

TOP 10 Executive summary

2009 Version

1. Conciliation of differences in INFONAVIT credits

- Identification of INFONAVIT credits given since February 1st, 2008 that are going to be subject to modifications according to legislation published by INFONAVIT.
- Automatic detection and updating of changes in payment terms for employee credits reported by INFONAVIT for their correct deduction on payroll.

2. Global simulation of settlements

- Settlement simulation for a selected group of employees based on any criteria.
- Consultation of total amount to be paid for wages and deductions, as a result of the global simulation.
- Consultation of global amounts to be paid for each of the employees considered in the global simulation.
- Registration and modification of exceptions at the employee level which will be reflected in the global amount until an agreement is reached.
- In case the user has the appropriate rights the approved simulations may be applied to the payroll for payment.

3. Automated validation of policies for loan authorizations

- Definition of rules for authorization of employee loans according to company policies.
- Automatic validation of rules and regulations at the moment of loan registration.
- In case an employee does not comply with one of the policies for the authorization of loans its registration will not be permitted and the user will be notified of the motive.
- Handling of a loan authorization level independently of an employee not complying with policies.

4. Restriction and application of maximum limit in registration of amount exceptions

- Registration of amount exceptions at the concept level by access rights. Now it is possible to limit the registration of amount exceptions by user at the concept level so that registration is only for those concepts for which there are access rights.
- Application of the maximum limit to amount exceptions by concept. Now it is possible to define a maximum amount to register as a payroll exception for each concept.

5. Review history and automatic programming of training courses

- Review history of training courses to control its changes or modifications and be able to identify its due dates.
- Automatic reprogramming of training courses because of change in its review or based on a predefined frequency so that the employee information is permanently updated.
- Process of global programming of employees to a training course.

6. Motive for manual modification of attendance registration

- New catalog of motives for manual modification of employee attendance registrations.
- Optional mechanism so the user that makes a manual modification is required to enter the motive for such movement.
- Creation of statistical reports on motives for making manual adjustments to attendance registration.

7. Navigation between employees filtered by any criteria

- Application of filters for navigation among employees to access information of a group of employees that fill a criteria or specific condition such as:
 - Active
 - Discharged
 - Employees with INFONAVIT credits, among others
- Flexibility to create as many filters as needed according to the user's needs.

8. Process of updating data when registering untimely disabilities

- Mechanism to update registrations of unjustified absenteeism on calendar in case an untimely disability is registered.
- Creation of reports based on information registered on calendar considering the disabilities registered afterwards for a decision making process based on real information.

9. Inventory of terminals and peripheral equipment

- New section for registration and control of company equipment, such as terminals and peripherals:
 - Type
 - Location
 - IP
 - Registration of last maintenance date
 - Additional information required
- Inventory reports in detail for each type of terminal and peripheral equipment.

10. Address data for bank layout

- Two new fields are added on an individual basis to register the interior and exterior numbers of the employee's address to facilitate the creation of new layouts needed by banks.
- The field "Calle" ('*Street*') is increased in size so that the name can be completely registered without the need for abbreviations.
- The creation of reports and formats in which the employee address data is required is made easier.