

Sistrade Software

**Human Resources
Management &
Employee Portal**

Get to know SISTRADE

SISTRADE – Software Consulting, S.A. is an information systems company with know-how in software development and consulting services 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.

Sistrade software is a configurable solution and the modules can be adapted to specific needs of each company, avoiding the implementation of a package which is too generic and will not be used at 100% of its capacity.

We focus all our activity on quality and improvement, cultivating research and innovation in every action and we are committed to the best information security practices. Our Management System demonstrates our involvement and commitment, in addition to being certified by the normative references NP EN ISO 9001:2015, NP4457:2007 and ISO 27001.



Thousands
of Users



+ 15
Languages



Industry 5.0



Paperless



Total
Integration



Process
Automation



Complete
Traceability



Continuous
Improvement



Productivity
Improvement



Cost Reduction



Waste Reduction



HUMAN RESOURCES MANAGEMENT

- Recruitment and Selection
- Employee Management
- Schedule and Time Clock Management
- Time Record and Management
- Payroll Processing and Payment
- Training Management
- Occupational Safety and Health
- Performance Management
- Reporting Channel



EMPLOYEE PORTAL

- Employee Data
- Organizational Chart
- Time Recording
- Training
- Occupational Safety and Health
- Happiness
- Improvement Suggestions
- General Communication
- Newsletter
- My Team
- Bookings
- Attendance



DASHBOARDS AND REPORTS

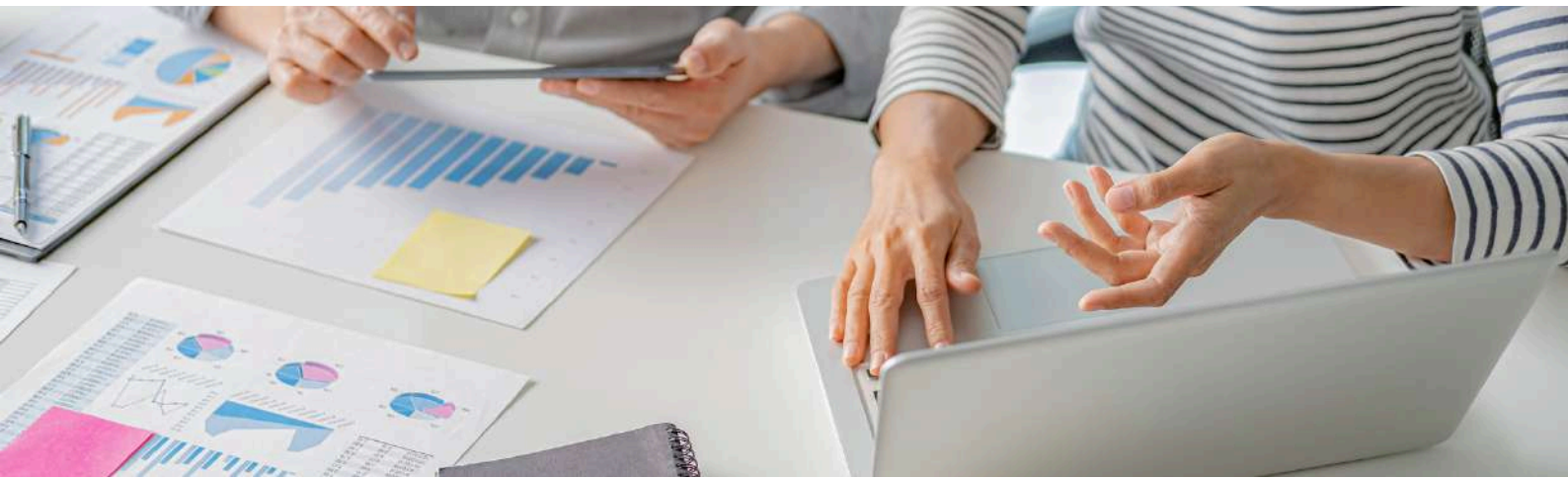
- Query Maps and Data Analysis
- Customizable Listings
- Legal Communication Maps
- Interactive Dashboards

Sistrade Software - Human Resources Management

Human Resources Management

In a highly competitive and constantly changing global market, people are essential to the progress and functioning of any company.

