



## Computerized system CGA module Human Resources

- ✓ **Employees:** Keeps employees' personal data, photo, Social Security data (IMSS), labor data and daily nominal and integrated wage. Generates disk to report additions and layoffs by period for the transferences to the Social Security Institute (IMSS & SUA).
- ✓ **Vacations:** Calculates days earned on a current basis and keeps record of days taken and paid.
- ✓ **Salaries:** Union Employees classified by category on Labor Contract. Calculates fixed salary based on seniority and access the variable salary determined by the payroll module, generates the integrated salary. Includes the disk for data transference to IMSS & SUA.
- ✓ **New Salaries, massive change:** Calculates new salary by categories or percentage to increase. Determines the new fixed salary on the employee's anniversary. Generates every two months the new integrated salaries based on modifications on the variable portion.
- ✓ **Cardex:** Keeps history of absenteeism, by different causes, as well as tardiness. This information is automatically taken from the **Time and Attendance module**.
- ✓ **Incapacities:** Keeps record of incapacity absenteeism, classified by reason such as general illness, maternity leave, accident, etc.
- ✓ **Employment:** Keeps record of candidates for job openings with information such as experience, education degree, knowledge and experience on the job, salary history and interviews. If the candidate is hired the data can be transfer to the list of employees.
- ✓ **Family Members:** Keeps record of children per employee, to easily calculate the attendance to a company event such as: "Mother's Day", "Open House", "X-Mas Party", etc.
- ✓ **Life Insurance and Major Medical Expense:** Keeps record of family members included on these insurance policies, according to Company benefits.
- ✓ **Other concepts:** Supervisors, Managers, Departments, Areas, Categories, Positions, Shifts, Working Schedules, Education Degree, etc. Information can be used to generate reports by concepts and obtain a summary count of each.
- ✓ **Reports:** Includes over 100 predetermined reports of the different concepts indicated above.
- ✓ **Letters:** Formats prepared to issue work letters as requested, for diverse destinations such as: Nursery, INFONAVIT, IMSS, etc.
- ✓ **Id Batch:** Includes employee's photo and bar code. Design is specially made for each company.
- ✓ **Technical characteristics:** Operative systems: Windows NT or higher, Data Base Microsoft SQL Client Server 7.0, programming Visual Dbase 7.5. Multi-user and multicompany unlimited.