

Human Resources-Payroll System

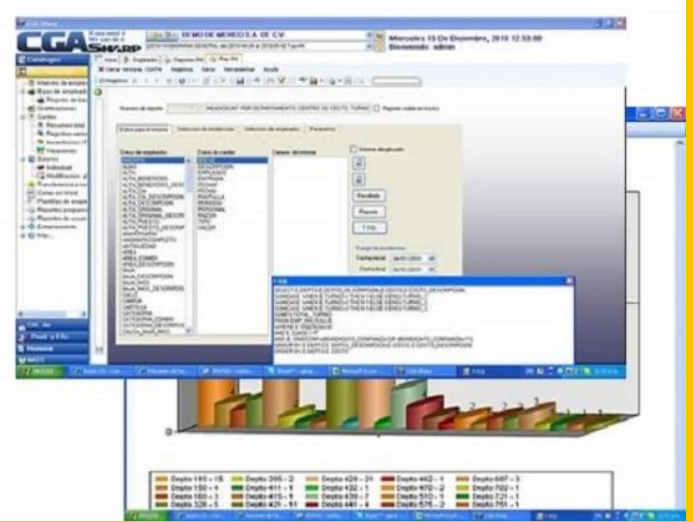
Castillo Garza y Asociados, S.C.

CGA

Castillo Garza y Asociados, more than 30 years of experience in the region.

- Developed based on the specific needs of your company.
- We are in esta region, we are personally available Instantly.

The most important resource is its human capital company and for them, the HR system CGA offers safety, efficiency and confidence.



All a system that provides a complete solution with all the features already included.

The Human Resources System Castillo Garza y Asociados offers an accurate calculation of earnings and deductions of workers attending the specific procedures of your company as well as adherence to the latest requirements dictated by the Tax Administration SAT .

Human Resources CGA includes all the necessary modules to work from the beginning and that nothing and no one is left out.

With all the features already included : Employees , Payroll, Training, Control Assistance Services (INFONAVIT , IMSS, Fonacot , Savings , etc.) , Print Badge , Timbrado Payroll , transfers to bank deposits , generation and automatic shipments electronic vouchers (XML 's) employees .

Administrative modules

- Assist Control.
- Payroll.
- Training Module.
- Medical and IMSS Department.
- Cafeteria module.
- Module Production and Efficiency.

System availability Human Resources CGA is adjusted to complement the administrative systems that already have their company.

The HR system CGA has the versatility of multi-company which allows you to have several businesses run with the



same system with independent processes. All modules include catalogs, reports, data export to Microsoft Office and PDF access control.

Request a demo without obligation.

“Our best advertising system are the recommendations made by our customers.”



Large companies in the region are managed under CGA Human Resources – Payroll System.

Flexibility of the system of Human Resource of CGA



Graphical interfaces.

Design compatibility chart with the standard software of the market for easy handling.
Customization of script execution.



Flexibility Formulas.

Ease of adapting the different formulas of the concepts of calculations based on the needs of your company.



Fixed and custom reports.

Standard reports for submission of the detailed results of the calculations. Ability to create their own reports based on your needs.



Electronic requirements of the SAT.

Total attachment to the latest electronic requirements required by the tax authorities for electronic accounting service.



Payroll Module

- ❖ **EMPLOYEES:** Includes personal and employment data as the daily wage and the integrated.
- ❖ **BENEFITS AND FIXED DEDUCTIONS:** Controls up to 100 different factors such as INFONAVIT, FONACOT, savings fund, etc. Controls the balance by presenting it on the payroll and on the receipt.
- ❖ **CONCEPTS:** Controls up to 1000 different concepts of payment among perceptions, deductions, employer obligations and provisions. Formulation available to the user.

PAYROLL CALCULATION: Calculates up to 1000 employees per minute.

JOURNAL ENTRY: It generates the seats corresponding to the payroll of the reporting period, and the disk for transfer to the CGA accounting module and other different accounting systems.

ACCUMULATED: Maintains payroll paid for period history and generated an accumulated monthly and yearly with capacity for 10 years in companies with less than 1000 employees.

VARIABLE SALARIES: Calculates the variable salary every two months on the basis of their varying perceptions and accrued days, leaving him available for the human resources module.

SAVINGS FUND: Controls the balance by presenting it on the payroll and on the receipt. Generates disk to transfer to the Bank that manages the Fund. Generate payroll for payment.

ELECTRONIC DEPOSIT: Control of bank account per employee. Generates report for authorization and disc for deposit to the Bank. (Banamex, Banorte, Bancomer, etc.).

- ✓ **VACATIONS, CHRISTMAS BONUS, PTU:** Determination of the days that correspond to each employee presenting report date and process for inclusion in the roster.

ANNUAL RETURNS: Proof of withholding tax on income, credit to the salary, wages by level of salary and transfer to the DIMM.