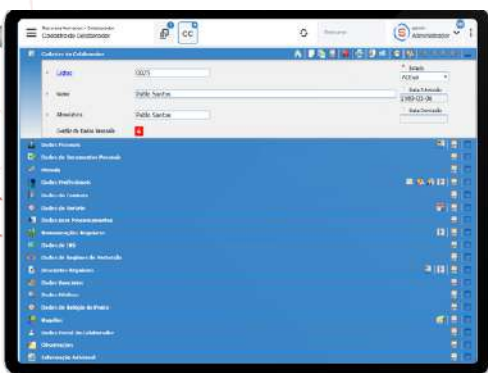
In response to this growing appreciation, SISTRADE has developed the Human Resources Management module as a complete solution with a modular structure and intuitive interface that facilitates efficient employee management.



Recruitment and Selection

Optimize the hiring process from application to candidate selection, ensuring agility and efficiency in all procedural phases.

- Management of recruitment sources
- Vacancy registration and management
- Application management and monitoring
- Results communication
- Registration of selected candidates
- Query maps and data extraction



Employee Management

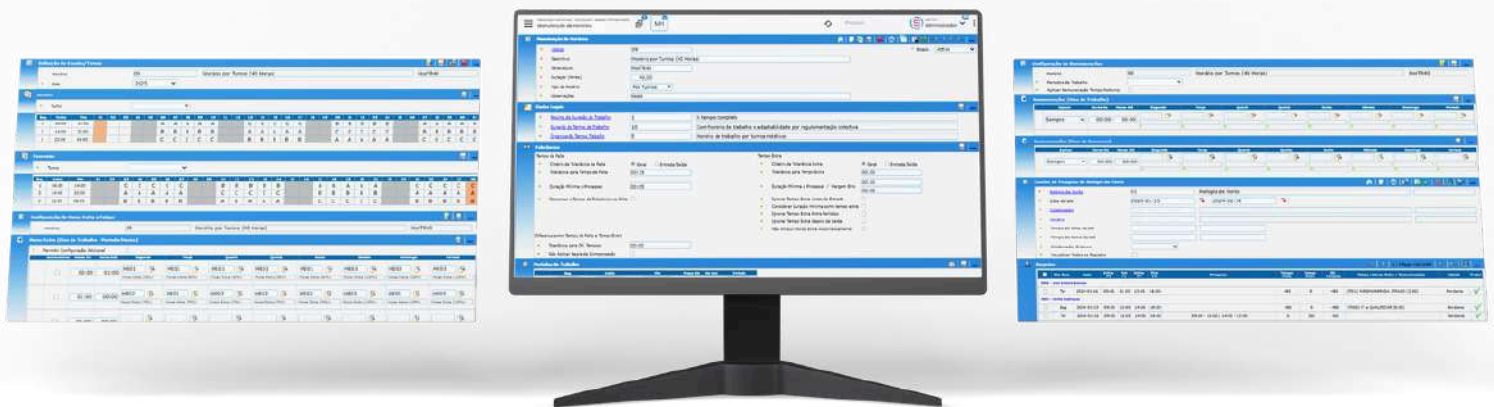
Centralize all employee information in a single digital database, with secure access and simplified updating.

- Creation and management of the employee's global file
- Personal and professional data updating and consultation
- Historical records listing and consultation
- Working schedule allocation and consultation
- Work forecast management

Schedule and Time Clock Management

Adapt and apply the different types of schedules applied in your company, with the possibility of integrating and importing all the punch records from your employees' time clocks.

- Management of the current schedule types
- Scheduling of shifts and rotating shifts
- Monthly scales definition
- Time clock integration
- Punch record import and processing



