

Softera.



Softera.PAYROLL payroll and human resource management system

Microsoft Dynamics 365 Business Central

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Softera.PAYROLL payroll and human resource management system

Softera.PAYROLL is built on Microsoft Dynamics 365 Business Central platform.

Softera.PAYROLL includes



HR Document Management



Working Time Accounts



Payroll Calculations



Reporting



Employee Portal

Benefits for you



Data stored in the Microsoft cloud



Microsoft ensures maximum data security



Constantly updated and developed in accordance with the legal acts



Preparation and storage of documents



Prompt and quality support



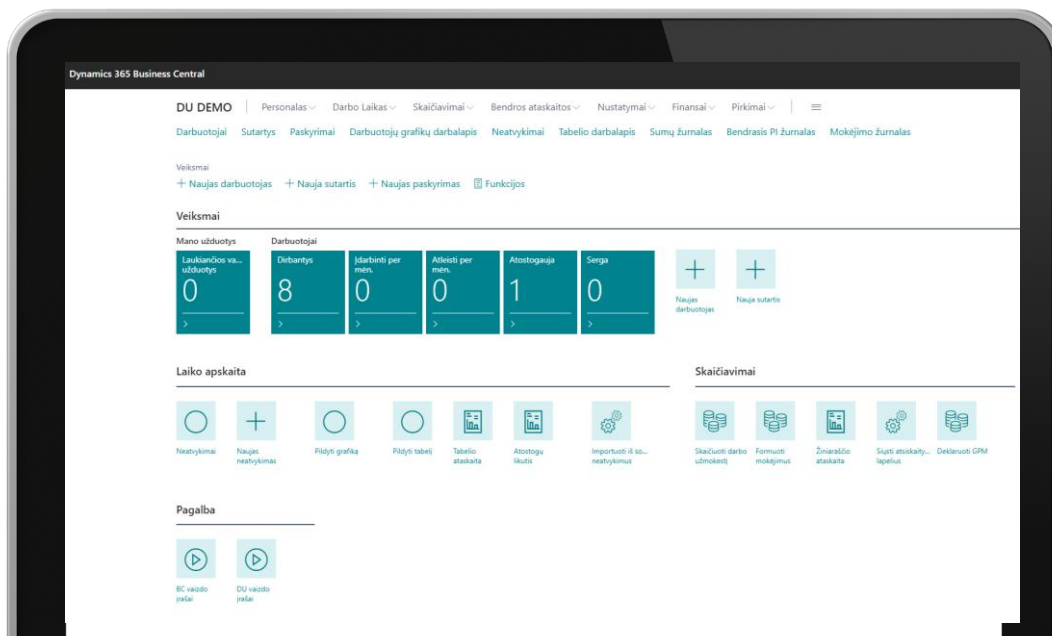
Friendly and familiar user interface



Automated processes



Flexible data analysis



Functionality

Human Resources Management

Human Resources management includes the possibility to store various employee related data, such as personal information, level of working capacity, verification of qualification, etc. This information can be used to analyse general information of employees or to prepare various documentation templates. The user can independently prepare and upload templates. Later “Word” documents can be created based on these templates, as necessary information is included automatically from the software. All created documents can be attached directly to the employee card.

- Employee personal data
- Employment data
- Employee bank account data
- Children and relatives of the employee
- Working capacity of the employee
- Employee qualification and health examination data
- Document generation and storage (work contracts, applications and orders)

Working Time Accounts

Work schedule and timetable data can be filled by one of the selected methods: by pre-defined rules or by importing from “Excel” file. Prepared schedules and timetables can be easily modified. Vacations, sick leaves and different absence can be easily entered to the absence list, which automatically transfers the data into timetable. This feature prevents from deleting or altering the data by the time timetables are filled in. The absence data is used to calculate and generate various orders based on documentation templates.

- Work schedule and timetables
- Import of timetables from “Excel” file
- Absence (vacations, sick leaves, etc.)
- Work schedules reports
- Total working time accounting
- Work schedules by shifts
- Import of sick leave data from “Sodra”

Payroll Calculations

Payroll can be calculated per employee or a group of employees at once according to the primary records. Payroll information is stored in detail for each employee, including deducted and incoming amounts. Adjustment of previous calculations can be made by performing recalculations. Recalculations can be made for one

- Payroll calculation and recalculation
- Uploading deductions of long-term orders
- Entering additional earnings or deductions
- Setup of different calculation methods and amounts

person, a department or a group of employees or for the whole company. When assigning certain amount to an employee, there is a possibility to add some dimensions (i.e. sections, which later can be used to analyse wage costs per department, project, etc.) Different methods of calculating amounts according to laws of the Republic of Lithuania apply.

Reporting

As accounting data is kept in storage, it is possible to operatively prepare required reports and certificates for internal needs of the company or for the government authorities such VMI (State tax inspectorate) or "Sodra" (The State Social Insurance Fund Board). Payroll users can choose from a list of standard reports, as well as to prepare individual printed reports or to declare them electronically. There is a possibility to import some data from "Excel", also to export calculation results to "Word" or "Excel" files and prepare all necessary printed documents (applications, orders, contracts, etc.).

Employee portal

Employee portal is web-based platform for SMB business who wants to digitally transform their relationships with employees.

Employee portal reshape communication, provides transparency and gains faster acceptance, that easily and seamlessly limits unnecessary communication and allow them to be more effective.

Unlike traditional paper-based communication Employee portal is intuitive and can be integrated with Microsoft Dynamics 365 ERP, so it is easy to use and eliminates double entries and misunderstandings.

- Vacation reserve calculations
- Generation of payment order files
- Registration of amounts to General Ledger

- Personnel reports
- Payroll register
- Certificate generation
- Analytical reports
- Statistics DA-01 quarterly report
- "Sodra" reports 1-SD, 2-SD, NP-SD, SAM
- GPM312 yearly report
- GPM313 monthly report

- Employee information
- Absences applications
- Bonuses requests
- Pay slips
- Applications and requests approval workflows
- Timesheets and working time records
- Work shift planning
- Material values (Phone, Keys, Chips)
- Mandatory health checks / Safety at work
- Performance management
- Training plans and applications

Our customers

| Manufacturing | Trade | Services |
|--|--|--|
|  |  |  |

Let's work together!

Softera.PAYROLL payroll and human resource management system

If you have any questions, please contact us
+370 620 93555
klausk@softera.lt