



### HUMAN RESOURCES

#### PLANNING

- Flexible Job Definition, Category, Responsibility
- Flexible Position Requirement Definition
- Work Visas Requests & Approvals
- Flexible Evaluation Elements
- Employee Contracts

#### ADMINISTRATOR

- Full Vacation & Travel Process (Request, Approval, Cancellation, Departure/Arrival Notifications)
- Full Employee Activities Process (Transfers, Escape, Absence, Overtime)
- GOSI Definition (Risk & Retirement)
- Flexible Work Schedule & Holidays Definition
- Employee Evaluations

#### COMPENSATION

- Flexible Compensation Elements
- End Of Service Calculation (Compliant)
- Flexible Payment Methods (Cash, Check, Bank)
- Flexible Regular/Irregular Allowances & Deductions
- Full Loans Process (Request, Schedule, Payment)
- Ticket, Vacation And EOS Processing
- Generate Vacation, Tickets & EOS Reserves
- Flexible Payroll Process

#### CONSIGNMENT

- Flexible Consignment Item Definition
- Full Consignment Process (Issue, Return, Transfer, Repair, Damage, Retirement)

