Intelligent Solutions
"Practical...Innovative... Intelligent IT Solutions"

Intelligent Solutions HR PayCheck

HR PayCheck is a Human Resource software developed specifically for Belizean businesses ranging from small single company to large multi company businesses. This system provides HR and Payroll management of employees from job application to retirement focusing on key features such as: attendance and vacation tracking, qualifications and ongoing training tracking, employee evaluations and salary history, electronic archiving of relevant supporting documents and full payroll processing, all compliant with Belize's local Labor, Social Security and Income Tax laws and regulations.

The automatic generation of all required regulatory reports and electronic online banking transaction processing files are additional features which ensure more accurate and less time consuming HR and Payroll management and processes.

HR PayCheck – Accurate, Compliant, Affordable!

- o   User defined and easily managed system parameters
- o   User friendly management of employee personal and financial records
- o   Multi-user support with Security Administration module which allows full management and control of system users
- o   Multi-company support
- o   Multi-currency support
- o   Multi-pay frequency support
- o   Multi-bank support
- o   Support for Salary Advances & Employee Loans Tracking
- o   Generation of required regulatory reports and electronic transaction processing file
- o   Compliant with Belize's Labor, Social Security and PAYE tax laws and regulations

HR Module

The HR component of the **HR Paycheck** System streamlines human resources functions from inception as prospective employees (employment applications) to hiring as full employees and finally end-of-employment or retirement. The system records the selection process, basic demographic and vital data, training and development, capabilities and skills management and other related activities like employee appraisal, attendance and vacation tracking among others.

A Single, Integrated Human Resources & Payroll System: Eliminates duplicating data entries thereby reducing administrative time, eliminates tedious data transcription and manual controls which helps to eliminate human error and enhances accuracy.

Save time:
- o Track unlimited history, quicker data analysis and report generation
- o Quickly search applicants or employees and retrieve data
- o Go "paperless". Scan and link documents to an employee's record – résumé, performance review, qualification documents, Social Security card, Driver's License, certifications, etc.
- o Integrated with payroll as relevant

Compliance: HR Paycheck is designed to be fully compliant with Belize's Labor Laws & Regulations.

Features: Applicant tracking, employee benefits, pension administration, attendance and vacation management and tracking, training tracking, medical history tracking, scanned documents management and more.

HR Modules tracks:

✓ **Applicants**
- o Applicants Demographics
- o Work Experience
- o Education
- o Additional Training
- o Documents electronically linked
- o References
- o Notes

✓ **Employees**
- o Employees Demographics
- o Applicant's Module
- o Salary History
- o Medical History
- o Emergency Contact
- o Attendance
- o Beneficiaries
- o Dependents
- o Pension
- o Vacation

✓ **Time and Attendance Tracking (NEW)**
- o Interfaces with Biometrics device
- o TA 200plus FingerTec compatible (recommended)
- o Real-time employee monitoring
- o Groups by pay-period, department

Pay Roll Module

Designed to allow easy management of employee salaries, taxes, Social Security and other deductions with practical payment options and historical data tracking, **HR Paycheck** makes processing employee payrolls fast and easy by the click of a button. Multiple reports including Department Payroll Report, Employee Pay Slips, Employee Transactions Report, Payroll Cash Breakdown Report, Yearly TD4 Income Tax Return, Monthly Statement of Social Security Contributions, Salaries record Form for SSB, Salaries Record Form – Maternity, Monthly PAYE Return as well as Annual Accumulator Reports, can be generated for quick view and/or documentation purposes. Furthermore, **HR PayCheck** is compliant with the payroll processing Laws of Belize related to PAYE Taxes as well as Social Security Contribution calculations and reporting. Other features include Multi Company Support, allowing payroll processing for multiple companies in one application; Multi Pay Frequency Support, allowing payroll processing for different pay periods for different employees; as well as Multi Bank Support, generating electronic payroll transaction files and Social Security Contribution files in formats required by Belize's Social Security Board and all banks. The application's Multi-Currency support is another attractive feature which allows for employees to be paid in the currency of their preference as authorized by their employers. To facilitate employee relations, **HR Paycheck** allows processing of Salary Advances and Employee Loans with installment tracking.

HR PayCheck Payroll Module offers the following features and benefits

✓ **General Features**
   o User defined and easily configurable system parameters
   o Quick add/view/edit of employee personal and financial data
   o Multi-user support with User Administration tool which allows full maintenance of application user tables
   o Multi-company support
   o Multi-pay frequency support
   o Multi-bank support
   o Multi-currency support
   o Comprehensive Backup and Restore Procedures
   o Comprehensive Reporting, including General Payroll Report, Employee Pay Slips, Employee Transactions/Deductions Report, Yearly TD, Monthly Statement of Social Security Contributions, and Annual Accumulators Report
   o Electronic payroll transaction files for specific bank.
   o On-Call Pay Rates (multiple pay rates within one pay-period)

✓ **QuickBooks Accountant Edition 15.0 (NEW)**
   o Interfaces with HR Paycheck software
   o Maps departments with QuickBooks accounts

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- o View Report prior to posting to QuickBooks
- o Groups by pay-period, department

Intelligent Solutions is proud to present **HR PayCheck** to the business community in Belize and invites customer feedback in order to maintain its leadership in providing Belize with the most practical, innovative, intelligent software solutions.

Request Demo and Estimate