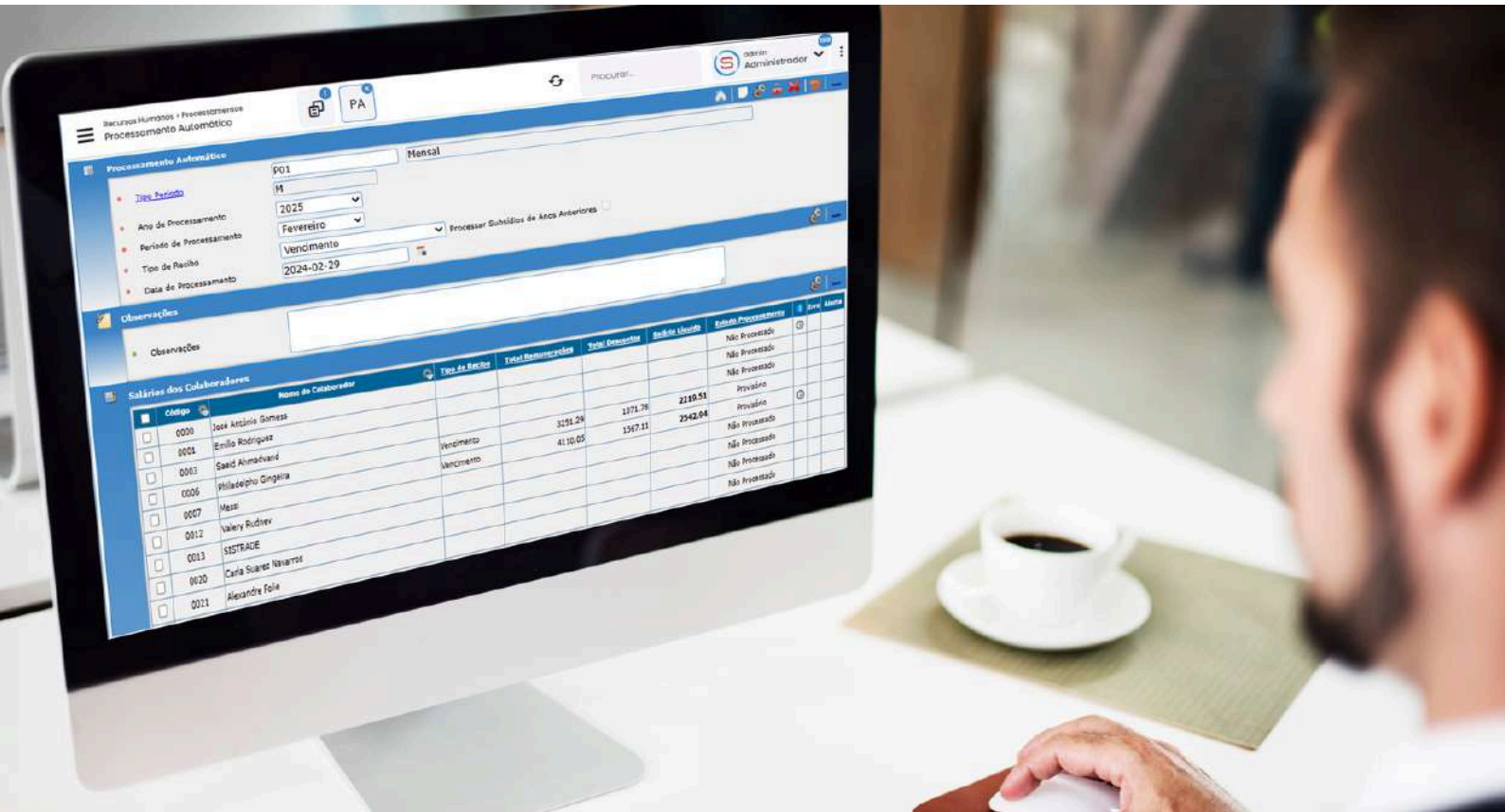
Time Record and Management

Keep track of working schedules and time records in a flexible way, adapted to the reality of your company.

- Recording, modifying and visualizing vacations, absences, attendance and overtime
- Monthly updating of absences and overtime by groups of employees
- Comprehensive history of records and validations
- Time recording and payroll processing integration



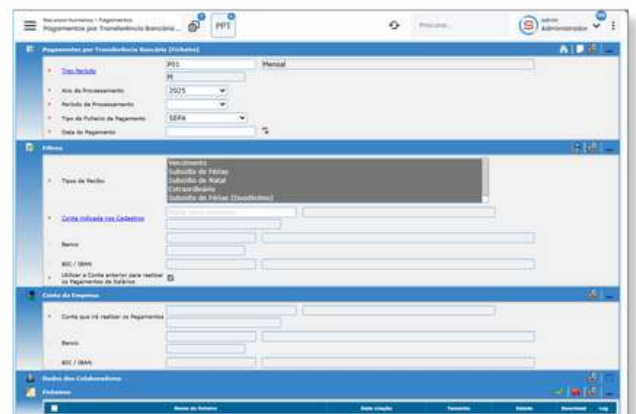
Sistrade Software - Human Resources Management



Payroll Processing and Payment

Automate salary processing with precision and agility, according to the different types of receipt, ensuring legal compliance for all employees.

- Automatic payroll processing
- Payment method selection and assignment
- Payments by bank transfer and generation of bank files
- Receipt issuance by payment type
- Meal card charging
- Benefit card management
- Generation of legal files and declarations
- Simulator



Training Management

Plan, organize and monitor training activities, promoting the continuous development of your employees.

