

## Enterprise Resource Planning

### HR management module

- **Agent management:**
  - Personal file monitoring.
  - Status changes monitoring.
  - Contract renewal monitoring.
  - Availability requests monitoring.
  - Staff disciplinary proceedings monitoring.
  - Agent career monitoring.
  - Internal or external internships and training courses monitoring.
  - Agent's administrative documents monitoring.
  - Agent assessment monitoring.
  - Agents' salary trends monitoring.
  - Etc.
- **Lateness and absence management**
  - Absence monitoring.
  - Lateness monitoring.
  - Payroll deducted absences monitoring.
- **Leave management.**
  - Annual leave monitoring.
  - Automated renewal of annual leave benefits including:
    - ✓ A calculation of the cost of absences related to annual leave.
    - ✓ A calculation of annual exceedances with respect to authorized absences.
    - ✓ Acknowledgement of the agent's seniority.
  - Fractional leave management.
  - Other leaves management (authorized absences, maternity leave, missions, work accidents, etc.).
- **Email alert management.**
  - Alerts on agent contracts (Volunteers, fixed-term contracts, internships) that are about to expire.
  - Alert on departure and return from leave.
  - Alert on nursing leaves coming to an end.
  - Alert on calculated annual leave entitlements awaiting validation.
  - Alert on exceeded authorized absences.
  - Alert on exceeded monthly lateness thresholds.
  - Etc.
- **Parameter management.**
- **User management and access rights.**
- **Reports and statistics.**

- Editing various reports, dashboards and statistics, including the social balance sheet.

### **Application management module**

Software for managing job and internship applications.

- An internal component allowing the Organization's agents to publish job offers, register and process requests sent by mail or registered mail.
- An external component allowing applicants to connect directly to a virtual space where they can send and track their internship or job applications.

### **Functionalities of the internal component.**

The internal component allows:

- HR department agents to:
  - Publish job offers that can be consulted by job seekers.
  - perform advanced multi-criteria searches based on the applications.  
This will allow them to quickly find the most suitable profiles responding to the requirements of the other departments.
  - To register or modify applications by specifying:
    - the applicant's background.
    - the type of application (Speculative, Reply to a job offer, Job fairs, Employment agency, etc.)
    - the type of request (job, internship, job or internship).
    - the transmission method for the applicant's file (mail, registered mail, web, etc.).
    - the eventual instructions regarding the applicant's file if the transmission method is registered mail.
    - the priority of the applicant's file (High, Medium, Standard, etc.).
    - the general assessment of the applicant's file (usually issued by the Human Resources Director)
    - the applicant's credentials and other training (seminars, certified programs, etc.).
    - the applicant's professional experience.
    - the applicant's profiles.
    - the applicant's languages.
    - the documents relating to the applicant's application file (Resume, Cover letter, Photocopy of diplomas, Other training certificates, etc.). These documents will be scanned and stored in PDF or image format in a secure directory. They will be annexed to the application and will therefore be accessible through the application form.
    - the path followed by the applicant's application file from the mail service to the HR Director, specifying the sender, the recipient and the annotations made at each step, if any.

- any other relevant information related to the application. In fact, given that the organization will now adopt a procedural approach for applications, there will always be some applications that include interesting information that cannot be captured by the adopted format. Thus, a free entry field will be provided for the agent to enter any other information he or she deems relevant.
- Configure types of responses and the email templates associated with each type of response.
- Process the applicant's files along with the possibility of sending an e-mail to the applicant.
- Oversee the applicant from the beginning to the end of the recruitment process including decision-making.
- The company's other employees (Directors, Head of Department, Chief Services Officer, etc.)
  - to search, in accordance with their needs, for the profiles that are relevant to them in the application database and propose them to the HR Directors. This will of course be done by means of a multi-criteria search window.

#### **Features of the external component.**

The external component allows job and internship applicants to:

- Register on the company's recruitment site if they do not already have an account.
- Submit their applications for jobs or internships using the format that the company decides to adopt (This format will certainly be the same as the internal one).
- Track the processing of their applications for employment or internships. It should be noted that the applicant will be notified by email for each action that the company's Human Resources Department performs on his or her file. Since e-mail is a widely used mode of communication, this will allow the applicant to be notified in time for any interviews or requests for additional information in a short period of time without having to be logged in to the software.
- In addition, the manager will always have the option of having the automatic response printed and sent by conventional mail.

#### **Payroll management module**

- **Agent management**
  - Recruitment and termination management.
  - Updating of the agents' personal file.
- **Payment methods management**
  - Individual configuration of wage payment in the form of bank transfer, check or cash...
- **Bonus management**
  - Monitoring of the evolution of each agent's extra pay.

