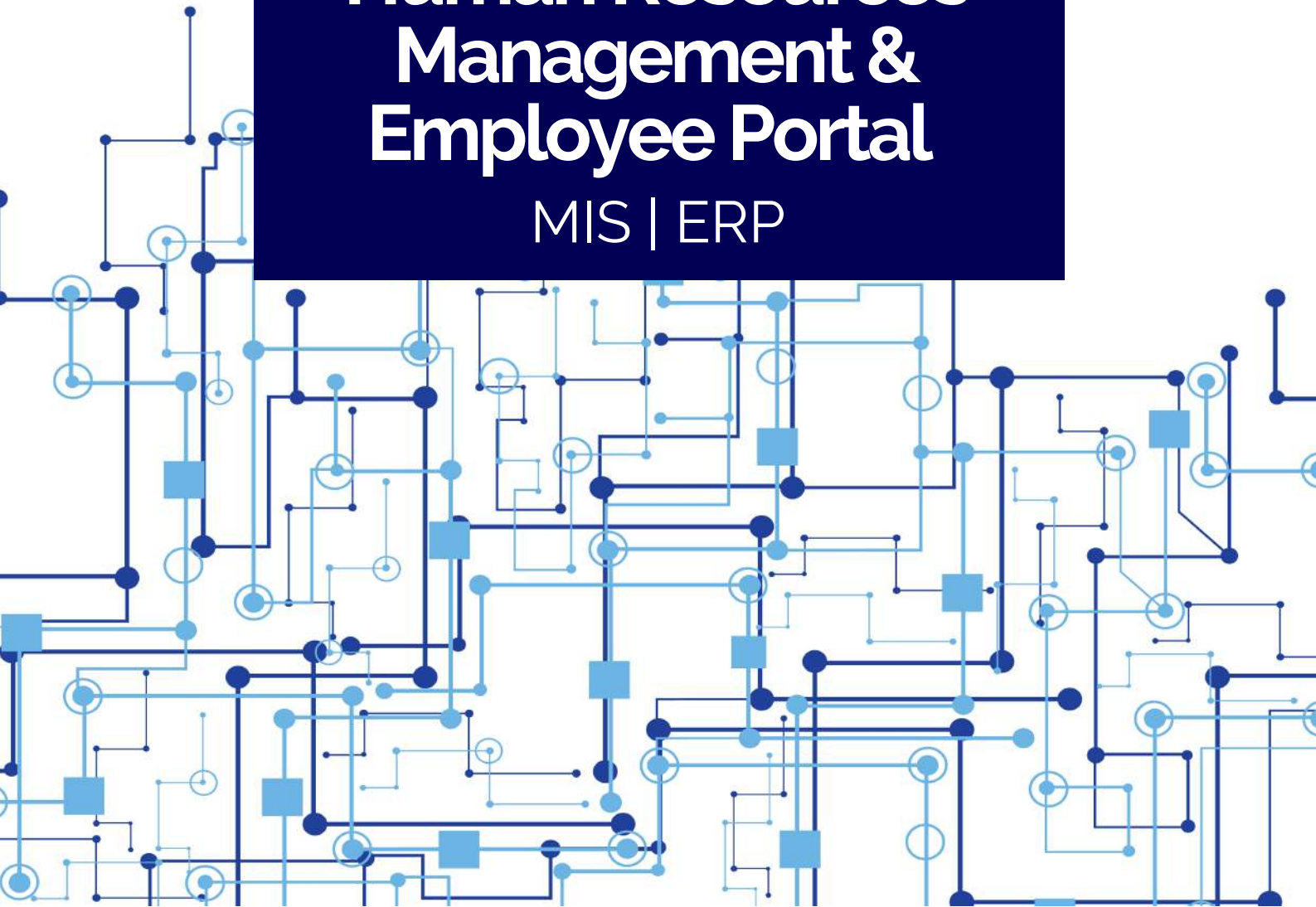# Sistrade Software

Human Resources Management & Employee Portal

MIS | ERP

GET TO KNOW SISTRADE

SISTRADE – Software Consulting, S.A. is an information systems company with know-how in software development and consulting service for different areas, including industrial companies. SISTRADE main goal is to offer the market the best information systems tools, in order to help its customers to improve their performance in all the critical business processes.

We focus all our activity on quality and improvement, we cultivate research and innovation in every action and we are committed to the best information security practices. Our Management System demonstrates our involvement and commitment, and is certified by the normative references NP EN ISO 9001:2015 and NP4457:2007.

Technology

All Sistrade software solutions use Microsoft SQL Server support database. It is a relational database which optimises IT environments, providing a safe and reliable platform for data analysis and management. SQL Server delivers fundamental technological advances in terms of information repository for collaborative users and adds value to the organizations.

Markets

Printing & Packaging
Industry Labels & Flexible Packaging
Industry Security
Printing Industry
Metalworking Industry
Plastic Extrusion Industry
Publishing Industry
Wire and Cable Industry
Screen Printing & Textile
Food Industry
Service Sector
Commercial Sector

