMSYS HR ensures the efficient management of employees by managing the labor contract management at units' level, data calculus and management regarding payroll, managing the recruitment process, personnel selection and evaluation.

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Reduces payroll calculus time based on timesheet taken from flexible interfaces, export/import from files, integration with access control systems, automatizes processes replacing experts in human resources and increases labors productivity.

Paying an employee with another salary each day or any hour reimbursed on a cost object involves allocating payroll costs, of fees and related reductions on cost objects and represents the support for labor costs managerial analysis on business unit, fund, profit center, cost object, project, up to employers' level.

Users' profile on organizational structures up to field level and its role in the system that determines a high degree of confidentiality between the actors involved in the management of human resources and payroll.

Opened system, disposes of communication facilities with employees, by interrogating personnel data and sending communications by e-mail.

EMSYS HR contains all information up to date, as well as the historical situation of active and non-active employees, administrating the entire life cycle and all information of an employee.

EMSYS HR presents the benefits of a low cost, easy using and ability to dynamically distribute information between execution, managers and other departments within the company as well as outside, so that the management on interest levels to receive safe and correct information, where and when they want.

Module EMSYS-HR:

- Personnel Administration Personal HR-AD
- Time Management HR-TM
- Payroll HR-PY
- Recruitment and Selection HR-RS
- Scholarship and Training HR-SI
- Evaluating Performances HR-EP
- HR-RP Reports
- Taxes HR-TX
- Integration with other systems HR-IS

Personnel Administration HR-AD

Organizational structure

Allows users to define in dynamic organization chart that track personnel evolution and it's positioning within the organizational structures. Structural changes can be designed at any time without influencing users' activity in the system with the previous models' presence of organizational chart.

Organization chart has a tree structure, on each node, labor positions are defined and also their attributes. Organization chart – personal establishment elation determines the occupied positions, vacant, temporarily vacant, as well as each employers' positioning in the organization chart.

Human Resources Data

Provides instruments for personnel data administration in dynamic and grouped on levels of interest: information of identifying the employer, labor place, information about the home, data regarding the labor book, seniority, professional preparing, employers' civil status, employers' family members, known foreign languages, military situation, a history of unworked periods, etc .

Employers' salary model is described by a series of characteristics: personnel category, function, and labor contract type, work regime, daily/ weekly/ monthly norm, work calendar, etc.

Employees' life cycle is given by all events registrations in the system: employment, termination of labor report, dismissal, change personnel data, organizational changes, of functions, labor contracts of any type, temporary activity periods, contractual changes, (payroll, function, duration, suspension, labor program),addendums, etc.

Issuing requests and different types of applications is achieved in real time, their model that could be configured by user in accordance to personnel politics function and of their destination.

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Time Management HR-TM (Time Management)

Timesheets

In this moment, greatest expenses of administrating human resources are allocated into a direct or indirect way tracking and centralizing employees working time. This thing is sustained by the fact that eliminating human errors by the record of worked time leads to significant diminishing of payroll calculus mistakes.

On the other hand, ensuring secure access within any company has major implications in employers' safety and in personnel flow control within the company. Solution that manages to cover these processes, offers security and control, the accuracy of inputs and outputs from organizations. EMSYS HR functions for labor time management and meet exactly this role.

Offers multiple possibilities of collecting timesheets: self-control, presence sheet, collective presence, by the access control systems. System ensures the timesheet data access security between Ponte by defining access rules and data manipulation.

Retrieving data recorded by the access equipments - timesheet can be achieved by data import from a transfer file or automatically by direct connection to the database, these could be interpreted and presented as reports regarding employers' presence.

Allows configuring parameters that can be used in the work time calculus: tolerance to input, rounding, implicit time of worked hours and additional hours, maxim number of admitted additional hours, admitted pause or ignored minutes, automatic calculus of time to recover in according to delays.

Introduces selection and rapid search filters such as: employer identification data, work place, location, date or hour types.

Allows designing lists: calendars, work schedules, access areas, equipments functioning schedules, inputs schedules, output or mixt for each equipment, equipments statuses, type of worked hours, special days, functioning schedule until employer level.

Allows the award and withdrawal of magnetic cards, any attributed card, passed by the equipment, and is identified by the program as belonging to a certain employer, allocation / reallocating employers at timekeepers' level.

Ensures the validation of information handled by the program: employer identification data, timesheets date, entrance hour, output hour, delay, advance, work shift, number of worked hours, worked hours type, inputs-outputs pairs of each employee.

Registers separately the additional hours, advances or delays of employee, the module also allowing correcting errors recorded by equipments. Ensures a general validation on worked hours types, making it possible to do corrections of worked hours by changes applied to an employee or a group of employees in case of incidents.

Rest leave

The main instrument is the annual plan of rest leaves achieved based on the number of rest leaves due and of periods approved for each employee. The system maintains communications of rest leaven for rest leave on configured algorithms by users. The management can be done for request rest leaves as well as for the planned ones, results being automatically taken in gross gains.

Sick leaves

Provides functionalities of managing and picking up data referring to individual sick leaves. The system designs parameters and algorithms for the sick leaves calculus, by adapting to law.

