

The Human Resource Management Modules are a reliable and accurate tool for administrating your personnel master. The Remuneration Module comes into play where 'freelancers' are involved. As in other CASYMIR modules, budgeting personnel costs and monitoring their development is easy.

CASYMIR Personnel Management offers the following functions:

- Personnel and wage master data
- Payroll accounting
- Remuneration accounting
- Salary type determination
- Expenses, allocated individually
- Personnel cost budgeting
- Seminar planning (optional)
- Idea management (optional)
- Electronic reporting (optional)

## Wages & Salaries

The establishing and accounting of wages is amongst the most complex and delicate tasks within a business. Calculations must comply with the most diverse legal provisions and collective agreements. CASYMIR Wages & Salaries is familiar with all of them. Even the most complex rate structures from the printing industry are handled by the software. The continuous evolution of laws and agreements are incorporated permanently. Thus, the module contributes to more legal security and distinct cost savings.

### Master functions

Der Funktionsumfang des Modul Lohn & Gehalt ist in die vier folgenden Hauptblöcke gegliedert:

- Master data administration
- Data collection
- Provisional and productive statements
- Reports and evaluations

### Manifold wage types

Payroll accounting is driven by a freely configurable wage type master, consistently offering:

- free choice of wage types
- free calculation of values and deductions
- a completely transparent access to definitions, calculation tables and formula

This high flexibility guarantees adaptation to the needs of the sector and individual business. It also enables



immediate reaction to legal or contractual changes – even during the course of a month. The necessary modifications can be implemented by the users themselves, without the involvement of support or software developers.

This means high efficiency in payroll accounting.

### Personnel management

The flexible personnel master represents the basis for payroll accounting. It consists of:

- fixed fields and any number of added attributes, which can be defined as mandatory or optional
- relevant fields for accounting and purely informative fields

Content for the added attributes can consist of pre-established or discretionary values. As a user, you can complete or modify these fields or attributes by a simple mechanism. This allows an exact reproduction of the company structure in payroll accounting and thus the provision of all the information required.

### Payments & Statements

Payments can be done:

- cashless by bank transaction
- by cheque or in cash

Payments can also be split according to any kind of criteria, e.g., different payees or bank accounts can be defined. You can also create an unlimited number of premiums or deductions for every single payroll. Statements for tax offices, insurance companies, health insurance funds etc. are produced at the touch of a button, since all the necessary data is included in the corresponding master tables, the creation and

maintenance of which is also at the discretion of the user. This simplifies work considerably.

## Key features

The key features of an efficient payroll accountancy are:

- DEUEV (DE) and Swissdec (CH) certification
- Cost centre accounting and average wage calculation
- Seizures, short-time allowances and partial payments
- Calculation and certification of contributions to supplementary pension funds and creation of corresponding insurance sections
- Wage calculation support for BAT (DE) and other collective agreements
- Cross-sector rate tables
- Automatic partial payments
- Lump-sum taxation also for direct insurances according to §40b EstG (DE)
- Allocation calculations in the event of continued wage payments and
- Billing to occupational compulsory insurances (e.g. maternity, pension funds etc.)
- Customisable payment slips on company-specific forms or neutral paper

## Data protection & safety

In an area as sensitive as «staff, wages and salaries», data safety and availability is of tremendous importance. The necessary protection is ensured by:

- hierarchical user administration
- multi-stage user privileges
- authorizations for single users, user groups and administrators

Data safety is provided by the database system, which allows to mirror, replicate and automatically save data to permanent data carriers. This is done with operations running.

System availability is 99.5%.

## Remunerations

There are economic sectors in which the administration and settlement of royalties is as important as that of wages. This is the reason why the CASYMIR Wage & Salaries Module can be completed by a Remunerations Module. Besides with transactions, it also helps with cost planning, since it allows to budget remunerations for specific departments and specific periods. This is great for planning and controlling.

## Specifics

Among the specifics of remuneration administration is the fact that recipients can be considered both as staff (wages) or creditors.

