# Softland ERP
## Human Resources & Payroll Area//

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## Human Resources Module

The Human Resources module allows the registration and control of information related to the staff that works in your company, in a detailed, orderly and safe manner.

This is a module that supports Payroll Control as it makes it easier to obtain information from collaborators in order to perform transactions and it carries an orderly management of their characteristics. It also integrates with the General Accounting, Banking Control, System Administration, Vacation Control and Personnel Portal modules.

Features:

- It allows the definition of jobs at the company, creates and controls positions by job and defines different states and features for each.
- Creates catalogs to specify academic degrees, absences, personnel actions, accidents, insurance types and contracts.
- Allows an electronic file with a photograph of the officer. It records all personal data in a single place, work experience, studies, relatives, contracts, evaluation results, accidents, and vacation balances, among others.
- Each main screen of the system allows the electronic file of important related documents such as degrees, assessments, curriculum, and disabilities, etc.
- Records, controls and executes all personnel actions (collaborator changes within the company) and maintains a log of all actions applied to a collaborator, allowing personnel actions by:

a) Hiring and termination of collaborators.
b) Control and payment of disability leaves, vacations, sick leaves and absences in general.
c) Changes in wages or position, promotions, warnings, etc.
d) Other actions that do not involve a change in the employee's data but that may be required to set up control mechanisms.

- Integrates with Microsoft Word to create different types of documents such as letters and records, among others, associated to a data source whose fields may be replaced by different values (Mail Merge).
- The system can calculate and issue payments by outstanding settlements of the company to its collaborators.
- Such settlement not only calculates the amount due to the collaborator exit the company, but also by outstanding amounts of the regular payroll.
- Automatically generates accounting entries for payable final settlement processes and check generation.

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- It has a series of predefined reports that enable getting information of various aspects related to collaborators and to the HR department in a clear and orderly fashion. It also makes it easier for the user to create their own reports from filters of stored information.
- Provides the ease of applying massive increases in wages by departments, cost centers and positions; it also allows defining increase percentages or amounts individually by collaborator.
- If the calculation of salary increases requires different variables by collaborator, it allows uploading a file (XLS, CSV or TXT formats) to individually define the percentage or amount of increase.
- Provides functions for the registration of salary surveys by position and generates comparative reports that include percentage differences and variations.
- It allows establishing different types of applications that the collaborators can access through the Personnel Portal module, such as vacations and permissions, etc., as well as notifying Human Resources through email.

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