

# Infor SyteLine (CloudSuite Industrial)

Human Capital Management



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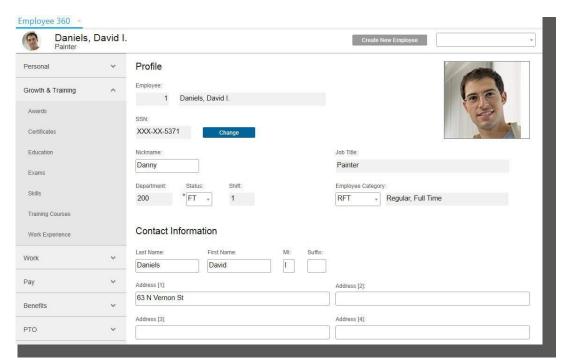
### **Human Resources**

Because employees can be a company's most valuable asset, SyteLine Human Resources (HR) provides a full range of tools to help you track all aspects of human capital. SyteLine HR maintains vital data about applicants and employees and provides numerous standardized reports. The flexibility of HR allows you to track as much or as little information as you require.

Because of its dynamic interaction with SyteLine Payroll, sharing data between the two modules eliminates the need for repetitive data entry, and ensures consistency and accuracy.

- Record and track applicant information, interview notes, and results.
- "Hire" an applicant to automatically create an employee record.
- Track recruiting programs such as application sources, want ad usage and want ads.

- Record and track employee performance, education, salary, attendance, seniority, and grievances.
- Mask Social Security Numbers available.
- Report and track accidents and Workers' Compensation claims.
- Manage benefits.
- Bar-code employee badges.
- Maintain regulatory requirements (I-9
   Documents, EEO Classes, Ethnic ID, Employment Eligibility).
- Support Rehire of Employee and Adjusted Data of Hire.
- Help manage processes such as On-boarding and Off-boarding with Process Manager.
- Supports reporting of employee injuries for Worker's Compensation.
- Employee 360 Manage employees from a single form.
- Include marital status (married, single, head of house-hold).



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### **Payroll**

### U.S. companies only

Infor CloudSuite Industrial Payroll automates the process of creating and maintaining comprehensive employee payroll records. CloudSuite Industrial Payroll supports all federal and state taxes and includes state-of-the-art functionality

- Direct deposit
- 401(k) plans
- Electronic tax and wage garnishment remittance using ACH or EFTPS payment systems
- Magnetic media tax filing, and
- Sophisticated report sorting and timing features.

CloudSuite Industrial Payroll makes payroll so easy to do yourself; you won't need to hire an outside service.

- Manage employee information (hourly or salary, shift ID, deductions, pay rates, tax codes, union dues, 401(k)).
- Manage tax rate changes (federal, state, and local).
- Set up flexible pay periods.
- Utilize direct deposit.
- Oversee retirement deductions and withholdings.
- Manage Worker's Compensation.
- Process W-2.
- Includes an external payroll interface.
- Track vacation/sick leave.
- Manage multiple pay types (regular, overtime, double-time).
- Print payroll checks, check register and quarterly and year-end reports.
- Generate pay from manufacturing labor or time and attendance.







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