



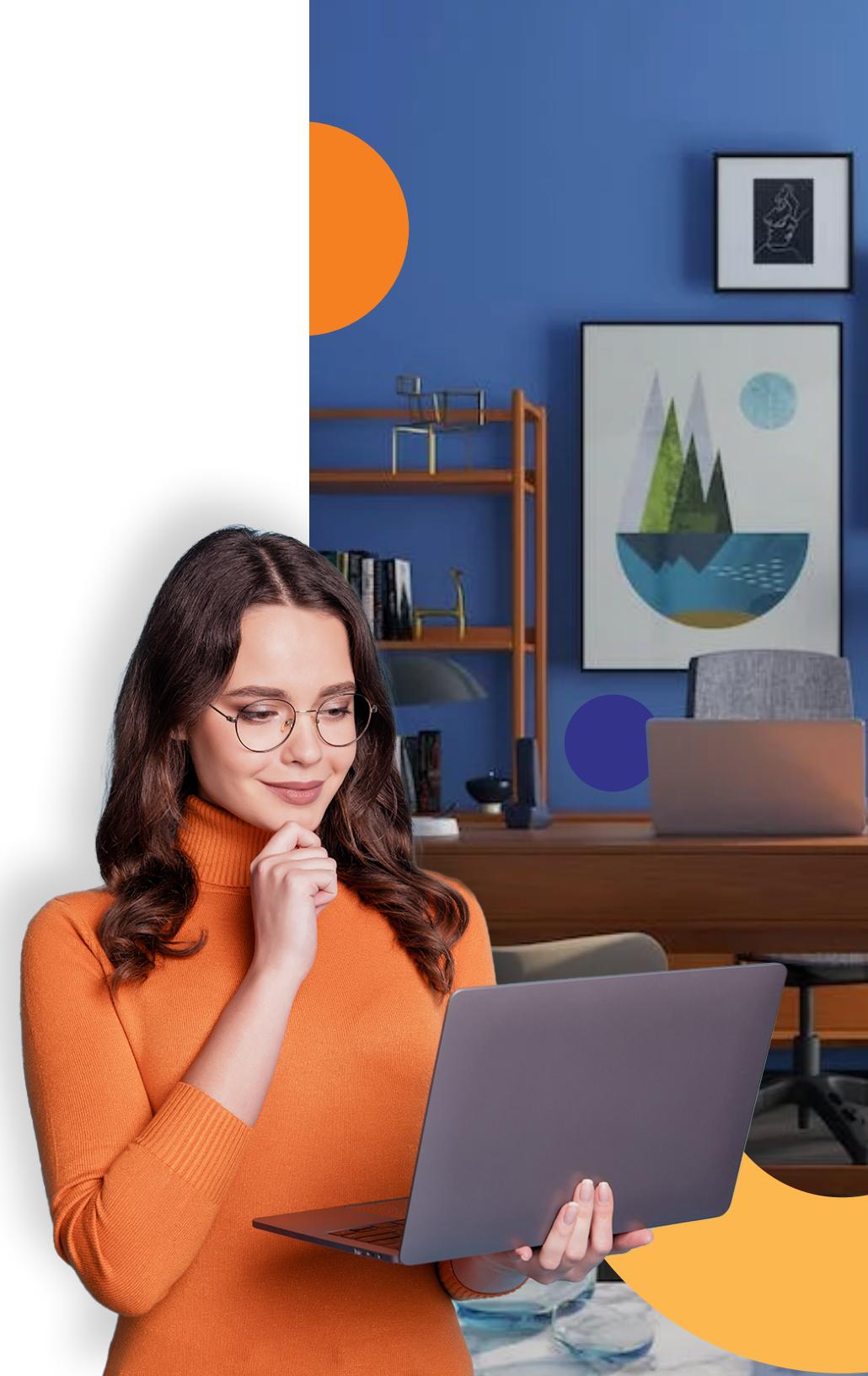
# Commercial portfolio

Software solutions leader for HR, Time & Attendance and Payroll.

-  **+ 30 Years' Experience**
-  **Nationwide Presence**
-  **Over 1,200 Customers**
-  **116 Customers on Fortune 1000**
-  **78 Customers on Fortune Global 500**



SISTEMA TR<sup>ESS</sup>



Our customers trust in us



Over 5.2 million employees have benefited

Try our solutions for HCM, Time & Attendance, and Payroll and get countless benefits that will improve multiple areas in your company.





### Built-in System

Its integration avoids double data inputs and the use of several interfaces.



### Adaptability

It adjusts to any type of industry, HR policies or payroll.



### Scalability

It can operate in local and remote networks; it even allows for business growth.