- ✓ **SOCIAL SECURITY:** Transfer of data to SUA, employees (high and integrated salary) and movements (readmissions, absenteeism, incapacities, salary changes and low).

- ✓ **REPORTS:** It includes more than 100 reports of the different concepts indicated above and which are generated in less than 1 minute, there is the option of sending them to text to then access them with any spreadsheet such as Excel, Lotus, etc.





Interactivity with watches most common checkers on the market.

Assistance Control Module

The CGA support Control system allows you to carry automatic registration of worked time and incidences of staff based on policies defined by the company and shifts. The attendance program confronts the record of checadadas against the defined shift worker making a precise calculation of the worked time, overtime, rest day work and work time on holiday.

The system is compatible with watches most common checkers on the market.

CGA is also distributor of various devices to keep track of staff, classified according to the method of identification used:

Dialing by fingerprint, facial reading, with proximity card or keyboard with password.

Each system usually combines two or more methods of identification with screens LCD, microphone, speaker, camera, etc.



CONCEPTS:

EMPLOYEES: Includes personal and labour as the shift schedule and the Department.

SCHEDULES: Option to register the different times that should enter and exit the company employees, as well as the margins of time to begin to pay extra and check-in time afternoon or early departures.

CLOCK: Uses the Linx terminal, in which the employee presented his gafette; register information to be transferred later to the attendance Control module. Alternatively, you use an application that is installed on a computer connected to a decoder that the employee presents its gafette, registering "online" information to the server.

TRANSFERS: Alternate clock that can be installed with the supervisors, for change of Department employees.

CARDS: The user can manipulate records coming from watches, to complete the information by gafette forgetfulness, or any situation that arises.

PRECALCULATED PAYROLL: Calculates up to 1000 employees per minute. It breaks down hours normal, double, triple, holidays, rest worked and working Sundays. Keeps hours broken down by Department according to the registrations and transfers. **OVERTIME:** Extra via time Control capture prior to the calculation of cards, preventing payment if she is not allowed.

CARDEX: The calculation generates automatically the failures and delays, but the user has the option to change the reason for absenteeism.

REPORTS: It includes more than 20 reports of the different concepts indicated above and which are generated in less than 1 minute, there is the option of sending them to text to then access them with any spreadsheet such as Excel, Lotus, etc.

TRANSFER TO PAYROLL: Once authorized assistance reports for employees and supervisors, the module has option to transfer all the incidence, without having to be captured in the payroll module, avoiding double capture...



Training Module



CGA training system allows you total control for the taught courses of learning for its employees, register the annual Development Plan and everything attached to the guidelines dictated by the Ministry of labour and Social Welfare STPS.



COURSES: Courses identification that grants the company to its employees.

COACHES: Controls data from staff who are in charge of courses, whereas staff who will be trained. Training matrix: allows you to capture in a practical way the courses to be taken each of the employees according to their jobs.

ANNUAL PLAN OF TRAINING: keeps a record of courses which are planned to grant to employees during the fiscal year, based on the array of training, grouped by course and presentable before the Ministry of labour.

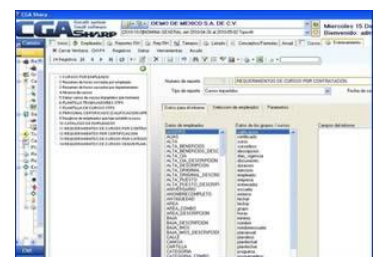
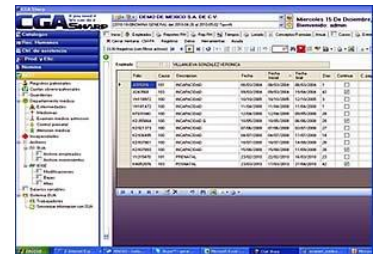
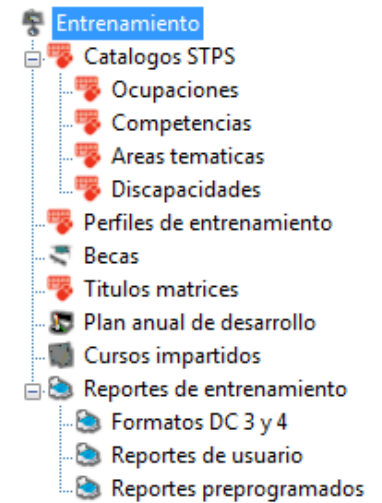
RECORD OF ATTENDANCE AT COURSES: Controls employees attend courses, maintaining the registry per employee, by coach and by dates.

EMPLOYEES: The module accesses directly the employees caught in the human resources data and provides an option to capture them so that you can work independent. Also for the rest of the entities that allow the integrity of the catalog of employees such as categories, departments, shifts, supervisors, etc.