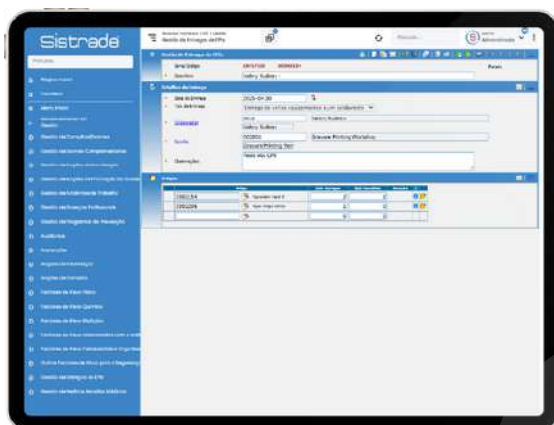
- Creation of training plans, actions and modules
- Definition of trainees and trainers for each training action
- Definition of objectives and teaching material
- Enrollment and attendance management
- Training evaluation and analysis
- Certificate issue
- Automatic generation of the Report
- Generation of training maps



Training sessions are created in Sistrade software and are available in the Employee Portal along with schedule, duration and trainer information.

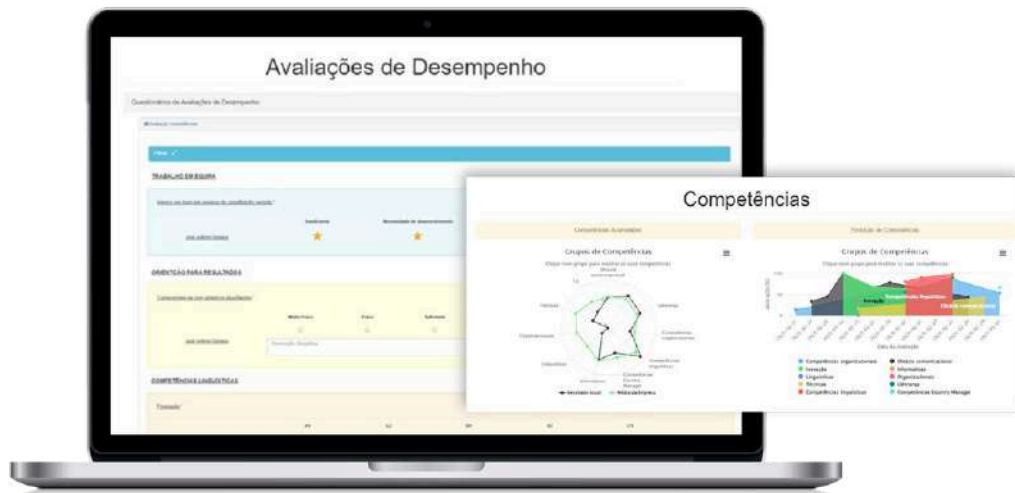
Occupational Safety and Health

Promote a safe and healthy working environment for all employees, and ensure all legal compliance.



- Registration and scheduling of medical appointments and examinations
- Immunization and health promotion actions at work
- Work accidents and occupational diseases management
- Allocation and management of PPEs
- Automatic generation of the report
- Generation of OSH maps

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Performance Management

Define, monitor and evaluate an action plan that promotes the continuous improvement of your employees, based on objective criteria, aligning individual goals with organizational objectives.

- Definition and assignment of skills and skill groups
- Maintenance of evaluation questionnaires and analysis of responses
- Evaluation of skills and individual performance
- Skills evolution matrix
- Definition of action and development plans



Reporting Channel

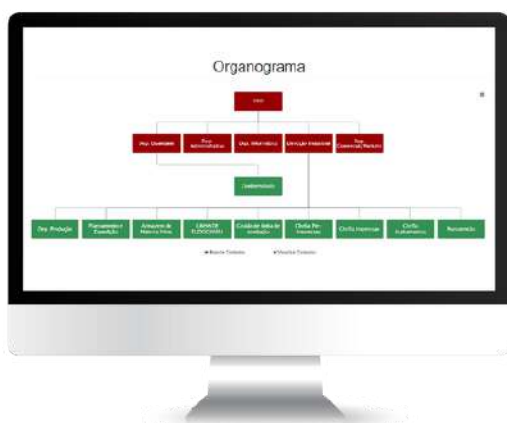
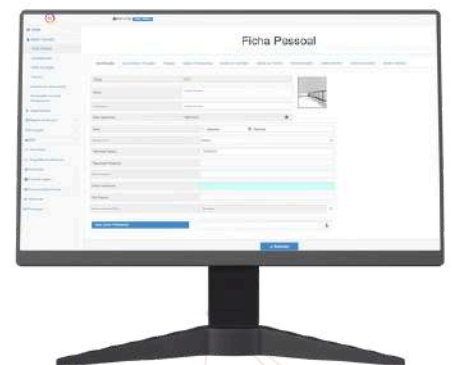
Quickly and easily access the channel that allows you to streamline the management of complaints within the legal requirements.