### User-friendly interface

It has online help tools that provide support when interacting with the system.



### Security

Secure access with single sign-on or SSO and using dual-factor MFA to ensure the confidentiality of information.



### Law Compliance

It ensures timely compliance with current tax, state, and labor laws.



## Consultancy

Our consultant team is your best ally to find a solution that perfectly suits your company's needs.



## Training

We offer live courses taught by certified consultants that will allow an optimal system operation.



## Technical support

Our support team will help either by phone, e-mail, or remote to clear any doubt or question.



### Digitally signed payroll service

Easy to stamp with the current version, cancel and manage from our solutions.



### Conciliators

Ensures data precision providing security at every step of the process.



### +ORDEN

An employee self-service app to view their personal, tax, and employment data from any device with Internet access.



### Report writer

Its full integration into each solution makes it easier to get reports and create new ones.

**Our constant updating and fast operational integration are what allow us to have unique positioning.**



## Employees

All data is kept in a single database providing easy management, review, changes, and more.

### Immediate access to:

- Hires, rehires, or resignations

\*Keep records of the motives behind an employee's departure for turnover reports

- Documents digitalization
- Employees' track records
- Print badges and contracts
- Employee's RFC validation
- Create the organization chart
- Input employees' beneficiaries
- Record fingerprints for time & attendance and cafeteria access
- Main module for the system functioning

### Manage every process

- Wages and benefits adjustments
- Job position changes
- Vacations

\*The system will automatically settle untaken vacation days close to expiration.

- INFONAVIT & FONACOT loans
- Work disabilities

### Submit your employees' data to IMSS

- IDSE files creator
- Automatic SSN verification digit
- Validation of pending movements to submit before IMSS



## Time & Attendance

Keep precise attendance control of all employees to easily determine the hours to pay based on your company's policies and current regulations.

### Take attendance control and automate your payroll

- Set up work/meal schedules, breaks, holidays, and more
- Monitor the employees' entries by using barcode, proximity, or biometric ID badges
- Entry and exit register
- Record incidences (vacations, permits, work disabilities, overtime authorizations, among others)
- Process the prepayroll

### Access and create any attendance report

- Monthly perfect attendance
- List of punctual and tardy employees
- Summary of normal and overtime hours

- Record of incidences
- Prepayroll reports
- Report of terminals lifespan

### Manage work schedules and ensure fair rest periods

- Set internal scheduling policies with flexible, guided configurations tailored to your operational needs
- View traffic-light alerts to detect overloads or risks before they occur
- Approve critical schedules with full visibility into worked hours and employee conditions
- Identify whether an employee is restricted from working overtime
- Use the Hours Bank (time-for-time) to fairly compensate worked hours
- Guarantee mandatory rest periods and compliance with the Federal Labor Law
- Align your policies to international standards (ILO, RBA, ETI, FLA)
- Get operational control, regulatory compliance, reduced overtime costs, and fairer, more sustainable decisions around work-time management



## TRESS EnLínea

Get real-time attendance records for all employees by using the web service technologies of GTI terminals.

### Track in real-time your employees' attendance

- Integrated into Time and Attendance module
- Online communication with our solutions
- Multiple identification technologies (fingerprint readers, proximity cards and barcode)
- Synchronization and backup of fingerprints
- Download and share real-time attendance records
- Automatic data backup onto the GTI terminal's memory if the connection fails



## Payroll

Decrease the time spent in calculating and paying your employees, while ensuring full compliance of laws and regulations.

### Forget the manual work

- Manage different business names and employer registrations
- Establish any payroll type
- Configure payment policies
- Apply official regulations on taxable and nontaxable amounts
- Process payrolls for settlements and compensations
- Apply discounts and provisions of employer-employee contributions
- Manage loans and savings
- Automatic INFONAVIT and FONACOT discounts
- Process the payment of Christmas bonus, savings, and annual ISR
- Generate the accounting policy and export it into an encrypted file
- Send payroll securely by encrypting the file and delivering it to secure SFTP

### Audit your payroll data

- Processes to track all ISR, IMSS and INFONAVIT calculations
- Get multiple reports to review the accumulated portions
- Through reports compare payroll data vs. signed payroll

### GTI helps you sign your payroll

- Compliance with all SAT requirements
- Full integration with the Payroll module
- Conciliator that verifies signed payslips vs. PAC
- Data of payrolls signed or pending to sign
- Reports to validate signed payrolls
- Email notification to employees to view and download their stamped receipts from the +ORDEN portal
- Audit your digitally signed payroll
- Storage for five years with no fees
- Error validation before the signing
- View all payroll receipts directly from the information dashboard



## PTU Asiste

Make the annual PTU process simple, secure, and fully deductible.