The module is structured as follows:

- Configuration
- Activity recording
- Payroll runs
- Evaluations

## Configuration

The Remuneration Module has the following configuration possibilities:

- Registration of any number of freely definable remuneration wage groups (e.g. per line or picture fees)
- Registration of any number of freely definable remuneration deduction types (e.g. applicable VAT)
- Manual or automatic time recording
- Allocations to departments, cost centres or cost schedules
- Payroll runs
- Printing of statements
- Printing of journals
- Budgeting per department and period
- Target/actual control per department
- Budgeting evaluations

## Link to WAGES

The integration within the Wage Module makes its full range of functionality available, e.g.:

- Administration of recipients within personnel management
- Payments and statements
- freely distributed:
- Cashless by bank transaction
- By cheque or in cash
- Offsetting against other services

## Data protection & safety

Data protection and safety is ensured by:

- hierarchical user administration
- multi-stage user privileges
- authorizations for single users, user groups and administrators

## Wage Type Determination

The accurate registration and accounting of wages is essential for any business. In time, statutory provisions and collective agreements have created a complex set of rules, whose implementation has become ever more time-consuming and costly. The purpose of the Wage Type Determination Module is to reduce that burden.

Based on the registered attendance times and a flexible set of rules, this module determines wage types relevant for the calculation of wages. Therefore, the most diverse working time models can be developed and represented.

The module includes:

- Shift scheduling
- Time recording
- Wage type determination

The goal of the wage type determination is the deduction of wage types from the registered attendance times of all staff members. The deducted wage types serve as a calculation basis for payroll accounting.

Wage type determination results in the following data:

### Salary days

Salary days are registered per month. They consist of:

- Master data to register the number of working days per month

These data can be used both for salary calculations and the wage type determination.

### Shift scheduling

Shift schedules are used to deduct wage types and define the underlying working time model.

A shift schedule is generated from the following data:

### Day types

Essential to the definition of a calendar and the assignment of wage types to working hours.

### Public holidays

Registration of regional and national holidays to be considered in the shift plans.

### Shift types

Master data for the free definition of any number of shift types necessary to the operation, e.g. morning, afternoon or night shift, but also exceptional and production shifts.

### Absence types

Master data generated to account for absence times (e.g. holidays, sickness, accident etc.) and their implications on salaries.

### Shift variations

Variations of shift types relevant to wage or time determination. For each shift type, any number of shifts can be generated.

### Shift models

They represent pilot models of a work week which can be 'rolled off' a calendar to obtain an effective shift plan. Therefore, shift models can be created and repeated in any cycle (e.g. days, weeks, months, trimesters). Different shift models can be defined for every shift. The shift model also defines working and break times.

### Shift plans

Based on the calendar and shift models, daily shift plans can be generated automatically or manually and consigned for each employee. The output of shift types, shift models and shift plans is via display or printer.

### Assignment

Assignment of times to wage types:

- configures the interface between time recording and payroll accounting

In order to generate wage types from working hours, all relevant combinations of shifts, day types and supplement types have to be assigned to wage type generating the wage type through wage type determination.

### Working time deduction

The deduction is made based on the effective payroll date in the month concerned, as well as the payroll area of the personnel to be calculated.

### Adoption

Checks whether the data necessary for calculation are complete and copies the deducted wage types to the wage type registration journal.

### Time recording

The integrated time recording system can be used for the manual recording of attendance times, working times, occupations or a combination of said features. A standard PC can be used as recording station.

There are two possible entry variants:

- Entry of start and duration in hours, minutes, hundredths of hour
- Entry by «coming/leaving» events, the time is calculated by the system
- Coordination with the both personal and company shift plans is possible directly upon entry:
  - mandatory rest periods
  - public holidays, days off
  - extra / overtime rules
  - maximum permissible working time enregelungen

The resulting data, e.g. overtime balance, holiday balance, balance for the preceding month are available directly on the input mask. If permitted, the user may also consult and correct his own time recording journal, which saves time in the HR department.

### Expenses administration

Expenses are a source of potential errors in many companies. However, transparency and clarity in this field is crucial with regards to calculation and post-calculation of products and services. The Expenses Module helps resolve this problem.

## Expense recording

As soon as an expense is recorded, the way of reimbursement is defined depending on the set expense type.

Reimbursement can be via:

- payroll
- direct refund via bank transfer or cash

The expense type is determined by the applicable wage type. Depending on the properties of their system privileges, employees claiming expenses can register them directly in a mask, thus delegating this task directly to the staff, which saves considerable time in the HR department.

## Expense allocation

Upon registration, expenses are also allocated. They can be assigned to:

- an order
- a cost unit
- a cost place.

## Expense processing

As elsewhere in the CASYMIR system, the process is controlled by assigning a status. This can be:

- open
- registered
- approved
- processed

If the status is approved or processed, modifications are only possible with special authorizations.