- Quickly and easily access the channel that allows you to streamline the management of complaints within the legal requirements
- Registration, processing and follow-up of anonymous and/or confidential complaints
- Complaints consultation by reference
- Compliance with whistleblower protection legislation
- E-mail notifications

With features that can be configured to the reality of each organization, it allows employees to access personal and professional information, while supporting HR administrative and procedural management. All data is synchronized with Sistrade software through the validation flow.

With a centralized data view, ensure integrated and secure management of employees' personal and professional data, with controlled access.

- Consultation of personal and professional identification data
- Data change request directly by the employee
- Visualization of skills development and action plans
- Career progression consultation
- Consultation and extraction of salary receipts
- Consultation and extraction of the Annual Income Statement



Simplify the understanding of your organization's hierarchies and responsibilities by visualizing the structure in real time.

- Visualization of the organizational chart
- Information on all departments and constituent teams
- Export of professional contacts

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Time Recording

Monitor and validate the working times and absences requested by your employees in a simple and effective way, according to a parameterized validation system.



- Vacation management
- Absence justification
- Registration of attendance, overtime and compensation
- Consultation and correction of punch times
- Visualization of pending records and history of requests

Training

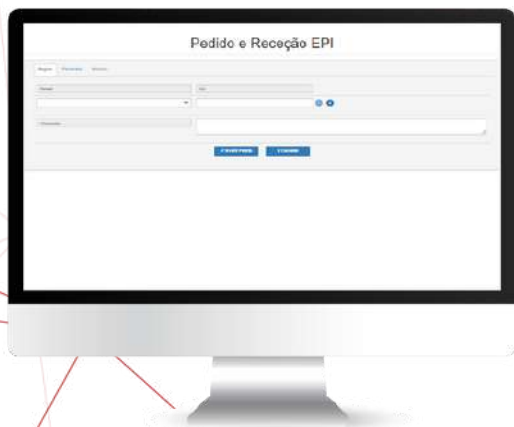
Enhance your employees' professional growth with a comprehensive training management tailored to your organization's needs.

- Visualization of the plan and the training sessions
- Enrollment request for training activities within the plan
- Record of enrollment confirmation and attendance
- Fill in training evaluation questionnaires
- Issuing training certificates



Occupational Safety and Health

Implement a proactive and legally compliant management of safety and health at work, autonomously and with up-to-date data.



- Management of occupational health consultations and complementary examinations
- Requesting medical prescriptions
- View pending records and request history
- Consultation of the annual register of work accidents
- Requesting and receiving personal protective equipment



Happiness

Promote organizational well-being and monitor the motivational and satisfaction levels of your employees.

- Preview of satisfaction and motivation questionnaires
- Answer the questionnaires with open feedback

Improvement Suggestions

Gather insights that boost your company's innovation and internal development, giving employees complete freedom to share their suggestions and recommendations for improvement.

- View the improvement suggestion questionnaires
- Submission of improvement ideas by employees
- Answer the same questionnaire with several suggestions

General Communication

Ensure a smooth and effective internal communication through centralized tools that are accessible to everyone.

- Visualization of shared internal communications
- Possibility of read confirmation by recipients
- Communications history and permissions management



Newsletter

Keep employees informed with dynamic internal newsletters adapted to the reality of your organization.

- Insertion of monthly newsletter
- Visualization of newsletters
- Access the archive of all issues

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My Team

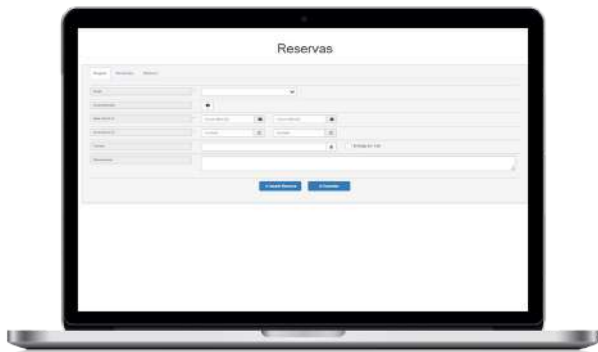
Monitor and coordinate the professionals in your team with easy access, guiding their performance and schedules.