Key Points

+ 5000 Users

+ 30 Countries

4 Continents

Industry 4.0

Detailed Reports

SQL Server

Cloud Based

Easy Interface

Multi-device

Flexible and adaptable

+ 15 Languages

Business Intelligence

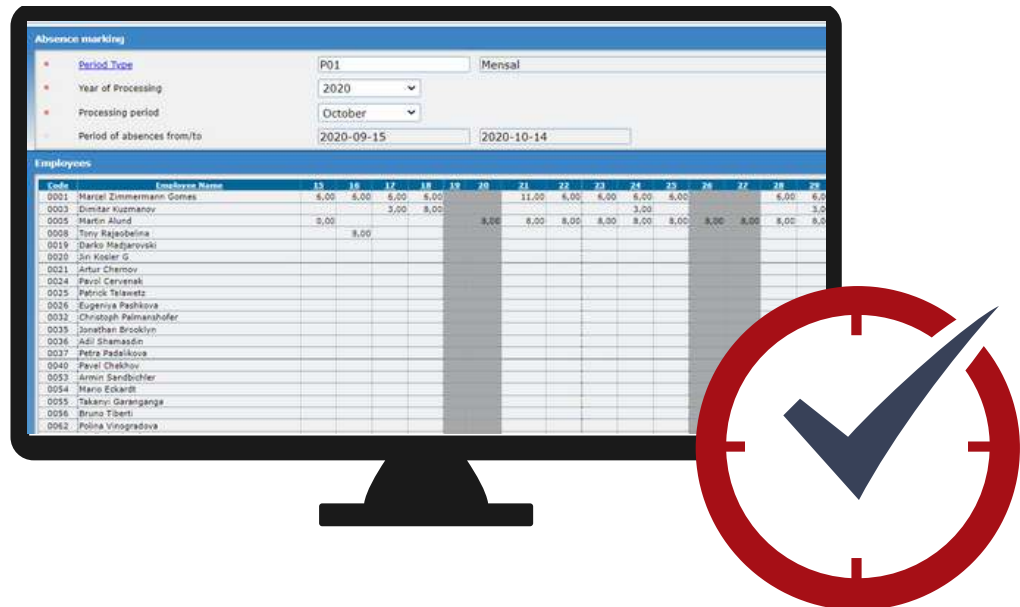# Sistrade Software - Human Resources Management

Human Resources Management
- Time Record
- Management of Work Timetable
- Time Clock Management
- Automatic Payroll
- Management of Occupational Safety and Health
- Training Management

Employee Portal
- Employees Data
- Time Record
- Organizational Chart
- Occupational Safety and Health
- Performance Management
- Training
- Happiness
- Improvement Suggestions
- Newsletter

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software solutions | sistrade.com

Dashboards
- Reports and Analytics related to Human Resources

People are vital elements for the existence and functioning of your company. Without these, no company can develop reference products for its economic activity or achieve good performance and productivity indices in order to achieve its main objectives.

In order to develop and facilitate the management of your company's human resources, we have developed the Sistrade Human Resources Management module. With a pleasant interface and a wide range of features, this software allows you to manage in a simple and effective way all matters related to your company's human resources.

Associated with the Sistrade software's Human Resources Management module, we developed the Employee Portal, which works as a direct link to the Sistrade software, with the aim of promoting and facilitating communication between Human Resources and Employees.

Time Record

Record Vacations, Absence, Attendance and Overtime

The Sistrade software allows the user, with access to this functionality, to scheduling **holidays, absences, attendance, and overtime.**
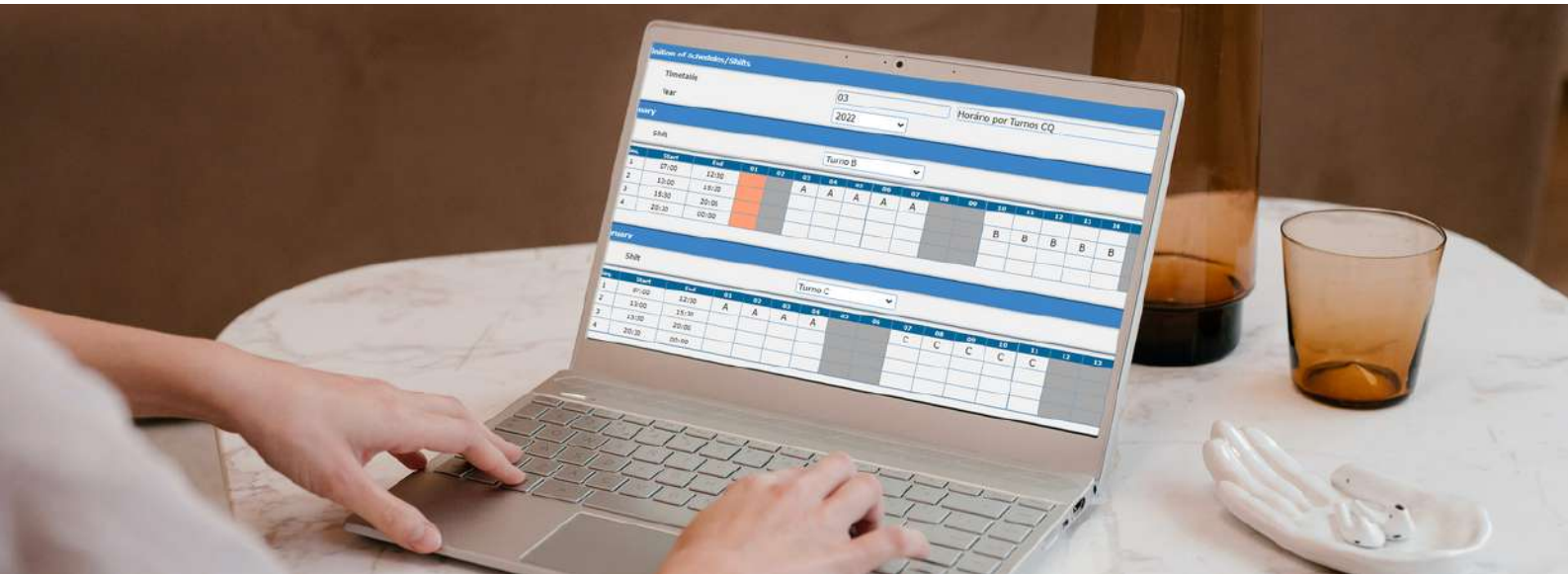
For each of the records, the system allows:

- Scheduling, changing and viewing employee vacations, absences, attendance and overtime
- Monthly change of absences and overtime by groups of employees
- Interconnection the time records with payroll

Sistrade Software - Human Resources Management

Management of Work Timetable

In the **employee timetable management,** Sistrade software streamlines the definition of timetables by shifts and timetables by rotating shifts.

In the case of rotating shift schedules, the user is allowed to define monthly schedules, being able to indicate which shifts they should be working in certain periods.

Time Clock Management

With **Time Clock Management**, the Sistrade system allows the import of time clock data files and their treatment. Allows the user to map with normal schedules and shifts. The software also allows to insert absences and overtime.