### Automate and manage PTU payments

- Calculate and distribute PTU payments to former employees via bank-referenced payment orders, transfers, or deposits, according to your chosen method
- Simplify, validate, and ensure the security of document submission thanks to the virtual assistant that verifies tax certificates, IDs, and banking information before processing payments
- Send former employees their payment instructions, including the bank location, a personalized reference, and payment dates for transfers
- Reconcile payments automatically and keep real-time visibility into who's been paid and who's still pending

### Streamline communication and ensure compliance

- Ensure correct stamping and full tax compliance so that 100% of PTU payments be fully deductible
- Centralize the entire operation in audit-ready reports
- Reduce the operational workload of the HR department by eliminating manual tasks and providing full traceability
- Provide multi-channel access to the assistant (QR code, WhatsApp, email, or social media) so that each former employee can receive support without overwhelming the HR team



## IMSS / INFONAVIT

Calculate and verify all contributions before exporting to SUA avoiding errors, or double inputs. This module eases the uploading of official reports to IMSS and INFONAVIT.

### Compliance at all times

- Determine the monthly and bimonthly employer-employee contributions and reconcile the data against SUA
- Validate data before exporting directly to SUA
- Export multiple employer registrations in a single file
- Manage sick leaves
- Calculate labor risk premium
- Avoid manual inputs by exporting to SUA
- Calculate in a single step the IMSS contributions for all your employer registration records
- Restrict Kardex movements linked to an IDSE batch so they can't be modified or deleted

### Analyze your data

- Create reports for audits
- Access employee's settlements details
- Review the employee's records monthly or bimonthly
- Validate any changes
- Visualize sum contributions per employer registration

### Reconcile your data

- INFONAVIT loans
- SUA
- IDSE

\* Infonavit's direct connection to all our solutions



### IMSS / INFONAVIT IDSE Direct Connection

Manage IMSS affiliation movements faster, securely, and from a single place.

#### Automate affiliation processes

- Generate, check and submit updates (registrations, terminations, and salary modifications) without leaving your software
- View the statuses, acknowledgments, and official folio numbers from the IDSE website—all in one place
- You can easily obtain bulk or individual certificates
- Skip the need to constantly log into the website for manual validation

#### Integrate and simplify your workflows

- Direct and secure connection to the IDSE portal
- Centralize all tasks in a single system to boost efficiency
- Reduce operational risks by reviewing and validating movements upfront



## Report Writer

Obtain reports of all data contained in the system or design them as needed

### Customized reports in less time

- Design unlimited reports
- Flexible formulas and field grouping
- Create formats or templates for badges, listings, etc.
- Add any system data or formulas to your report
- View detailed data per employee
- Configure grouped, subtotalized and totaled reports
- Export data to most common formats (Excel, CSV, PDF, DOC, TXT, HTML)
- Direct access to the database for consulting using SQL instructions
- You can export data in other specialized formats (ASCII, RTF, WMF, PNG, BMP, TIF, JPEG, SVG, XLS).



## Supervisors

Ease the management and supervision of your leaders' teams.

### Delegate tasks and speed up your processes

Supervisors:

- Monitor attendance, attendance events, time off balances, anniversaries, and birthdays all from one screen
- Check your employees' attendance with a user-friendly dashboard
- View and input incidences
- Authorize overtime
- Staff loans among supervisors
- Download daily attendance reports, overtime, or incidences
- Validate the hours to pay in the week by reviewing the pre-payroll
- Authorize the pre-payroll from your computer
- Check your team's assigned certifications

### Monitor and control your supervisors' activities

HR:

- Define each supervisors' activities according to your company's needs
- Monitor all changes made by supervisors
- Verify and measure the overtime authorized by each supervisor



## Cafeteria

Authorize and control the cafeteria consumption avoiding the use of tickets or coupons.

### Automate cafeteria consumption for employees

- Linked to the payroll module to ease meals discount or to apply the subsidize according to the company policies
- Consumption request by fingerprint, proximity card or barcode
- Authorize cafeteria consumptions based on your company policies
- Review employee's available meals
- Approve and control meals for external staff
- Obtain consumption reports by day, week, or meal type
- Establish mechanism to authorize additional meals for employees working overtime

### Control the meals delivered by the foodservice company

- Online consumption count per shift to validate with the cafeteria service
- Consumption reports per day, shift, or manual setup as required
- Display on screen employees with authorized consumption



## Training and competency

Assign your employee's training based on your established competencies, and in compliance with STPS required formats.