- Team management
- Individual performance evaluation records
- Management of schedules by day or week
- Access to the acquired skills and development of your subordinates



Bookings

Enable more agile and autonomous management of material resources, reducing dependence on intermediaries and optimizing response times.

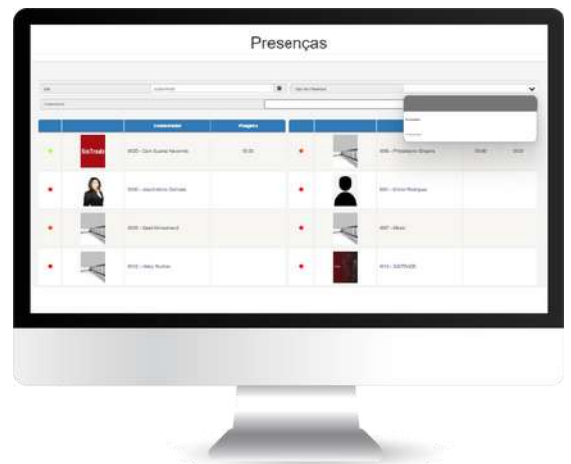


- List of available articles or material resources
- Request and schedule reservations
- View pending records and order history

Attendance

Streamline intra-organizational communication in case of incident alerts or other needs.

- Real-time display of employees in and out of the facilities
- View attendance and absences by day and by employee



Dashboards and Reports

The constant evolution of the labor market shows that the collection and intelligent analysis of data is fundamental to people management. Human Resources dashboards and reports make it possible to transform information and insights into strategic, results-oriented decisions.

Dashboards

Visualize and analyze data in real time through interactive dashboards and official reports.

- Number of employees and types of contract
- Level of medical consultations and examinations
- Work accidents and occupational diseases
- Training sessions and respective evaluations
- Salary amounts and accrued taxes
- Monthly payments by payment method
- Performance evaluation results
- Skills matrix



Internal Maps

Get the data you want in real time, simply, quickly and in different formats. Explore the diversity of maps that Sistrade software offers:

- Salary chart
- Discount chart
- Insurance chart
- Absenteeism, absences and vacations map
- List of employees
- Map of values by cost center
- Social security deductions map
- Accounting link map



Legal Maps

Efficiently automate the management of all legal documentation required for human resources compliance and administration

Sistrade Software

Business Intelligence

The Sistrade Business Intelligence (BI) module is designed to support managers and analysis teams, offering a clear, real-time view of all company processes, from production to financial management, facilitating quicker and more effective strategic decision-making.

- **Make informed and rapid decisions** with access to real-time data, obtaining a clear and accurate view of your company
- **Customize the visualization** of the most important information through dynamic dashboards tailored to your needs
- **Quickly identify inefficiencies** and increase productivity by optimizing processes and reducing costs
- **Personalize the most relevant KPIs** for your role, ensuring you always have the correct metrics at your disposal
- **Obtain a comprehensive view** of your company's performance, with in-depth and strategic analysis across various dimensions
- **Focus on continuous improvement** by measuring KPIs in real-time and adjusting strategies swiftly

Business Analysis



- Administrative & Financial Area
- Accounting & Treasury
- Fixed Assets
- Human Resources
- Estimating & Commercial Management
- Procurement & Warehouse
- Sales & Expedition
- Production Management
- Quality Control
- Equipment Maintenance

Solutions



SisTrade®

Travessa da Prelada, 511
4250-380 Porto - Portugal
inov@sistrade.com

Spain

Parque Empresarial La Moraleja
Avenida de Europa, 19 3º A
28108 Madrid - Spain
madrid@sistrade.com

Slovenia

Rozna dolina, Cesta II/29
1000 Ljubljana - Slovenia
ljubljana@sistrade.com

France

39 rue du Mûrier (BP 125)
37540 Saint-Cyr-sur-Loire - France
paris@sistrade.com

Serbia

Birčaninova, 40
11000 Belgrade - Serbia
belgrade@sistrade.com

Germany

Krümmlingsweg 10a
D-63110 Rodgau - Germany
frankfurt@sistrade.com

Turkey

Dikilitaş Mahallesi, Hakki Yeten
Cad. 10/N Sel. Plaza Kat:6
34349 Besiktas - Turkey
istanbul@sistrade.com

Poland

Al. Niepodległości, 69 - 7º
02-626 Warsaw - Poland
warsaw@sistrade.com

