ARQUICONSULT
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NAVHR
PAYROLL MANAGEMENT SOLUTION

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Business Applications
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Small and Midsize Business Management

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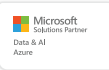
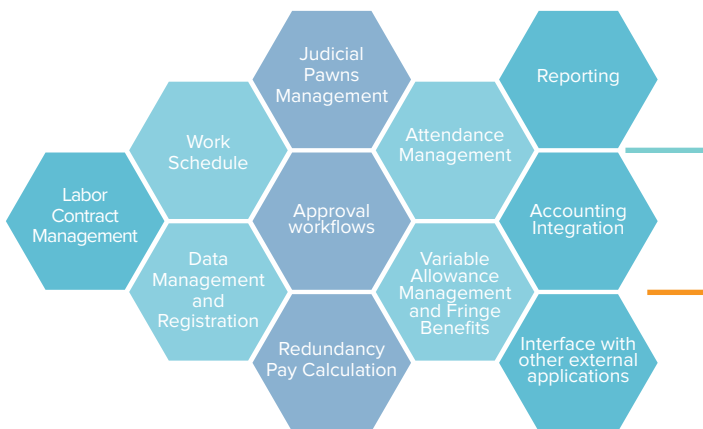## The solution organizations need to systematize and automate management in HR department.

ABOUT THE SOLUTION

Structured information, fast access to data and security assurance are fundamental conditions for effective and essential human resource management for payroll processing. In order to give an effective response to Human Resources, a solution based on Microsoft Dynamics 365 Business Central ERP, prepared for Cloud, was created, able to manage various administrative tasks and establish essential workflows for the proper functioning of an organization and simplify reports extraction, analyses and indicators that support any manager. NAVHR is a solution available in Portugal and PALOP's*.

(*PALOP - Portuguese-speaking African country)

A COMPLETE SOLUTION

A SINGLE SOLUTION ENSURES THE MANAGEMENT PROCESS, FROM DATA REGISTRATION TO REPORTING.

- Judicial Pawns Management
- Reporting
- Work Schedule
- Attendance Management
- Labor Contract Management
- Approval workflows
- Accounting Integration
- Data Management and Registration
- Variable Allowance Management and Fringe Benefits
- Redundancy Pay Calculation
- Interface with other external applications

EMPLOYEE **PORTAL**
Talent Management Solution

B!HR

NAVHR

MAIN BENEFITS

- Centralized employee data (not just the employee but also his family);

- Employee change history with the possibility of consultation;

- Control of the number, duration, trial period and prior notices of employment contracts, with centralized listing and end date notification by email;

- Attendance control, with structure for possible integration with time recording applications;

- Flexibility in calculating fixed and variable remunerations;

- Possibility of establishing an approval workflow for the month's movements;

- Automatic calculation of indemnities and output proportionals;

- Automatic judicial pawns management;

- Possibility of managing contributions from complementary health systems;

- Sending of pay slips and individual income statements by email to employees, with the possibility of making them available on Employee Portal;

- Extra autonomous payments processes (at different times during payroll process or for payment of Holiday, Christmas and Commissions Allowance, for example);

- Employee costs distribution across multiple analytical centers.

ENSURE A FLEXIBLE PAYROLL

- Calculation of fixed and/or variable remuneration according to different parameters, such as day value, hourly rate, regular values defined, with combination of several remuneration codes, regardless of their class (Allowance / Discount).

- Retroactive calculation of payed values with data coherence, in a configurable environment that allows, in the vast majority of cases, a Remuneration System customization without recourse to further development, and is therefore within reach end-user if desired.

ATTENDANCE CONTROL AND RESGISTRATION

Possibility of assigning absences and attendances to employees, which may or may not have an effect in the remuneration and meal allowance, and hour compensation, whenever there is overtime work.

Possibility of extracting absence and attendance records from files issued by time recording applications.

It is also possible to create and manage attendance balances regarding vacation entitlement days, compensation for unused vacations, compensation for overtime work and other foreseen credits.

The management of absences, vacations and overtime with the respective workflows for approval by the supervisors can also be carried out via Employee Portal.