Automatic Payroll

The Sistrade software possibility to make automatic payroll processing for all the employees. The user can automatically process various types of receipt (salary, vacation allowance, Christmas allowance, bonus, etc.).

The user will be able to load meal cards.

Management of Occupational Safety and Health

Management of all the information related to occupational safety and health , like:
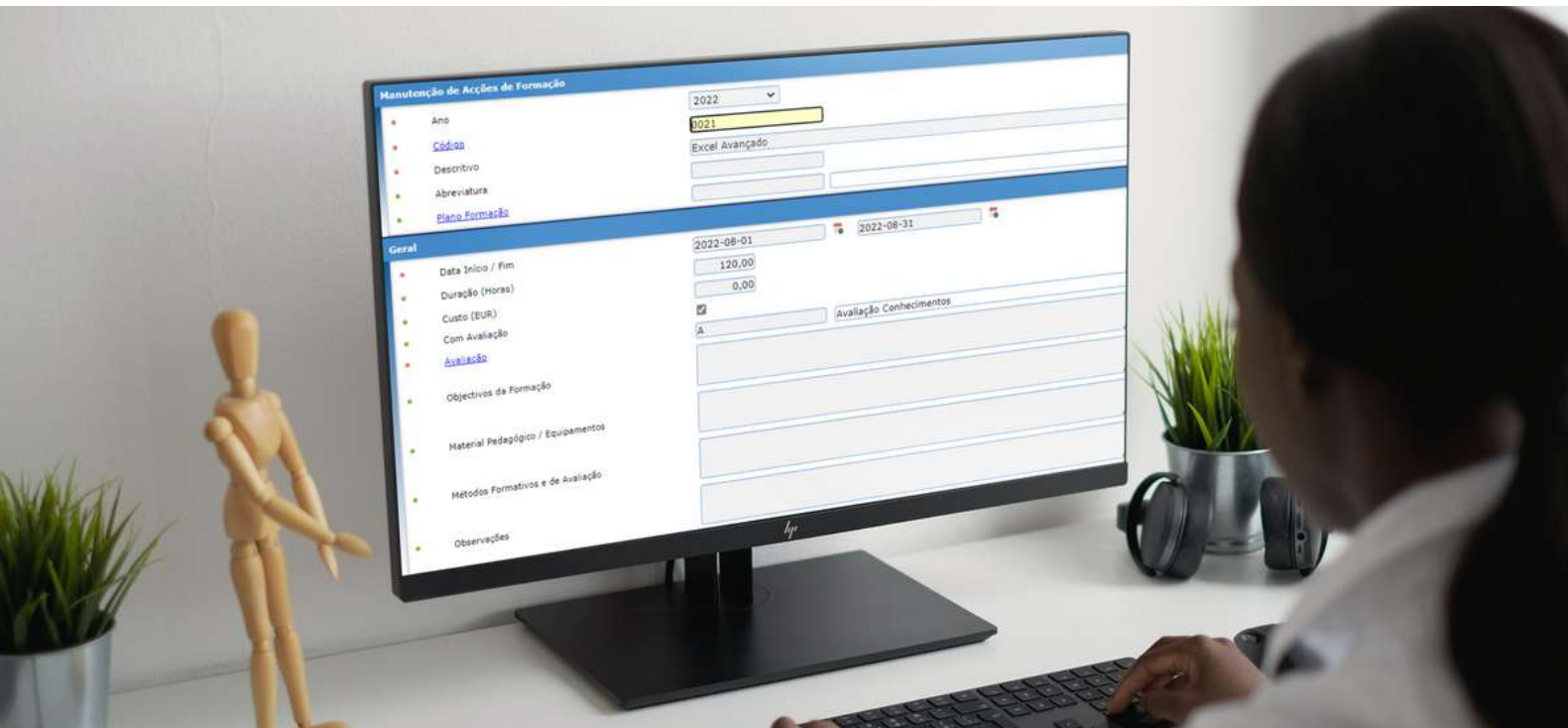
- Consultations and Tests with interconnection to the Employee Portal
- Immunization actions and health promotion actions at work
- Occupational Accidents
- Occupational Diseases
- Prevention Programs
- Deliveries of PPE, interconnecting with the reception of PPE in the Employee Portal

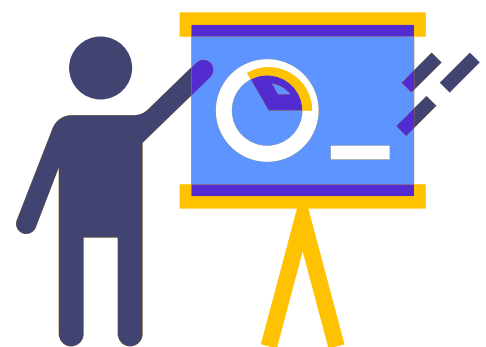# Sistrade Software - Human Resources Management

Training Management

Possibility of managing the entire training process of the company, from the registration of the training to its evaluation.

THE USER CAN:

