

HUMAN CAPITAL STEWARDSHIP

Human resources administration by means of electronic authorizations pursuant to the attendance control process, overtime, compensations, loans and benefits; control of hours by costs center; incidence analysis of incidences, notices and computation of fees payable to IMSS and INFONAVIT.



1 HUMAN RESOURCES

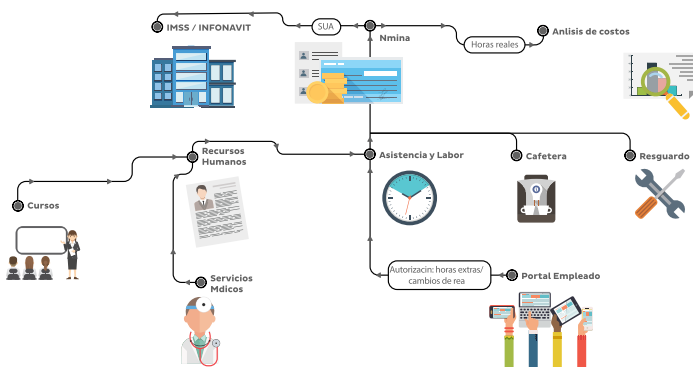
This option allows the user to have control and administration over the company's human resources in a user-friendly manner, automatically impacting at once the related processes.

- Administration of the Human Resource.
- Control of job deletions.
- Global wage/salary change.
- Leaves or Short or Long-Term Disabilities.
- Vacations.
- Company loan configuration.
- Printing of badges.
- Authorizations (Classified, Loans, Leaves, Data Updating).
- History of salary modification.
- History of vacations, leaves, and disabilities.
- Employee file (Kárdex).
- Performance Assessment.

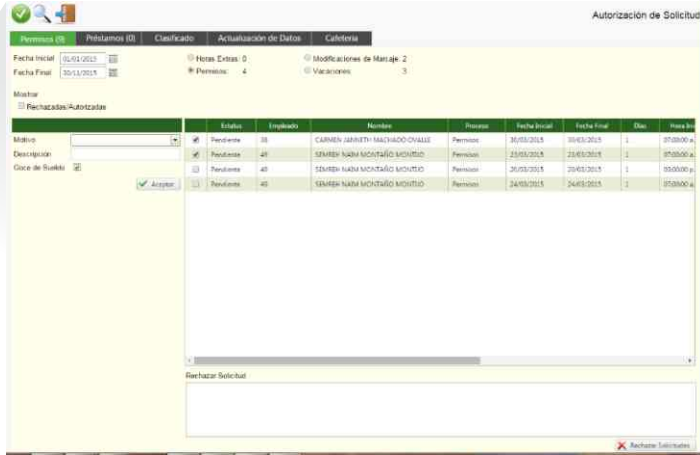
2 ATTENDANCE, WORK AND SITE

In addition to automatically controlling the card-punching clock, the System allows the user to electronically control the flows for leave approvals, overtime, schedule changes and adjustments to markings, thereby automatically generating the changes in the attendance record once the approval thereof has been received.

- Administration of schedules and shifts.
- Personalized card-punching clock interface.
- Overtime electronic authorization.
- Global modifications to daily cards.
- Card-punching clock pre-payroll.
- Analysis of incidences with charts by supervisor or type of incidence.
- Authorization of Area Changes for purposes of computing the exact costing of hours.
- Authorization of employee requests (Leaves, correction of markings, overtime, vacation).
- Authorization of requests for loans for savings fund, savings account, or company loans.



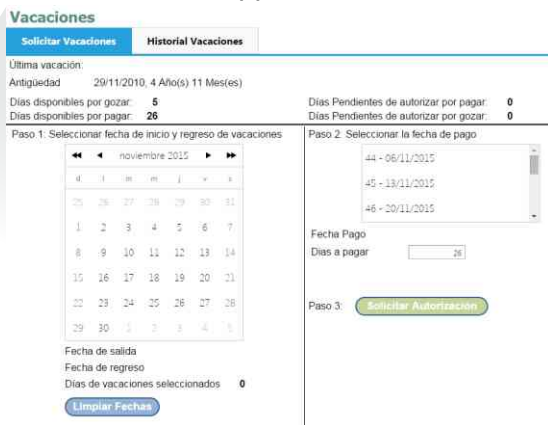
The electronic authorization of employee requests by incidences automatically affects the attendance pre-payroll



EMPLOYEE PORTAL.

This option allows the employee access to relevant information.

- Request for updating employee data.
- Loan request and inquiry.
- Marking inquiry and request for marking correction.
- Status of requests.
- Request for vacation.
- Printing of letters and documented predefined for the employee.
- Inquiry into receipts.
- Classified Ad.
- Link to external suppliers and other services.



3 IMSS / INFONAVIT

Computation of taxes and reconciliations with the IMSS (SUA & IDSE) and INFONAVIT software.

- IMSS notices.
- IMSS computation.
- INFONAVIT computation (Bimonthly report).
- IMSS reconciliation.
- INFONAVIT reconciliation.



