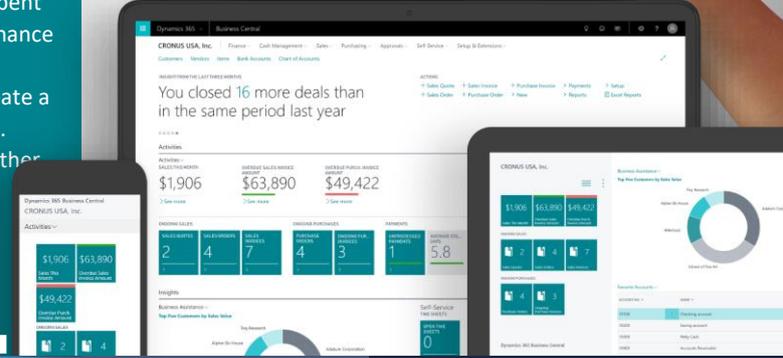BCS itera

Best choice for companies looking for a comprehensive payroll and personnel accounting solution.

o **All company's information is contained in one solution and is accessible to everyone entitled to use it**.

o **Allows users to read data from different modules**; for example, sales-based performance rewards, calculations of cost limits (cost overruns), time spent on projects, service hours of maintenance technicians from the maintenance module, etc.

o Possible to assign responsible persons to fixed assets, automatically create a resource, vendor and salesperson with data from the personnel system.

o **Scheduling, monitoring and correcting timesheets** are all brought together in the same system with payroll and personnel accounting.

Payroll

palk365.ee
personal365

Personnel

Microsoft Dynamics 365
Business Central

A Platform for the Future

Customer specific solutions

o Our standard package includes pre-set solutions that can be customised according to the client's needs (tax rates, formulas for different calculations, salary analyses, national reports etc.). According to the unique operations of a business, company specific pay schemes are possible to set up.

o Enables data import from and export to Excel.

o Interfaces with external programs and web solutions.

o Convenient customised solutions are available for clients. Our most innovative special solutions for improving accounting efficiency are developed in cooperation with the client.

FUNCTIONALITIES IN DIFFERENT PACKACES

		Payroll365	Personnel365
SRTUCTURE	Structure describes different management levels in the company. The solution allows you to configure up to four levels of a structural tree, as well as to assign positions and a manager, specify the number of jobs and the workload at each level. The level of each structure can be linked to the type of cost label or dimension described in the financial system used for payroll management.		x
EMPLOYEE CARD	Employee status (active, passive, left, prospective), as well as automatic administration of the pension scheme membership based on a personal identification code. Possible to store information about the employee's children, education, contacts, and documents. while the employee information entered to the system on a predefined contract bases can be printed. A photo and various attachments can be added to the employee card. Supplier, resource, and salesperson cards are automatically created from the employee card.		x
ABSENCES AND VACATION SCHEDULES	Absence types are user configurable, as well as controls for entering overlapping absences, either as a warning or as a prohibition. A vacation schedule can be created by registering planned vacations in the vacation schedule as actual vacations. Substitutes can be appointed during vacations. Vacation balance calculations are done monthly. There is the registration of continued sick-leave, as well as the linking of state-compensated absences to the data about children. Automated expiration of vacations days.		x
TIMESHEETS	Timesheet settings define the usage of working hours, which can be recorded by different cost categories. Absences may also be registered from the timesheets. Planning of working hours and managing actual working hours can be performed, as well as the comparison of entrance logs and working hours. Transferring worked times to the payroll system, aggregated timekeeping and archiving of timesheets. Different printouts of timesheets are possible – by the type of week, month and expense, by workers not included in the working time schedule, etc. Possibility to design timesheets using different colour combinations for shifts, vacation days, holidays, and weekends.		x
PROJECT-BASED TIMESHEETS	These settings define the persons responsible for filling and confirming project-based timesheets. They can fill in the employees' timesheets in the employee's portal and submit the table to the project manager for approval. Templates can be configured for confirmation and rejection of timesheets. The hours worked, which are confirmed by the project manager, are automatically displayed in general timesheets, where they are registered as the basis for the payroll.		x