SCHOLARSHIP ASSISTANCE PROGRAM: Includes the registration of employees who have been awarded grants by the company, keeping data on his studies, school, periods and dates of commencement and conclusion, as well as the cost.

PRACTITIONERS: It allows to keep a record with employees who work on the floor under the regime of practitioners including data from their studies and dates to conclude them.

REPORTS: It includes more than 20 reports of the different concepts indicated above, there is the option of sending them to text to then access them through any electronic sheet such as Excel, Lotus, etc. Examples: DC3 and DC4, formats courses per employee, by date, by coach, comparison of outstanding courses according to the matrix or the annual plan of training, among others.





IMSS-nursing human resources in CGA system module gives you granular control of medical developments, as well as the calculation of labor-management fees and disabilities of the employees of your company.

The system has a range of diseases where medical staff of the company can consult the details of the most common ailments that can register.

Also, it boasts a catalogue of drugs with all their described characteristics that may be related to illnesses reported in the previous module.



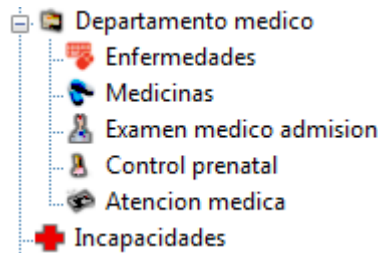
Social Security Module

EXAMINATION DOCTOR: data from the medical examination when applying for employment. It is registered if it is suitable or not.

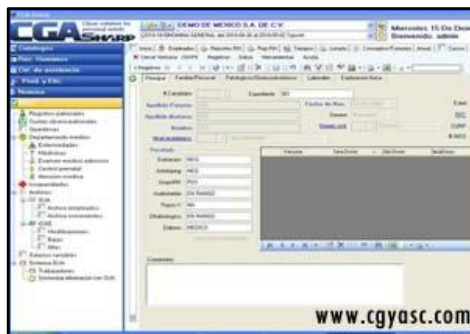
ANTENATAL CARE: Data from female employees who are pregnant, including due date.

DISABILITIES: Record of disability that the IMSS provides employees who are working.

RECORD DOCTOR: Maintains consultations information that makes every one of employees in the Medical Department, their illnesses and medications that have been prescribed to him.



REPORTS: The module includes reports by each of these entities sorted by employee and by date. The system also has a module for registration of antenatal carrying a dossier of detailed record of medical diseases, obstetrical history, pathological heredity and background history that could present the company workers.



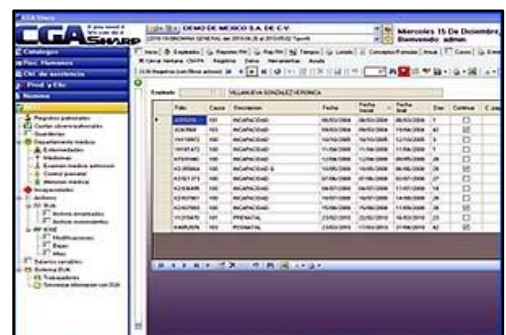
The system provides you with the options of:

PATRON RECORDS: where all data from your company registered with IMSS, to relate it with automated transfers may be released.

LABOR-MANAGEMENT FEES: Allocation of a folio for the concept as well as its value for the calculation of your deductions.

FILES (SUA E IRSE): to be able to generate the file required by the unique system of self-determination of the IMSS to prosecute its employees. The same way the generation of files required by the portal of IMSS from your business for the high, low and wage changes. Finally the file of the confrontas that they could introduce the company.

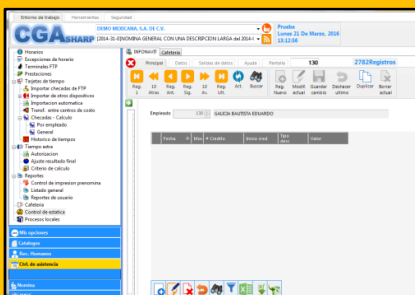
INFONAVIT: With history to INFONAVIT mortgage loans that may have employees of your company.



Cafeteria Module



- ❖ **CONTROL OF DISHES SERVED BY TURN:** we locate a computer in the cafeteria and connect you a decoder, so that every employee, to go out to eat, present their gafette and is registered their consumption.
- ❖ **REFRESHMENTS SERVED AT THE STAFF THAT WORKS EXTRA TIME:** defined schedules which are considered consumption such as breakfasts, lunches and snacks, to identify the type of consumption.
- ❖ **DISCOUNTS TO EMPLOYEES BY PAYROLL:** should be free to meet with consideration on the law of the ISR indicating that you exempt consumption per meal to make, this module transfers a preset and minimum amount in pesos to deduce by payroll employee.
- ❖ **DEALER INVOICE:** Total Control of dishes served by date to pay the dealer.
- ❖ **REPORTS:** The module includes reports for each of these 4 entities sorted by employee and by date.