4 PAYROLL

This module allows the User the carry out the payroll computation, manual adjustments by means of exceptions, tracing of computations, application of retroactives, annual processes, aside from featuring a special functionality to control piecework labor.



- Configuration of Items for computation purposes.
- Updating of the integration factor.
- Variable earnings.
- Exceptions.
- Payroll computation with drill down to the computation detail by employee.
- **ISPT Tax & IMSS** tracing.
- Computation of Severances.
- Report of Entries by Employee or Period.
- Electronic Payment /Check.
- Accounting application.
- Personalized receipts by means of formatter.
- Connection with any supplier of letterhead for the receipts.
- Savings account sharing.
- Savings fund sharing.
- Profit sharing (**PTU**).
- Computation of December bonus (Aguinaldo).
- Reports – Accrued payroll.
- Reports designer.
- Computation of retroactives.
- Scheduling of **FONACOT** discounts.
- **FONACOT** reconciliation.
- **INFONAVIT** discounts.

5 TRAINING*

This module allows the User to schedule and control training by means of flexible training plans and reports by course.

- Catalog (List) of competences.
- Courses.
- Course plan.
- Allocation of courses with positions.
- Course status.
- Control of courses by employees.
- Reports – Course tabular summary.
- Analysis of competences.



6 CAFETERIA

Automatic control of cafeteria consumption by employee by means of an accounting application.

- Cafetería configuration.
- Guests.
- Payroll.
- Consumption report.
- Reconciliation of consumption with supplier invoice*



7 SAFEKEEPING*

Tooling and equipment lending control.

- Equipment/Tooling request.
- Equipment/Tooling return record.
- Discount configuration in the event of loss or damage.
- Automatic discount application by way of payroll.
- Report of Incidences.



Empleado	Nombre	Salario Base	Total Percepciones	Total Deducciones	Total Neto Retenido	Tarifa	Días Tarifa	Horas Tarifa	Horas extra Tarifa	Horas extra bonificadas	Salario Base IMSS
41	SERGIO MONTAÑO MIRAMONTES	885.00	4,855.00	871.00	3,794.00	UNICO	5.00	45.00	0.00	0.00	708.89
50	ALONSO SANCHEZ MUÑOZ	828.89	2,228.75	785.75	2,848.00	UNICO	5.00	45.00	0.00	0.00	397.87

Percepciones		Detalle IMSS		Detalle I.S.F.T.E.	
	Importe	Deducción	Importe	Deducción	Importe
1 Sueldo Ordinario	1,920.94				
2 Seguro Social	318.06				
= Total Percepciones	2,239.00				
Deducciones		Deducción IMSS		Deducción I.S.F.T.E.	
01 I.S.F.T.E.	225.00				
02 IMSS	58.00				
03 PRESTAMO DE BONSERA	300.00				
04 DIFERENCIA MONEDA	0.00				
= Total Deducciones	783.00				
= Total Neto	1,456.00				

*1st semester of 2016

8 MEDICAL SERVICES*

Control and statistics of medical services granted to employees.

- Clinical history: Family, Personal, or Labor Antecedents, Medical Tests, Lifestyle.
- Absenteeism control.
- Illness classification
- Work risks.
- Diagnosis record.
- Laboratory results.
- Prescriptions.
- Probable work risk report
- Number of consultations by day.
- Consultation statistics by employee.
- Report of work accidents.
- Sick or leave (disability) days.
- Morbidity.
- Report of illnesses by area.



SECURITY AND GENERAL FUNCTIONS

- ✓ **User access control by process.**
- ✓ Log in codes with encrypted passwords.
- ✓ Control of System access failed attempts.
- ✓ **Periodical expiration of programmable passwords.**
- ✓ **Password configuration as per standards such as the SOX Law.**
- ✓ Submission of reports and catalogs (lists) to Microsoft Excel by means of a click.
- ✓ **Capability to design your own Microsoft Excel reports by means of simple formulas of our System.**
- ✓ Transactions Log.
- ✓ Drill Down in financial statements and reports with access to different itemization or detail levels by means of a double click.
- ✓ **Bilingual: Spanish and English version.**
- ✓ **Capturing additional fields: 10 for each type (Text, Numeric, Question, and Date).**
- ✓ 100% Web Environment and access to information from any place.
- ✓ No installation is required in customers.
- ✓ 3 – Layer Architecture.
- ✓ Languages: C#, HTML, JQuery, Css
- ✓ Mail submission via SMTP.

9 COST ANALYSIS*

Cost analysis and projection.

- Interface with the production system.
- Computation of Overhead cost by the hours given by each productive cost center.
- Computation of indirect wages.
- Distribution of indirect among the products.
- Indirect hours of direct employees.
- Computation of hours by cost center.
- Computation of production rate.
- Computation of hourly cost.
- Comparative cost/actual hours vs budgeted.
- Comparative Hours required as per the production volume vs hours yielded by the plant.
- Comparative of actual production rate budgeted.
- Projection of production hours and hourly cost.



***1st semester of 2016**