## Expense claim via receipt

If a claimant is asked to hand in a receipt corresponding to the claimed expenses, this receipt must be transmitted with a printable form stored in the system. This automatically generates a receipt number assigned to the expense record, thus considerably simplifying further processing. Expense receipts are archived in the corresponding document management system.

Thanks to its flexibility, the Expense Module also facilitates the job of the human resources and accounting departments. Personal- und Buchhaltungsabteilung bei.

## Idea Management

CASYMIR's Idea Management Module ensures that no good idea is forgotten. It registers ideas or proposals from employees to improve processes, design new and better products, and many more, thus supporting the company in its continuous quest for excellence. Idea Management supports structured searches for the best inspiration and to improve its competitiveness. CASYMIR Idea Management is structured as follows.

## Structuring & classification

Ideas are structured according to a freely definable 2-stage classification. The system administration can assign any idea class particular authorizations, which establishes a safety mechanism by which only the employees concerned have access to all classes and ideas. Classification is made along freely definable sections which the author of an idea must complete.

This classification also allows to search ideas according to specific search strings.

The second level of classification allows to define keywords for ideas. Keywords can be searched for in all registered ideas. CASYMIR Idea Management allows to collect and analyse ideas.

## Idea administrators

Within CASYMIR Idea Management, idea managers can be defined. These are employees entrusted with the administration of the registered ideas. Idea administrators are notified of new ideas automatically.

Their task is to judge ideas and follow up on them. They can also launch the ideas in consultation with the management or reject them. Idea administrators can block or edit all incoming ideas.

## Idea registration

Any employee can use this module to register ideas, which are then automatically made available to the competent idea manager.

On the other hand, when an idea is registered, the employee is also informed automatically of the follow up on his idea by the WorkFlow Module. Unlike for the ideas of others, an employee can modify his own proposals at any time. Via a title or keyword search within the idea management, an employee can figure out whether there are already ideas on a certain subject. Ideas can only be modified by their author or by the idea manager. Authors can be informed automatically of the follow up on their ideas.

Ideas modified and completed by the idea manager can always be reopened by the corresponding employee.

## Idea output

Ideas can be displayed in detail or in tabular form. The available output forms are dependent on the privileges of the employee concerned within idea management.

## Seminar Administration

Through the quality management system (ISO 9000) «training controlling» has become a vital factor. It is an instrument to optimise on-the-job training and should be an essential part of ERP systems. CASYMIR

accounts for this development through the Seminar Database Module. The module is completely integrated in the CASYMIR environment and therefore supports multiple tenants.

## Tasks

The Seminar Database Module supports the planning, controlling, implementation and evaluation of trainings, seminars and workshops, regardless of whether they are internal or external events. It unites measures, participants, dates, localities and instructors and offers tools for evaluation, analysis and organisation.

## Registration

Basic registration is via measures or participants. The following elements can be registered and described:

- Courses, seminars, trainings and workshops

They can be tagged with the following stages:

- as idea
- as demand analysis
- planned
- scheduled
- processed
- completed
- dates

Dates are registered via an implemented calendar with indications on:

- courses
- localities
- participants
- instructors

localities (internal/external) can be registered with indications on:

- suitability
- availability
- participants, with the possibility to change or modify their status, regardless of whether they are external or internal (CASYMIR Personnel Master). Upon registration, their availability on certain dates can also be displayed (e.g. part-time, shifts, holidays, sickness etc.
- planned
- scheduled
- enrolled
- participated
- missed

Course leaders can be registered with indications on:

- external / internal (from CASYMIR Personnel Master)
- suitability
- availability
- representation

evaluations and analyses (freely definable) assigned to:

- participants
- measures
- instructors
- localities

Documents are registered in the database and assigned:

- Exam documentation
- Certificates
- Course material

## Allocations

Within the database, any document can be assigned to any other. This means flexibility, e.g. when changing course locations and dates or when modifying the assignment of participants to other measures.

## Lists

The following lists are standard:

- Measure list with information on
- participants
- trainers and substitutes
- localities
- scheduling
- Analytic lists with indications on
- evaluations
- exams
- certificates
- statistics with data on
- participants
- instructors
- localities
- schedules

If necessary, individualised lists can be configured.

## Administration and handling

The integration of the Seminary database module in CASYMIR ensures access to all the other possibilities offered by the ERP system. Automatic information and invitations to participants and other persons can be sent easily via e-mail or serial letters. On the basis of the data registered in this module, proof of participation in continued training measures and their quality according to ISO 9000 can be provided at any time.



The main components of the "seminar management" module