For an employee there can be introduced plenty types of sick leave described by characteristics such as sick leave code, sick leave type, first day of sick leave, calendar days number based on which it can be determined the number of working days or calendar days paid by the unit, contribution period stage, calculus base for sick leave, daily allowance, sums paid from the unit, from budget, indexes, compensations.

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Payroll HR-PY

EMSYS HR offers complete control of processing rules and calculus used in payroll. Calculus formulas and algorithms can be configured through which you have the possibility to rapid specify detailed payroll calculus by using conditioned logical and sending to eventual data corresponding to the employee or corresponding to time highlighted in timesheets.

Calculation formulas and algorithms can be modeled by users. For easy operation there are available functions of copying formulas and existing algorithms and adapting to law changes and of collective work contract.

EMSYS HR provides access to payroll information, so you can track and monitor employee labor costs. Users can view salary expenses and payments on organizational structures, up to the employee for any period, including employer costs.

Payroll

Allow users to define the salary according to the payroll grid on organization and type of salary (Gross, Net) for each employee. Plenty types of payroll are implemented: schedule, monthly, on category and on class. Scheduling payroll or monthly is declared as value for each employee in part, and when an employee is being attached a category/ step or a class/ gradation, salary will be read from the grid of payroll for unit.

History of changing employees' salaries persists in the system, for a new salary will be created a new registration with the date of entry into force. Within the same month, system can calculate payroll rights starting from plenty negotiated salaries.

Increments

Increments are dynamically configured by users into a dictionary, these being associated on employee in accordance to diverse criteria, for instance personnel category, work places, job, etc.

Diverse payments

Occasional payments or given on a delimited period of time, other than increments, are configured by users and associated to users based on a granting program. For each employee there can be declared plenty types of payments, each payment being maintained as salary expense on cost object, calculation item, expense item.

Personnel retention

Retentions from payroll rights are configured by the specialization of calculus parameters by users and of associated accounting monographs to a dictionary. To each employee there can be associate plenty retentions, when launching the payroll calculus retentions being automatically processed by the system.

There can be configured retentions with cumulated initial balance, decreased up to a certain limit, monthly rate on fund and interest, etc. Associating retentions on employees involves also declaring beneficiaries of retentions with establishing identification data, addresses and modalities for the transfer of withheld sums.

When generating the accounting note of salaries, payroll retentions are recorded in the analytical accounting on beneficiaries of withheld, debtors, employees, etc. automatically deleting debts created in accounting.

Tax deductions

Income tax payers' calculus of payroll and incomes assimilated to salaries are realized based on historical information registered and withheld in the data base of personnel: data regarding employers' identification, personnel numeric code, as well as other specific employer data.

Payroll Differences

The system allows the calculation of the pay gap in gross or net amount of wages for every month closed or ongoing. Calculation of the wage gap address, employer contributions, employee contributions.

The system generates a series of reports which highlights the differences in salary rights, employer and employee contributions (payroll, income statement, statement of amendment employer and employee contributions, establishment list, rest leave situation).

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Automatic generation of accounting registering and of costs related to the calculus of payroll differences can be achieved in current month, if it is not closed or in last month when it is operated the accounting.

Recruitment and selection HR-RS

It offers functionalities of managing and picking up data regarding candidates' recruitment. There are identified personnel recruitment modalities, data about job requests, and information about candidates, recruitment agencies, personnel selection and recruitment (external or internal).

Scholarship and training HR-SI

Provides functionalities of managing and picking up data regarding studies, specializations, professional preparing and individual activity of employee (completed courses). There are identified the personnel training modalities, objectives, functions and stages of training. There are highlighted data about courses suppliers (education institutions), course trainers, and examination commissions. There are also managed data about courses: evidence, calendar, planning, costs.

Evaluating performances (HR-EP)

It offers functionalities of managing and picking up data regarding the attribution of some indicators and appreciation percentages of the activity achieved and the efficiency in solving it. Evaluations refer to the actual stage of the employee based on some tests and individual evaluation references. There are defined the tests, questions, time allocated for each one, running tests.

Reports

EMSYS HR includes a set of standard reports that allow extracting information existing in the in the database in the form of reports adapted to each users' requests. Users can configure specific reports in accordance to punctually needs and of access rights, establish the shape and content of reports on interest categories - HR, payroll, timesheet access.

Reports configured in the database can be launched into execution anytime and on any data set. Reports can be exported in any other type of external application for further processing.

Intuitive interface with selections and data grouping allow any user to make reports in accordance to requests.

Tax Statements

EMSYS supplies instruments for the achievement of monthly statements and corrective statements in electronic format regarding the payment obligation of statuary contributions of employees and society. It can be achieved a general ledger of employees evidence.

Integration with other systems

System automatically allows the payroll accounting sheet, passing into financial accounting of costs of the resulted elements from the payroll calculus and associated fees. There can also be generated the payment orders corresponding to payroll payments to status, banks or third parties, with the accounting monograph for the taking over in to the account statement.

Systems contains a series of designing instruments of the export formats for diverse banks and statuary statements. Association to EMSYS definitions of external codes processed by other informatics systems allowing the personnel, accounting and of costs date transfer.

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