



# BCS Itera PAYROLL / PERSONNEL

## *factsheet*

### **Payroll and Personnel solution based on Microsoft Dynamics NAV 2013.**

BCS Itera Payroll and Personnel solution is a solution designed for companies, who want to have world class program, easy-to-use and well- integrated with Microsoft Dynamics NAV functionality.

### **For whom?**

BCS Itera Payroll and Personnel solution is first of all for companies:

- with more than 20 employees and that use different variable payroll calculation models;
- who like to administrate their business processes from one central place – Microsoft Dynamics NAV;
- with payroll input data is derived from various business processes;
- who wish to keep a repository of HR information about their employees and employee candidates;
- who need flexible payroll calculation models and a possibility to set up different schemas and payroll calculation formulas in system;
- who are used to set up different variables in Enterprise Resource Planning and who need the possibility to adapt the solution to their business needs;
- who need customized innovations to make the payroll calculation faster and simpler.

BCS Itera Payroll and Personnel functionalities can be used by each user who is licensed to use Microsoft Dynamics NAV. BCS Itera Payroll is designed for the version 2009 or preferably newer versions.

### **Benefits**

The Payroll and Personnel solution is part of each enterprise business processes, despite of the size of business. Until now NAV customers use for payroll very different solutions starting from Excel and ending with all third party solutions that are not integrated with NAV. Still, any third party solution needs a careful interface building to transfer the data to NAV Payroll. It is very ordinary scenario, where the Payroll input data is calculated in Excel and then imported or entered manually to NAV system. The manual data entry increases significantly the probability for errors and creates unnecessary inefficiency. Double data entry does not add value to enterprise daily routines. Thus the payroll solution enables to execute all the required actions in one Payroll and PERSONNEL system that is fully integrated with other systems modules such as purchase orders, sales or warehousing. All the entries

from payroll and PERSONNEL are stored in NAV data base and will be automatically transferred to general ledger.

### **BCS Itera PAYROLL / PERSONNEL functionality**

- functions with the same principles as the entire NAV (user enabled to set up, define account analysis views, reports and other *ad hoc* reporting)
- helps to reduce the time for payroll calculations and minimizes the possible errors as all data is entered only once.
- helps to keep down the payroll and personnel costs in longer perspective as you need only one module where the personnel functionality is combined with payroll calculation and time and presence measurement.
- offers you flexibility to define your own payroll schemes or models. The user can define itself the most suitable payroll calculation model and system set up;
- solution develops along with Microsoft Dynamics NAV and ensures that client can always use the latest version and platform.

## **Options**

### **The employee card**

All employee-related information will be administrated in the employee card. The user can define the necessary fields to add employee-related information.

### **Personal data**

- General data
- The bank accounts to transfer the salary and remunerations
- Days off
- Deductions and tax conditions personalized for an employee
- Photo, date of birth, zodiac sign

### **Information about the employment agreements**

- Hiring, trial period, periods off from work and leaving
- Salaries earned and deductions
- Additional fees and bonuses
- Departments and roles
- Statistical parameters
- Dimensions

### **Information lists**

- enables the user to define and set up the information related to the employee (children, education, and additional trainings)
- enables the user to add attachments to the employee related information

### **Planning the working schedules and measuring the actual presence at work**

Planning the working schedules and follow-up the attendance, making corrections takes place in one environment The beginning and the ending of the works are registered and all planned absences (vacations, training, free time ) will be shown.

- set-up the working hours (the normal hours, evening hours, night hours and vacation hours)
- creating working schedules:

- ✓ based on templates, working schedules templates describe the repeatability of the period
- ✓ manually

- working schedules planning
- creating working schedules according to your position
- working in different working time groups
- Showing the days off in working schedules based on employee desire
- approval of working schedules (user data entry control)
- printouts of working schedules
- cumulative working time schedules overviews
- planned and actual working hours and archiving
- registered working hours saving to payroll accounts
- adding deputy positions to vacation periods
- overlap checkup in working schedules to avoid mismatch of the vacation deputy positions
- working schedules approval list printout
- Data entry manually or via Excel import
- Actual vacation registration after approval of the vacation time schedule
- overviews of the vacation schedules

### **Calendar notifications**

During set up the frequency of the calendar notifications and recipients will be determined.

Activities that apply for calendar notifications: days off, birth days, name days, reminders, retirement reminders, vacation start reminders etc.

- Notifications will be sent by NAV server automatically
- Sent notifications will be stored in registry

### **Vacation schedule**

Vacation schedules determination based on the user defined entries (vacation, days off, children vacation, maternity, faterernity leaves, etc.).

### **Remuneration and wages calculation**

- wages, absences, remunerations, allowances, deductions etc.
- payroll calculation based on monthly salary or time schedules by dimensions
- actual presence, days off, planned vacation etc.
- vacation schedules compilation
- taxation base data is all set-up (annually, taxation base data enabled annual set-up. If the taxation changes – income tax, exemptions, unemployment insurance premiums, funded pension payments, minimum wage, etc.)
- importing employee data from different NAV modules (projects, production data)
- calculation of salaries based on pre-defined finance accounts

### **Activities**

- state mandatory reports: TSD, TSD addition 1, TSD addition 2, TSM. Xlm file- upload to the server of Estonian Tax and Customs Board
- bank payments
- user defined payroll slips
- payroll slips sending via e-mail
- posting to general ledger based on predefined analytical dimensions

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