- Create training plans, courses and modules
- Define training objectives and materials
- Define the trainees and trainers for each training
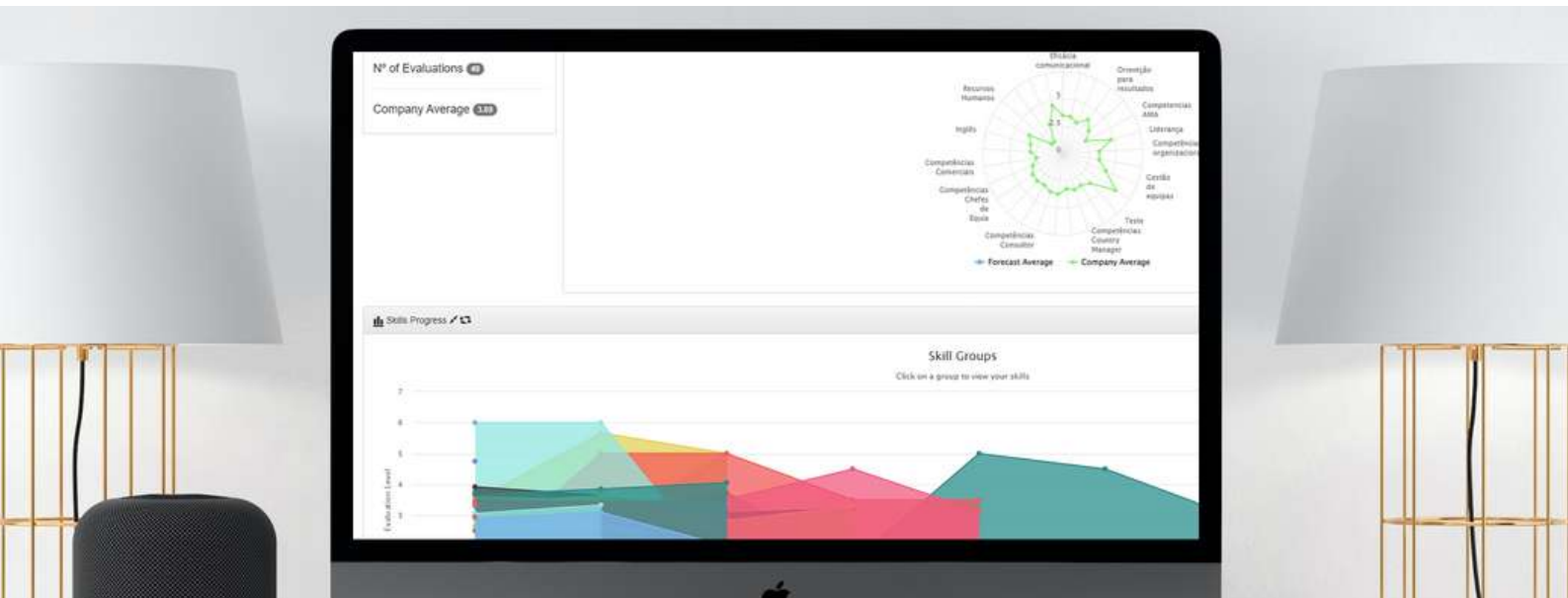- Register attendance
- Evaluate training

The training courses are available on the **Employee Portal** with information regarding the time, place, trainer and trainees

Dashboards

Analysis of information related to Human Resources, both in the Administrative area and in the Talent Management area.

DASHBOARDS PROVIDE THE FOLLOWING INFORMATION:

- Number of employees, employees on vacation, absence and employee status
- Types of contract
- Timetables
- Medical appointments and exams
- Accidents at work and occupational diseases
- Trainings
- Training Evaluation
- Information on salary values
- Information on salary values
- Monthly payments by cash, check or transfer by department
- Performance Evaluation Results

THE REPORTS AND ANALYTICS ALLOW TO VIEW MAPS OF:

- Salary Reports
- Annual Salary Reports
- Tax Collection Reports
- Social Security Contributions Report
- Report of Judicially Withheld Salaries
- Holidays Report
- Employees List
- Absenteeism Report

Sistrade Software - Employee Portal

With the purpose of promoting support to the administrative area and to the talent management area, we have developed the **Employee Portal**.

With the use of the Employee Portal, communication with the employees of your company becomes easier and more effective, ensuring that all employees have access to important and relevant information.

This tool is aligned with the Human Resources module of Sistrade software, supporting configurable features and processes according to each organization.

THE USER CAN:

- Access personal and professional data
- Consult the company´s organizational chart
- Record absence, vacation, attendance and overtime
- Consult performance evaluation data
- Consult training plan data
- Consult data of safety and Health at work
- Answering to happiness survey
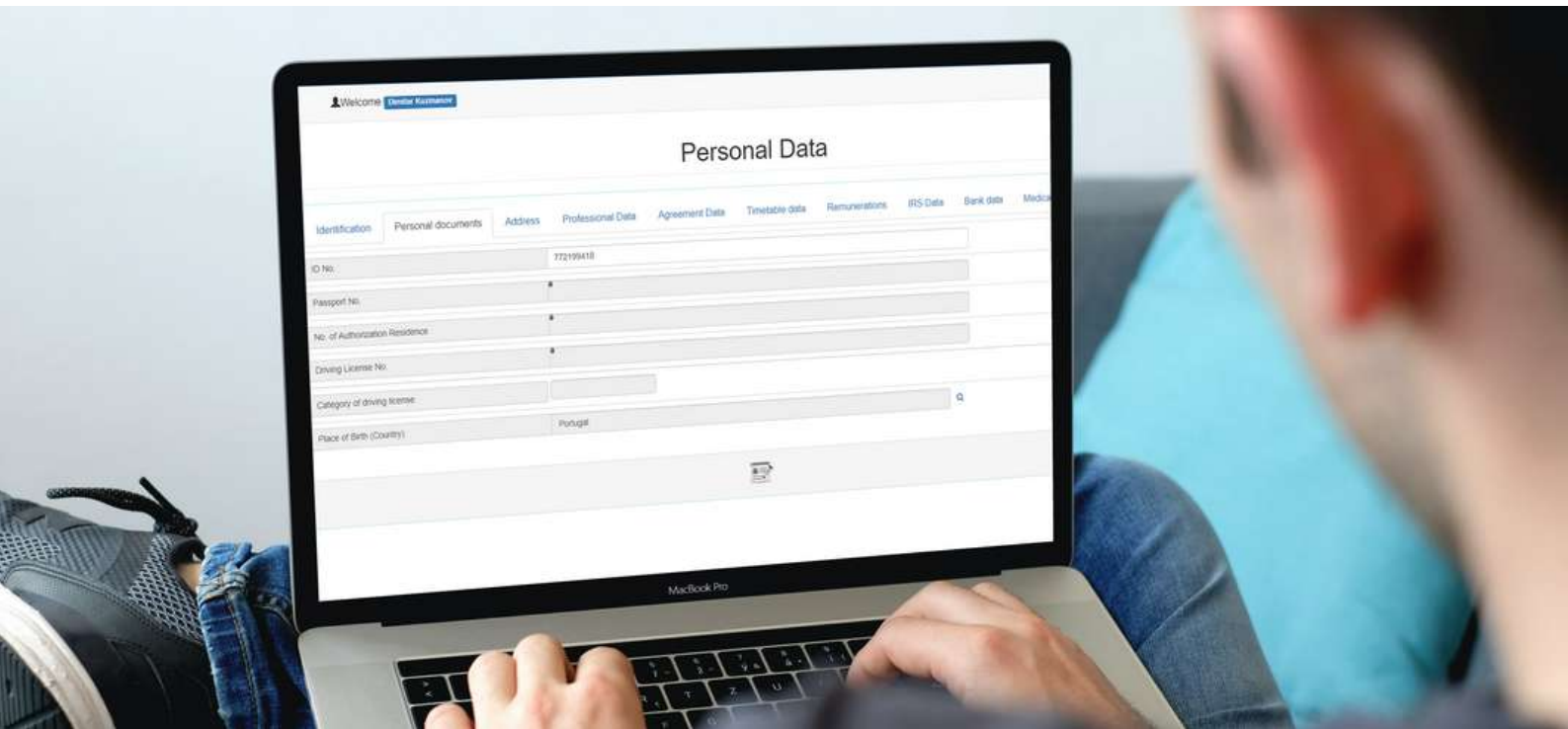- Submit improvement suggestions
- View Newsletters

