



# CIEL Payroll Professional

Ciel Payroll Professional application is the ideal solution to salary calculation automation, for Human Resources Management and issuing the reports needed to the company.

Ciel Payroll Professional is a modern solution, extremely flexible, being destined to both small companies as well as the medium and big ones..

	<b>Retea</b>
Price CIEL payroll Professional*	2820 RON
Pret maintenance contract	900 RON

\*VAT not included

The price contains the following:

- CIEL Payroll Professional license
- Maintenance contract for 12 months
- Training courses at the CIEL Training Centre for 2 people

The Maintenance Contract is signed for 12 months and provides you with Telephone Technical Assistance, Legislative and functional updates of the application

## GENERAL FEATURES

- Easy to install and configure

The application is easy to install and configure, having Autorun, launched automatically after the CD is inserted and an Install Wizard will guide you through the installation process.

- Easy to use

The intuitional user interface and the User's Manual make the features of Ciel Payroll simple and easy to access.

- Functioning in multiple companies, multiple users and network systems

Ciel Payroll may be used on a single PC or in a network and has no limitation for the number of companies that may be created.

- Updating according to legislation

When legislation modifications (percentages, calculation algorithm, structure of declarations, etc.) occur, you will be notified by e-mail and the update will be available on-line or on CD.

- Data management

All company's data is available at any moment for generating any kind of report. Reports may be viewed, printed or saved in .rtf, .xls, .dbf, .pdf, .txt formats.

- Data import/export

Ciel Payroll allows to import payroll lists, time sheets, calculation formulae and export reports, declarations, accounting notes, payroll lists, etc.

## STRONG POINTS

Automatic issuing of the declarations that must be sent to the authorities, in the specific format: CAS, CASS, FNUASS, SOMAJ, ITM

- Salary calculation may be done starting from gross or net negotiated salary.
- Automatic calculation of all kind of leaves (medical, vacation, special events).
- Different salary retentions.
- Ensures the administration of all kind of employees: permanent with labor contract, pensioners, part-time, collaborators, censors, tax-free personnel, administrators.

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- Fiscal sheets are obtained automatically and may be exported directly in the IVG application, offered by the Ministry of Finance.
- The possibility of liquidation and re-employment of an employee at any moment.
- Generation and export of accounting note, with the possibility of redefining the analytics, if necessary.
- Automatic checking of certain data (CNP, IBAN, CUI) accuracy.
- Salary payment may be done by bank transfer, generating the format requested by most banks.
- It is possible to import and process data obtained from timekeeping but also to manually introduce in the presence sheet, in order to have a correct record of the time of work of employees.
- It is possible to create personalized reports and analysis by means of the Reports Generator, which may be exported in the common formats (rtf, excel, dbf, pdf, text).
- HR-like information may be managed: recruitments, classes, CV-printing.
- Issuing all HR-type documents (salary certificate, labour contract, addenda, decision of termination of the labour contract, liquidation sheet and many others).
- The possibility to make forecasts with salary modifications based on the elements introduced in the "Scenarios" section.
- The application is bilingual - Romanian and English.

## BASIC FUNCTIONS

### Companies

- An unlimited number of companies may be inserted
- The application is delivered with a "Example" company in which you can perform tests and useful exercises while you learn to use the application
- It is possible to choose the month, currency and company type for salary calculation
- The organizational chart offers an overview of the company's structure (departments, teams, workplace, etc)

### Employees

- **Personal data insertion (CNP, ID series and no., issuing date)**
- Associating a salary calculation model (employed with labour contract, collaborator, pensioner, censor, administrator, tax free personnel, etc.)
- Assigning the employee to a medical centre
- Associating to a cost centre
- Selection of the afferent COR (Classification of Occupations in Romania)
- Employee's level of education and photo may be selected
- Bank information insertion (bank, IBAN and card number) for the employees paid by bank transfer
- Dependants can be inserted for deductions calculation and establishing the co-assured persons
- **Vacations and free days configuration**
- Courses graduated by the employee may be inserted
- Debts and suspensions with respect to third parties or the company may be inserted
- Activity termination documents may be added (decision and liquidation sheet)
- Employees history

### Statements

- CAS statement Appendix 1.1 and 1.2
- Unemployment Statement - Chapter 1 and 2
- CASS Appendix 1a, 1b and 1c
- CASS Appendix 4 Input and Outputs
- FNUASS Appendix 1 and 2
- ITM commission statement
- Fiscal sheets
- Statements may be printed and exported on disks or sent by e-mail directly from application

### Accounting Note Exporting

- Automatically exporting the accounting note to CIEL Conta
- Exports the accounting note in a general format that may be imported in other applications

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## Security

- Offers data protection and reliability due to managing the rights of access to functions (user's profile) according to the necessities of each company through code and personal password for each
- Automatic data backup at a scheduled date and time in the location established by the user .

## Salary Calculation

- Adding time sheet (import or direct insertion)
- Automatic calculation of medical leaves and vacations
- Managing meal and gift tickets
- Introducing advances (fixed sum, share from the gross sum or share from the net sum)
- Introducing various revenues and retentions
- Optional Pensions (pylon 3)
- Taxes calculation according to the law is automatically performed according to the mode of associated employee

## Reports

- List of employees
- Advance payment / retention chart
- Individual payment chart (flyers)
- Salary chart
- Monthly master table
- Medical leave and vacation master table
- Individual employee sheet
- Meal and gift tickets
  - Vacation days consumed
- Co-assured persons
- Multiple listing
- History reports listing

## Human Resources Reports

- Centralizing by sex, age, studies or experience in the company
- Rate, debts, suspension statements Liquidation documents
- Forecast of vacation amount

## Reports obtained on the basis of salary changes scenarios

- Reports with the new situation or comparative

## Human Resources

- You can manage Human Resource information: recruitments, classes, statements in previous periods (courses, debts, clearing documents)
- You can issue all the Human Resource Documents (salary certificate, labour contract, addenda, decision of termination of the labour contract, liquidation sheet and many others)

## Scenarios

- The application offers the possibility of making forecasts of salary changes based on elements introduced in the menu "Scenarios"
- Forecasts may be calculated at the level of the employee, department or company
- Reports are listed on screen or printer and may be exported in many common formats

# HARDWARE SPECIFICATIONS

## Recommended set-up

For optimal use of the application, CIEL recommends the following computer configuration:

- Pentium IV processor with 2.4 GHz and 512 MB RAM
- Windows compatible printer
- CD-ROM drive
- Windows XP Professional operating system

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