



HUMAN RESOURCES

HELIOS iNuvio



HELIOS iNuvio helps with the registration of employee's personnel and payroll data and all their documents, plans training and examinations, and is an assistant in the selection process of new applicants. **It efficiently processes** all types of payroll, creates and prints any reports and forms. **It supports** electronic communication. **It develops** statistical surveys, accounts, prepares payment orders, and much more...

OVERVIEW

- ↳ Comprehensive solutions to payroll issues
- ↳ Guarantee of legislative compliance and support
- ↳ Optimization of data entry and control
- ↳ Electronic communication
- ↳ Easy creation of reports
- ↳ Statistical outputs
- ↳ Accounting for and payment of wages
- ↳ Support for accountants firms
- ↳ HR

COMPREHENSIVE SOLUTIONS TO PAYROLL ISSUES

- processing of monthly, hourly and task wages (in CZK and foreign currency)
- bulk entry of changes and planned changes for the future
- processing multiple concurrent employment relationships of an employee

- deductions, foreclosures, assignment of other pecuniary claims, adjustments, uncollectible amounts, deposited deductions, insolvency and bulk verification of employees on the insolvency register
- calculation of compensation for incapacity for work
- with the option to set the calculation of compensation above the limit
- variability in setting payroll calendars (regular, irregular, part-time, free time, etc.)
- providing and paying the organization's contributions to the employee's pension and life insurance, deduction to the trade union
- calculation of meal voucher entitlement
- recording, taking and automatic reduction of leave, calculation of estimated leave costs
- option to classify an employee into classes, grades
- according to the salary/wage scales
- evidence, use of bonus days (sick days)
- legislative outputs, forms
- calculation of the annual tax settlement
- option to create and print documents (employment contract, payroll, etc.), linking valid documents to employees
- option to track overtime account, working time account

GUARANTEE OF LEGISLATIVE COMPLIANCE AND SUPPORT

- databases of Czech or Slovak legislation
- guarantee of correctness and maintenance of applicable legislation in the field of payroll
- descriptions of changes in versions, help and advice with articles, tutorials, procedures - available on the web

OPTIMIZATION OF DATA ENTRY AND CONTROL

- option to enter payroll inputs for the current and following month during the month
- import of data from attendance systems (TXT, XML formats)
- simple user import settings for importing payroll components from Excel (bonuses, annual bonuses, meal allowance - deduction, allowance, etc.)
- individual and bulk reference of wage calculation with the possibility of subsequent additions
- monitoring limits (18 and 26 years of age, annual overtime limits, contracts to complete a job [DPP], etc.), logic checks
- display of payroll data for one month or more tracking selected changes for the selected period
- setting of automated machines that run selected actions in a specified order on user's instruction or automatically at a set time

ELECTRONIC COMMUNICATION

- direct communication with the ČSSZ website, support for eSick leave
- submission of employer's bulk notifications, change reports via electronic mailrooms
- health insurance companies

EASY CREATION OF REPORTS

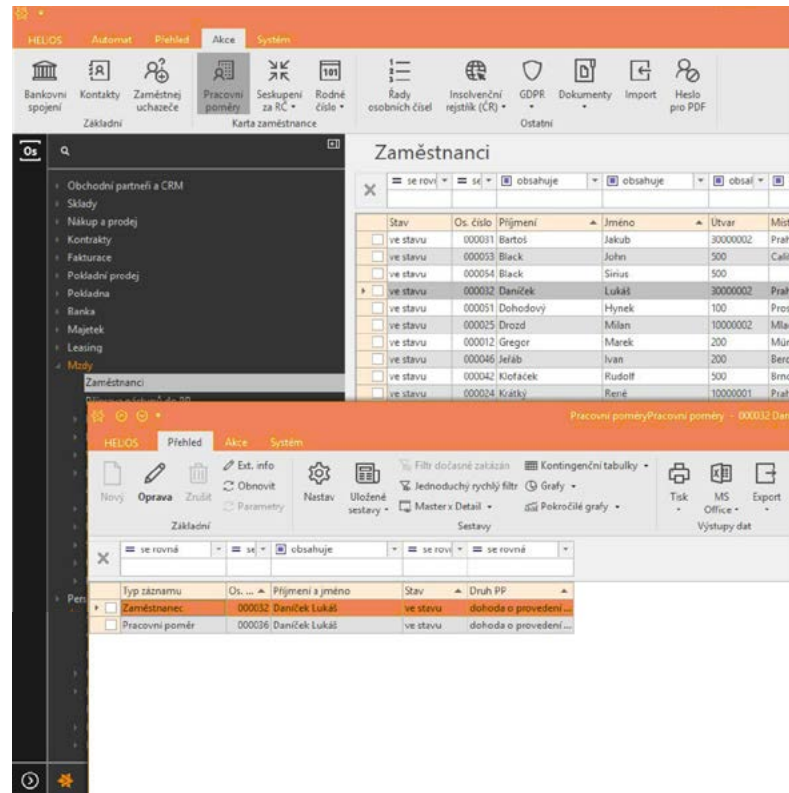
- options to create custom reports
- evaluation, creation of print reports, tables, generated reports
- arbitrary sorting of lines with filtering and grouping options to create summary payroll reports
- support of contingency tables
- data export to MS Office

STATISTICAL REPORTS

- ISP statistical output for state organizations, ISPV for business organizations
- quarterly statement of employees and payroll
- quarterly statement of work
- statement of total costs

ACCOUNTING FOR AND PAYMENT OF WAGES

- option to break down payroll costs into up to four accounting dimensions (department, cost range, job, vehicle)
- Use of up to nine accounting groups (e.g. to differentiate gross salary accounting for employees, contractors, stat. representatives)
- setting cost breakdowns (e.g. percentage breakdown, by hours worked, by wage components paid)
- creating domestic and foreign payment orders, generating a file for payment



- in online banking
- payment of wages by postal order

SUPPORT FOR ACCOUNTING FIRMS

- clear division of databases - active, testing, archived and searching between them
- efficient and fast work when setting up the module by copying existing settings, code lists, reports, etc.

HR

- recording of work and life anniversaries of employees
- recording and scheduling of training, medical examinations,
- training events
- recording of planned and actual costs of training, medical examinations
- records of certificates obtained from training events
- overview of job positions, their descriptions, occupancy, organizational chart
- registration of job applicants
- overview of selection procedures, search for suitable candidates according to recorded knowledge and skills
- tracking of personnel files - work aids issued to employees (clothing, access keys/cards, etc.)
- print outputs - attendance list, job description

USER SETTINGS, RIGHTS, GDPR, ETC.

- option to set the rights - per user, per role
- logging of data changes
- wide range of user settings with video tutorials
- in connection with the GDPR, records of consent to processing and its purposes, data anonymisation