All data from the Employee Portal are interconnected and loaded into the Sistrade® Software
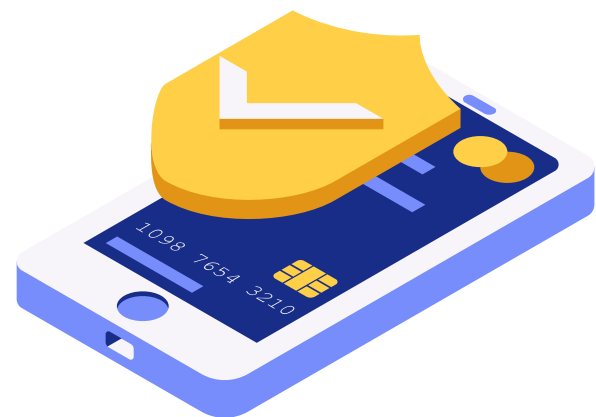
Employees Data

In order to centralise employee data, the Sistrade software allows the creation of a complete employee file with their details.

At any time it is possible for the employee to request a change to his/her personal data through the Employee Portal.

THE USER CAN:

- Consult your identifiable data and request changes to them
- Consult professional data
- Consult the accumulated competences and the evolution of competences, according to the Performance Management, carried out in the Sistrade Software
- Consult action plans, defined as a result of Performance Management
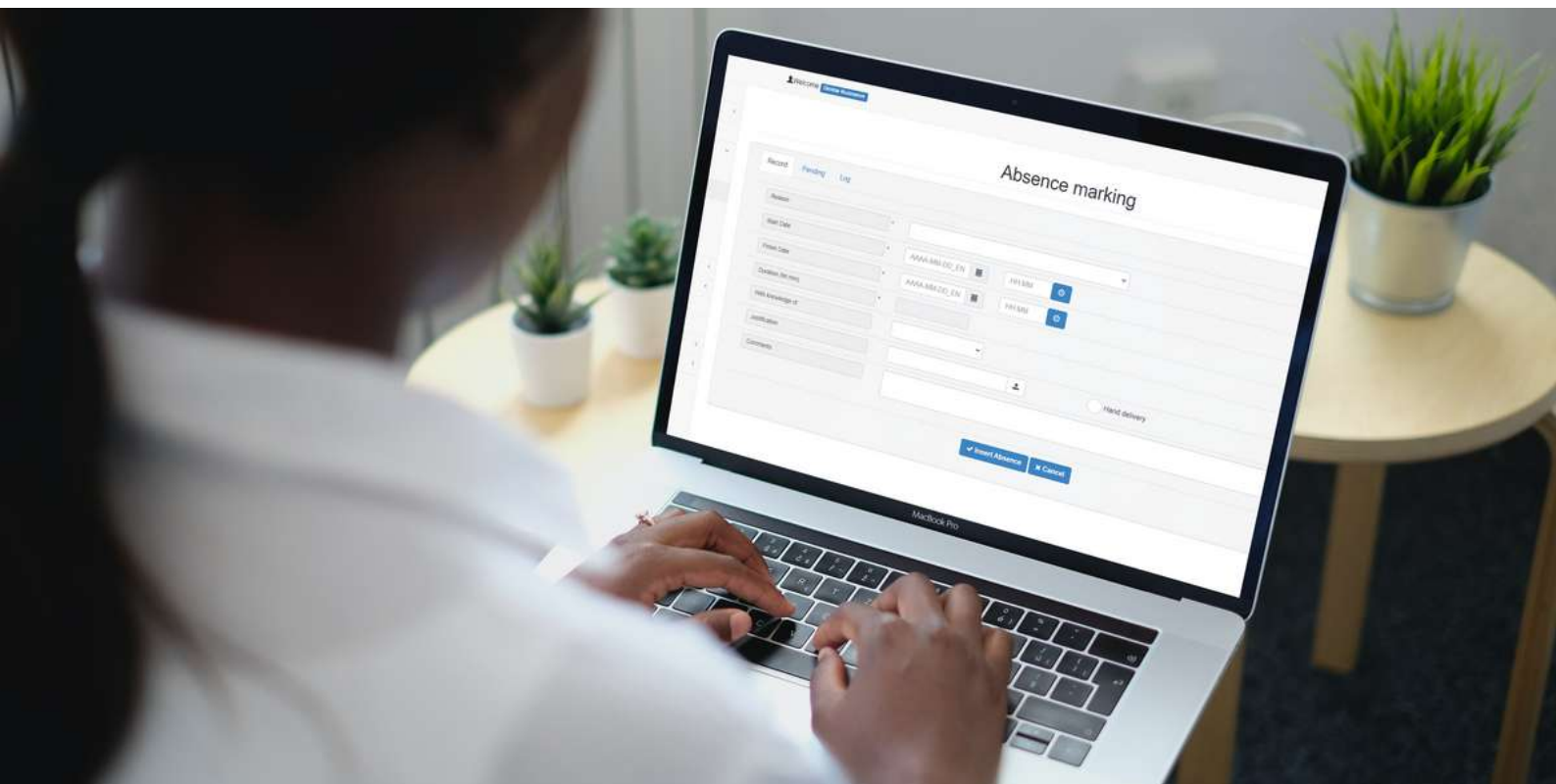
All personal and professional data from the Employee Portal are previously entered into the Sistrade software by the Human Resources

Sistrade Software - Employee Portal

Time Record

With this functionality, employees can request. holidays, absences, attendance, overtime and compensation.