FUNCTIONALITIES IN DIFFERENT PACKACES

		Payroll365	Personnel365
PAYROLL	In addition to the standard formulas for calculating wages, users can create different formulas that meet the needs of the company. Tax calculations include calculation of minimum social tax rate and social tax allowance for employees on disability pensions. Pay notifications will be sent to all the employees together or to one employee's email. Calculated amounts are transferred to the general ledger accounts by cost categories as individual or aggregated entries. The costs are allocated by weight to the different cost categories before their entry to the ledger. Possibility to create a file for importing the payroll information into the ledger in SAP, iScala or any other program.	x	
CALENDAR NOTIFICATIONS	These settings determine the frequency of issuing calendar notifications and the persons to whom the notification shall be sent. Notifications are sent in the event of public holidays, a birthday, name day, anniversary, retirement, recruitment, departure from work, start of a probation period, end of a probation period, start of vacation, end of vacation, medical examination, expiration of a document, or payment of vacation pay. Summary notifications may also be sent.	x	
TRAINING	There are user-configurable training types, areas, and costs. The training includes card-based information management by the training participants, managing training costs, and linking the training to skills and documents.		x
OCCUPATIONAL HEALTH	Data on appointments and results of medical examination is entered on the employee health record card. Information about occupational accidents, occupational diseases and work environment commissioners are also manageable.		x
EMPLOYEE ASSETS	An integrated list of the employee assets is created. It is also possible to keep records of the fixed assets and small equipment assigned to the employee, which are not tied to the fixed assets module, as well as to create tour pages and instruments to record the delivery and receipt.		x
EDUCATION	Pre-set levels of education and educational institutions allows to enter information quickly and conveniently about an employee's ongoing or already acquired education. Possible to mark study leave rights to employees.	x	
SKILLS AND PREVIOUS WORK EXPERIENCE	User configurable skill types, skills, and skill levels according to a specified type, allows to enter and manage information about competencies of employees. Skills can be connected to calculating seniority rewards. Possible to keep track of the employee's previous work experience.		x
INSIDERS AND RELATED PERSONS	This solution offers the administration of persons and companies related to the employee. An employee may be appointed as an insider of the company for a job or for some other reason, and the submitting and editing of insider data is possible from the employee portal.		x
CLAIMS	Automatic administration of bailiffs and other debt claims. Possible to set a priority order for withholding, the amount or percentage remaining to the employee and the amount withheld from pay. The payment description is configurable, and a payment file can be created to transfer the withheld payment to third parties.		x
EMPLOYEE AND MANAGER PORTAL	Data and data fields displayed in the portal are user configurable. An employee can view their data, apply for tax-free income and modify, add or delete data. An employee can also make holiday applications through the portal. There is a separate view of the subordinate's data for the manager and employee data for the other employees. Manager can enter new employees on a simplified form and create vacation applications for their subordinates. In addition, there is the possibility to display notifications.		x
EMPLOYEE FILE MANAGEMENT	Employee-related files can be added from different cards and lists. The attached files are displayed and can be filtered/sorted both on an employee basis and as a single file list for all employees.	x	
REPORTING	National reports and reports of Statistics Estonia can be accessed, as well as user-generated pay analyses, employee, salary and absence reports and different listings by the company. Companies in a group can view different lists available across the companies.	x	
AUTOMATIC EXCHANGES OF INFORMATION WITH THE STATE (X-tee)	Inquiries and the registration of sick leave are the basis for payroll calculations. Sick leave information is sent to the Health Insurance Fund and contractual information to the Employee Registration in TÖR. This solution requires existence of an X-TEE security server.		x
VACATION BALANCES	Various types of vacation balance queries are available based on the date entered. It is possible for the user to set formulas to display balances by the type of vacation.		x
PROTECTION OF PERSONAL DATA	Logs of viewing, editing and deleting data about an employee. The user can configure different data deletion packages or create a printout of the data about an employee.	x	
INTERFACE WITH WEB-BASED SOLUTIONS	Possible to interface with different external solutions (for example StaffLogic time and personnel management).	x	