Production and Efficiency Module

The importance of your company is important to contribute to their adaptation to technological and business changes without losing competitiveness and retaining human talent you already have.



For this purpose the production and efficiency of CGA module offers you:

PRODUCTS: The minimum unit to be controlled to quantify units, and efficiency. It may be a finished product or a subassembly. In this part the production standard is captured by time.

INCENTIVES: Table that allows to capture by ranges, an amount different from pay as a bonus production, depending on the efficiency achieved in the period by employee.

EMPLOYEES: The module accesses data from employees in the human resources module.

HOURS WORKED: The module accesses the hours processed by the module of control of assistance.

QUANTITIES PRODUCES: Option to capture daily quantities produced per unit of Assembly, related to the employee.

LOST TIMES: Option to capture the times that was not working for reasons unrelated to the employee. Routines that calculated efficiency considered these times and load it to the efficiency of the plant and not the employee.



REPORTS: They present the produced units and efficiencies that are ordered by employee by supervisor, by cost center, Department, shift, etc. Includes report of bonds of production and transfer to payroll for payment module.





Security is very important within your company's control.

Plant Security:

Plant security options provide you with the following modules:

- ☑ Seguridad de planta
 - ☑ Control de automoviles
 - ☑ Control de gavetas
 - ☑ Candados
 - ☑ Gavetas
 - ☑ Control de visitantes
 - ☑ Visitantes autorizados
 - ☑ Registro de visitantes

VEHICLE CONTROL:

Catalogue to register all vehicles of the employees of the plant with the ease of instant location options.

CONTROL OF DRAWERS:

With a catalogue full control drawers assigned to workers as well as padlocks with its combination for cases of loss or forgetfulness of passwords.

VISIT CONTROL:

It allows to have a register of authorized visitors fully identified with the data of personal identification, the company to which they belong and their social security. It also has a module for the electronic log of visitors at the company.

CGA VALUE ADDED

Taking into account the needs of today, the system of human resources in CGA provides a series modules that can promote you in the common internal controls of your company.

Team / Tool by employee:

This option allows you to control the tool or machinery owned by the company, keeping a detailed receipt and a record of the history of use by staff.



Support to practitioners:

Taking into account that today companies take into account the new generations to integrate them into the work environment, the CGA system has a logging module to capture the student personnel that work in your company, assigning the perceptions of support that are assigned as well as control of payment.



Letters in Microsoft Word:

This utility allows you to automatically generate any kind of trade with those who count their company, making instant filling of both your company and employees data targeted since it maintains a relationship with the record catalogues.



Career Opportunities:



The labour potential which has the community is important for your company, by that CGA has a module for registration of all candidates who have applied for your company, in order to have them available when I need it.

CANDIDATES: This module allows you to register the curricula vitae of possible candidates who have applied for new entry within the company, providing ease of registering them by categories and have them available at the time of requiring them. It has personal, demographic data and history of interviews.

VACANCIES: Utility available to register vacancies that your company put at disposal to the working community, providing a relationship with the previous module showing the requested vacancy-compatible candidates.

Requirements:



MINIMUM REQUIREMENTS

Users:

- Processor, 2 GHz
- Memory RAM de 2GB
- Hard Disk space available 2 GB.
- Microsoft Windows XP, Vista, 7, 8 & 10.
- NET Framework 3.5 or higher.
- Google Chrome, Mozilla Firefox, Microsoft Internet Explorer 9 or higher.
- Java Runtime Environment.

Server:

- Processor 2 Ghz
- Memory RAM 8 Gb
- Hard disk minium space available 40 Gb.
- Microsoft Windows XP or higher / Windows Server 2002 or higher.
- Internet Information Services (IIS) 6.0 or higher.
- NET Framework 3.5 or higher.

PLATAFORMA DESKTOP:

CGA-finance software platform is available under 2 platforms:

- Desktop,
- Web plataforma,

Both options are under the security requirements that your company merits and available and adaptable.



DESKTOP VERSION:

Application installed directly on each use terminal configured and protected based on your corporate network security protocols.

WEB VERSION:

The human resources of CGA system has availability on the www, so that can be accessed from any device with Internet access.

MAINTENANCE:

CGA staff has the ability to maintain databases with your information in case of not having systems, Server Migrations staff likewise to recover deleted or damaged data.



CRYSTAL REPORTS:

Availability of informative reports on screen PDF format, with the availability of conversion to Microsoft Excel, Microsoft Word or comma-separated format CSV type.

TECHNICAL SUPPORT:

CGA staff is at your disposal for support at any time during working hours. We have the resources to access remotely to their terminal to provide faster service.



System Microsoft Windows OS
all versions



Programming language C#
for Desktop Version
ASP + C# for Web version



SQL Databases 2005 or higher
Microsoft SQL Management Studio