These markings need analysis and validation, according to a validation system, previously defined with the organization, allowing the markings to be validated or not.

THE USER CAN:

- Booking holidays, absences, attendance, overtime and compensation
- Select users who were previously aware of absences or presences
- Select the way in which you want to enter justifications for absences and attendances: Through documents entered in the system or through hand delivery of these documents
- View pending records
- Consult the history of the different records

The company´s human resources, on Sistrade software, analyse and validate the time records requested by employees, according to the previously defined **validation system**
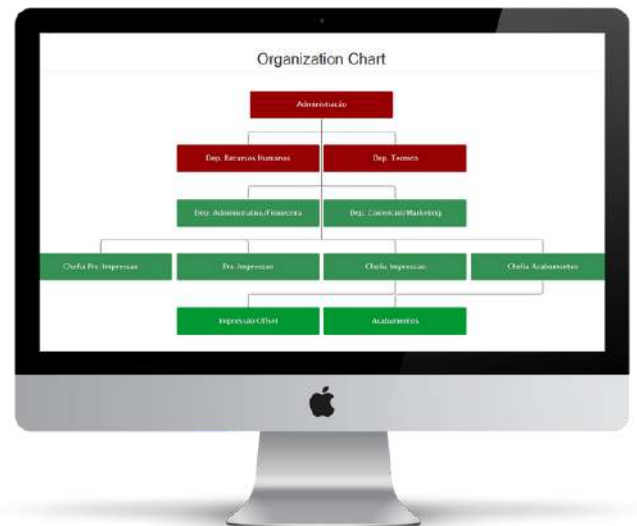
Organizational Chart

Through the Employee Portal, the user has access to the company´s organizational chart, allowing an overview of the constituent departments, levels of hierarchy and employees.

THE USER CAN:
- View the company´s organizational chart, with information from the various departments and constituent people, as well as view general information about colleagues (professional contacts, among others)
- Export the contacts of all employees
- View all employees associated with the organization chart as well as their contacts

Occupational Safety and Health

The Sistrade® software allows the employee to consult data relating to Occupational Safety and Health, independently and with updated data.
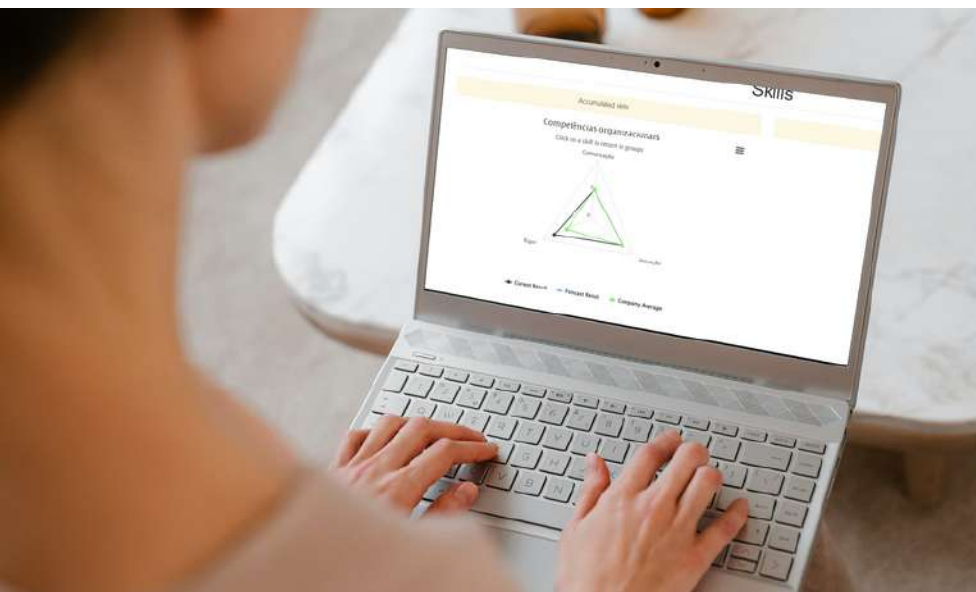

THE USER CAN:
- View medical appointments performed and upcoming appointments scheduled
- Request a medical appointment
- Request a doctor´s prescription
- Consult all the complementary exams performed each year, as well as the risk factors identified
- Consult the accidents at work that occurred each year
- Consult the PPE delivery record as well as confirm or not its receipt

Sistrade Software - Employee Portal

Performance Management

Through the Employee Portal, the user can access the results of the performance management, previously carried out in Sistrade software, visualising their skills and their evolution.

THE USER CAN:
- View accumulated skills
- View competency assessments
- View the evolution of skills

Training

In order to provide employees with information regarding training, Sistrade software allows employees to access the training plan and training assessments through this option.
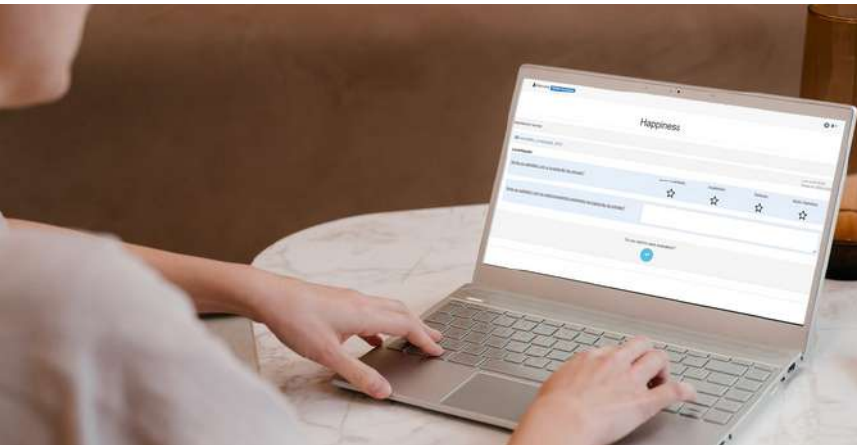
THE USER CAN:
- View the various training actions in which you are enrolled
- View the dates and times of the training courses you are enrolled in, as well as their duration
- See who is the trainer of the various actions
- View training actions from the training plan you are not enrolled in
- Request enrolment in training actions belonging to the training plan and in which you are not enrolled
- Fill in questionnaires about the evaluation of the trainings in which you participated.