- **Wage categories and payroll base management**
  - Two types of wage categories:
    - Calculated wage categories.
    - Wage categories that can be included as variable elements.
  - Comprehensive configuration of the categories: Frequency, Selective choice of the affected personnel, Criteria and posting key....
- **Assign categories to a base in a dynamic way**
- **Payroll parameter management**
  - Chart of accounts, list of banks, general parameters.
  - Wage scales, ITS, CNSS, etc...
  - Simplified modification of payroll rules in order to adapt them to the regulations in force.

#### Staff management

- **Absence management (by hour or day) data collected from the staff management module**
  - Monitoring of the absences to be deducted from the wage.
  - The wage is paid by default. The number of absences and entries and exits are reduced.
  - The possibility of processing absences either by calendar days or business days.
  - Define the categories that are calculated in proportion to the attendance time and/or entries-exits of the staff.
- **Payroll calculation:**
  - Opening and closing of the payroll at any time,
  - unlimited number of transactions,
  - choice between collective or targeted calculation,
  - automated generation of wage slips and bank transfers,
  - visual monitoring of the calculation and the possibility to visualize the errors encountered during the calculation.
  - Generation of accounting entries.
- **Payroll control reports and statements to government entities**
  - Checklist to verify entries and updates to the agents' personnel files.
  - Post-payroll control reports and accounting reconciliation reports.
  - Status of the Periodic Tax Declaration to the fiscal administration and other third parties (ITS, CNSS, etc.).
- **Budget monitoring and indicators**
  - Budget monitoring of payroll wage categories,

- Monitoring of the evolution of certain payroll wage categories (Overtime, Bonus, etc.) with the use of indicators.
- **Security and privacy**
  - User and permission management for each user by using profiles...
- **Web interface and report servers**
  - Allows decision-makers to consult via the Internet or Intranet the indicators, progress charts, absenteeism, overtime, value dates of the payroll,
  - Validate the payroll or electronically sign the payroll reports...

### **Inventory management module**

- Monitoring and inventory management by item code and addressing.
- Entry monitoring.
- Exit monitoring.
- Storage spots and locations.
- Item list by address.
- Item alert list.
- Log of activities.
- Inventory.
- Log backup.
- Etc.

### **Asset management module (cars and other selected equipment)**

- Accounting monitoring:
  - Creating asset master records.
  - Equipment handling management (allocations, transfers, repairs, repair feedback, etc.).
  - Amortization calculation.
  - Multi-criteria editing.
  - Forecast editing.
  - Generation and recovery of accounting entries for amortizations and transfers.
  - Integration of simulated accounting entries in order to establish interim financial statements (balance sheet...).
- Physical monitoring (inventory):
  - Geographical monitoring.

- Monitoring of the condition of the assets.
- Etc.

### **Fleet management module**

The purpose of this module is to ensure the complete management of a fleet of vehicles, it includes several functionalities:

- Description of the fleet.
  - The entity to which it belongs.
  - His registration number,
  - The type of vehicle:
    - SERVICE available for several services or users,
    - FUNCTION vehicle assigned to a person,
    - SOLD Allows the record keeping of vehicles that may be resold at the end of their lifespan by the establishment,
    - ON ORDER
  - The make of the vehicle,
  - The model of the vehicle,
  - The chassis number, and the car registration document,
  - The category of the vehicle: car, van, truck, etc.
  - The acquisition date of the vehicle,
  - The supplier of the vehicle,
  - The description of the guarantee, the amortization method,
  - Information on the acquisition of the vehicle (sold, leased or rented)
  - Description of the vehicle insurance contract.
  - Technical information
    - units of taxable horsepower,
    - number of seats,
    - color, sizes, weight, etc.
    - mileage
    - Dates of the last and next roadworthiness test.
  - Additional information:
- Vehicle service monitoring
  - Descriptive information about the service:
    - Service starting date.
    - Starting time of the service.
    - Type of service.
    - Additional description of the service.
    - If necessary, the mileage of the vehicle during the service.
    - If necessary, the length of time the vehicle has been immobilized, expressed in days.
    - The name of the supplier (dealer, garage, etc.) who is responsible for servicing the vehicle.

- Description of the work order:

The system offers the option of editing a work order, which is a document listing the information of the service, this document is to some extent the "order" made to a service provider.

- Service vehicle usage monitoring

For each vehicle, the system provides the option to describe the intended uses of the vehicles:

- Who operated a vehicle?
  - ✓ The organization to which the person who operated the vehicle belongs,
  - ✓ The department to which he belongs within his organization,
  - ✓ The person's name,
- Intended use
- Period of time: dates of use of the vehicle,
- mileage:
  - ✓ Mileage on the odometer at the time of picking up the vehicle.
  - ✓ Miles travelled.
- Management of the documents corresponding to each vehicle
- Booking management

- Cost management

A complete management of vehicle costs:

- ✓ Purchase, rental leasing,
  - ✓ Service and maintenance,
  - ✓ Fuel,
  - ✓ Repairs due to accidents,
- Claims management