DATA MANAGEMENT, REGISTRATION AND HISTORY MAINTENANCE

With NAVHR, software users have the possibility to query, change, delete or create a new record in a simplified and secure manner, since all employee data is properly compiled in a Registration Form.

Whenever there is a relevant change, it enters in the registration form, remaining in history the previous registrations, allowing to the Manager an immediate visualization of the employee's journey.

Employee data are also subject to consultation and edition by employee portal.

MANAGEMENT OF EMPLOYMENT CONTRACTS

In order to facilitate the control of the maximum number of renewals in fixed-term contracts, as well as the notice periods both of the employer and employee, the information of all contracts near the terminus is listed centrally, enabling the immediate execution of the renewal or termination of contract processes.

MONTHLY MOVEMENTS APPROVAL WORKFLOW

Possibility of assigning different permissions to users so that whoever introduces data relating to attendance or monthly movements is not necessarily the same person who approves them.

WORK SCHEDULE

Characterization and association of working hours, whether fixed, flexible or rotating, to employees, definition of break hours and holiday calendars.

EMPLOYEE COSTS DISTRIBUITION

Distribution of costs, in different proportions, of employees by other analytical centers that are not assigned to employees, for each of the payroll process periods and at more than one level of analysis.

ACCOUNTING INTEGRATION

Payroll integration data into Accounting module by cost center or by employee, with the possibility of account differentiation taking according to employee's profile.

DISMISSAL COMPENSATION AUTOMATIC CALCULATION

NAVHR enables the automatic calculation of indemnities and proportionals, with the respective parameterization within the reach of the end user, thus safeguarding any changes in current legislation.

DOCUMENT MANAGEMENT

It allows access to all relevant information about your employees, without the need for a physical file, just by scanning and associating documents.

PARTICIPATED BENEFITS MANAGEMENT

Management of health expenses and their contributions according to the organization's complementary health system.

REPORTING

NAVHR allows you to generate reports based on Reporting Services and exportable to Microsoft Office Excel.

OFFICIAL REPORTS, RECEIPTS AND DECLARATIONS

Extraction of Official Reports, such as the Single Report *, Supplementary Work Communication, Individual Income Statement , Vacation Map, Training Plans and Community Surveys.
(* Portuguese legal obligation)

B!HR - ANALIYTIC REPORT

Analyze, in a simple and efficient way, the costs and profitability of your human resources. We provide customized Business Intelligence solutions, fully interconnected with NAVHR and other internal data sources, which allow you to have a global view of your activity, for better decision-making.

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ABOUT ARQUICONSULT

Arquiconsult is an information systems consulting company based on Microsoft Dynamics technologies, formed by a consultants team with great experience in such projects operating in Amman, Barcelona, Bilbao, Dubai, Lisbon, Luanda, Madrid, Oporto, Riyadh , Salamanca, Seville and Vila Real.

Arquiconsult has the best and most certified consultants team, having already implemented some of the most complex Microsoft Dynamics Business Solutions and being often referred to international clients for their implementations in our country.

Arquiconsult constantly innovates its offer and has several verticalizations available, for different activity sectors, which add value to Microsoft Dynamics.

NAVHR, a solution developed and implemented by Arquiconsult for Human Resources area, is the first and only Portuguese AddOn in Microsoft Dynamics to obtain the International CfMD Certification, guaranteeing compliance with the highest Microsoft standards in the evaluation of its partners' solutions.

NAV HR

We currently have clients in the most diverse activity sectors, such as:

- ADIN - Águas do Interior do Norte
- Administração Geral Tributária (AGT-AO)
- Alves Ribeiro
- Anticimex
- ARM - Águas e Resíduos da Madeira
- ATEC
- Banco de Cabo Verde
- Carglass
- Casa da Música

- CGI
- Cofidis
- EGEAC
- Konica Minolta
- Grandvision
- Hifly
- JP. Group
- KLOG
- Polopique
- Securitas
- TPCF

LOCATIONS

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MADRID | OPORTO | RIYADH | SALAMANCA | SEVILLE | VILA REAL

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