Happiness

With the objective of knowing the level of motivation and happiness of employees, Sistrade software allows the creation of happiness questionnaires and, through the Employee Portal, employees can access and respond to happiness questionnaires.

THE USER CAN:

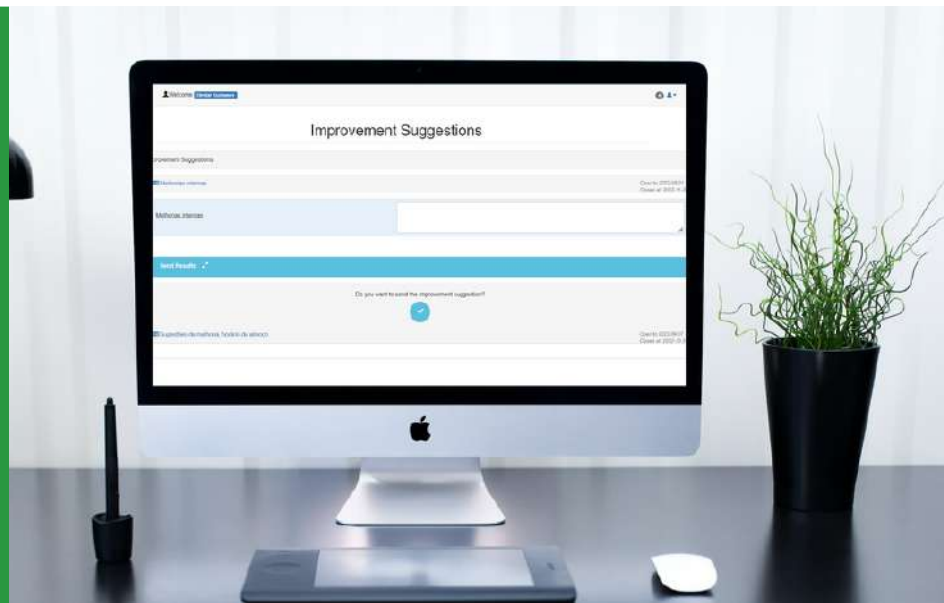- View satisfaction surveys
- Respond to satisfaction surveys

Improvement Suggestions

Employees with this feature are free to make their suggestions known and inform the company about improvements they would like to see implemented.
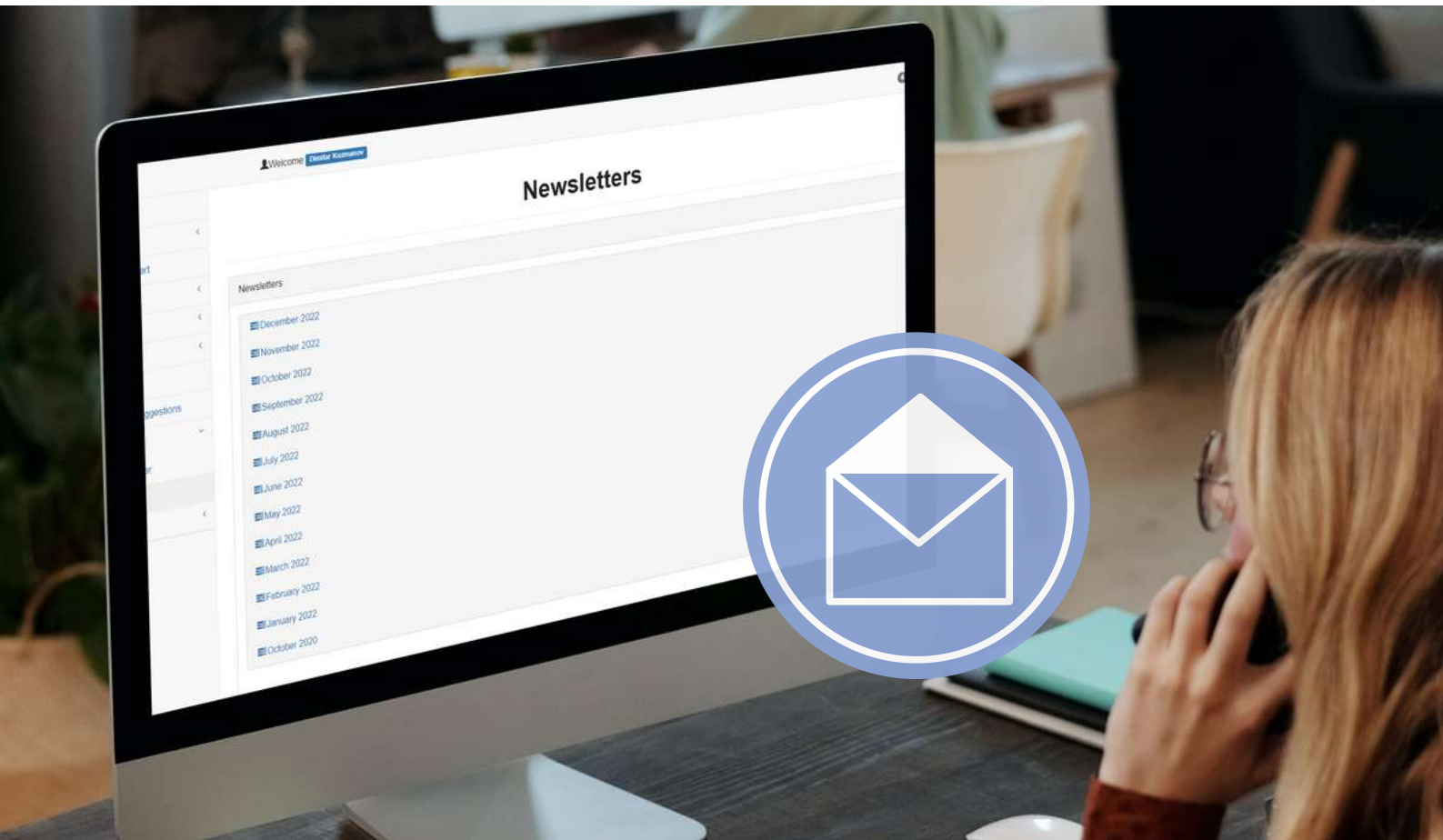
THE USER CAN:

- View improvement suggestion surveys
- Reply to improvement suggestion surveys
- Respond with several suggestions to the same improvement suggestion questionnaire
- Choose who to send the improvement suggestion to

Sistrade Software - Employee Portal
Newsletter

Sistrade software allows users with access to insert Newsletters in the Employee Portal. In turn, employees can view the Newsletters that have been inserted.

THE USER CAN:

- Insert Newsletters, by month, if you have access to this functionality
- View the Newsletters, according to the month in which they were inserted

Companies update their employees about corporate news

Sistrade Software
Solutions

Commercial Management & Estimating

Estimating
Orders
Expedition
Invoicing
CRM

Stocks & Purchases Management

MRP
Purshase
Stock Management
Supplier Management
WMS

Production Management

Scheduling
Data Collection
Industrial Cost
Job order management

Administrative & Financial

Accounting
Treasury
Fixed Assets
Human Resources
Employee Portal

Other characteristics

Equipment Maintenance
Quality Control
Ecoefficiencies
Energy Management
RDI Management

Business Intelligence
Dashboards
Report Generator
Web2Print
Balanced Scorecard

Sistrade Software - Human Resources Management
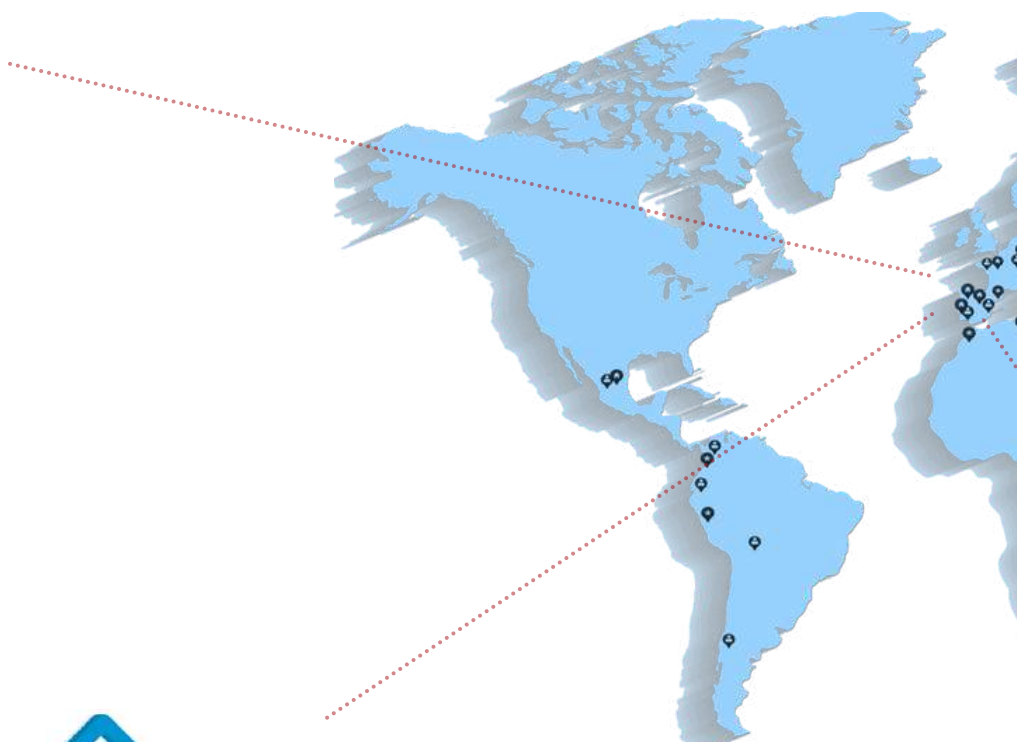
Sistrade Software Users

The Sistrade software is used by thousands of users, in more than 30 countries on 4 continents.
Meet some of our customers who use the Human Resources Module:

MIRANDA & IRMÃO - Industry, LDA
Portugal

MIRANDA & IRMÃO, LDA is a company with over 70 years of experience that mainly produces bicycle and motorcycle components and solutions.

SolidAl – Condutores Eléctricos, S.A
Portugal

Solidal is a company founded in 1968, being one of the first Portuguese companies to recognize the potential of aluminium for electrical conductors. From there, the company evolved and became a leader in the sector of aluminium cables and conductors.

Olegário Fernandes
Portugal

Olegário Fernandes is a graphic producer of cardboard boxes, self-adhesive labels and paper and film labels. The company was established in 1922 and since then it has grown into a company with 140 employees and 10.000 m2 premises, updated and automated production lines and work equipment.
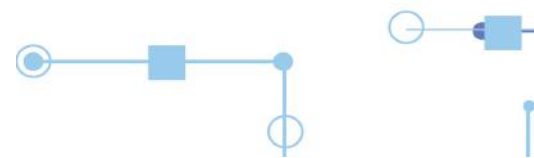

Etiqembal
Portugal

Founded in 1985, Etiqembal - Baptista de Lima, Lda., is nowadays a company with a solid position in the Portuguese graphic arts market. Etiqembal decided to implement a management software – Sistrade software – that meets all the company's needs.

Lisgráfica
Portugal

Lisgráfica, one of the largest national printing companies, has been using the integrated Sistrade software business management system since 2011

powered by **Sistrade**®

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