### Enhance your employees' talent

- Get the competency matrix for each position
- Create a training plan based on competencies
- Direct access to the national competencies catalog and easily link it to your company's competencies plan
- Courses classification applicable to the STPS program
- Manage individual or group courses
- Obtain attendance list
- Input grades or results
- Add competency certifications
- Reports of completed competencies per employee



## Courses

Manage your employee's training based on your established certifications, and in compliance with STPS required formats.

## Manage and develop your employees' potential

- Automatically assign training programs according to the position requirements
- Define the number of sessions each employee must take per course
- Set up individual or group certifications
- Review each employee training plan progress
- Manage individual or group courses
- Courses classification applicable to STPS

## Plan your training

- Create training groups
- Obtain attendance lists
- Input grades or results

## Generate reports

- Print DC-3 job skills proof format or diplomas for completed courses
- Get the DC-4 format and upload it to the STPS system
- Create individual or group reports showing the training progress
- Obtain records for the applied courses either individual or group



## Tools & Equipment

Keep precise tracking of all equipment assigned to employees facilitating its management and renewal.

### Administer your tools and equipment resources

- Efficiently distribute work tools to employees according to their job roles
- Supervise costs and lifespan of each tool for future renewal
- Provide receipts when tools are dispensed or returned
- Schedule equipment maintenance or replacement
- Automate discounts via payroll for damaged, lost or unreturned tools
- View records of equipment assigned to employees
- Allow massive allocations of tools or equipment
- Obtain multiple reports identifying equipment allocated to individual employees or departments



## Medical Services

Supervise your company's labor risk premium, manage medical consultations, and create files per employee to help identify contingencies, disease patterns, or relapses.

### Take care of your employees' well-being

- Provide healthcare to employees, their relatives or dependents, other applicants or external associates
- Create medical files per employee with access to personal, work or family backgrounds
- Print medical prescriptions
- Keep your inventory in order to monitor the stock and expiration of medications

### View any medical data

- Register and control all medications provided
- Input disabilities
- Get records of Ob-Gyn tests performed
- Generate incident reports by area or department
- Get the probable risk rating for the ST-7 form (accident registry)
- Determine the average duration of each medical consultation
- Identify medical consultations per motives



## E-mail Reports

Automate and speed up the mailing of frequent reports.

### Program and automate your reports

- Schedule mailing reports to individuals or groups
- Set up the mailing frequency
- Create your own users' lists or roles
- Configure the start dates as well the mailing repetitions

### Manage your deliveries

- Administer the programmed reports to different people
- Monitor reports (sent, in process, with error, etc.)
- Identify who gets them and what kind of report is received
- Oversee your deliveries calendar



## TRESS Excel

Gather and download data from different reports into just one report, while allowing for the creation of new ones.

### Consolidate data and get a single report

- Create excel spreadsheets with data gathered from the system's reports
- Design graphics or charts with different system data
- Through user access obtain access to excel's features, as well as updated data

### Generate all types of reports securely with a single click

- Graphics with average staff turnover
- Headcount boards
- Reports of payroll expenses
- Format of courses taken
- Charts on paid overtime



## Payroll Budget

Make next year's payroll and tax projections and ease decision-making.

### Plan your budget and achieve your goals

- Plan next year's payroll disbursement
- Monthly and annual simulations
- Set up concepts to calculate
- Establish benefit packages
- Compare budget vs. the real expense
- Determine IMSS expenses taking into account the employee's work seniority
- Get precise budgeted amounts
- Employees seasonal increase simulation
- Apply individual or group wage increases
- Obtain report under any grouping (direct, indirect, per area, position, or shift)
- Export to any accounting system



## Access Gate

Allow your company's security guards to perform automatic validations on employees' entries and outs.

### Supervise your employees' entries and outs

- Employees' different access identification (proximity cards, barcode or fingerprint reader)
- Set up your company's entry policies easing the identification of non-authorized personnel either for entry or exit
- Easy installation on every access gate
- Supervise in real-time and on a chart, the status of the employees who are present at a specific location



## Visitors

Keep an electronic log to monitor all entries and exits of noncompany personnel.

### Protect your company's safety

- Get individual or group visit records
- Include photo of each visitor on their record
- Control the equipment introduced by visitors
- Print personalized ID badges for each visitor
- Manage scheduled visits to speed up their access
- Track data from recurring and occasional visitors
- Design a chart to view in real-time the visitor status
- Configure notifications to identify visitors that have exceeded their allotted time inside the premises
- Automatic visitor data searchers
- Easy to apply and operate in any shift
- Register group departures in a single process

### Control your company's visitors

- Monitor at any time the amount of external personnel within the company (who they are and where they are)
- Records that show how many visitors are within your facilities in case of any contingency
- Multiple reports that show the areas, shifts or days with the most visitors, and the reasons for these visits



## +ORDEN

A self-service app for employees where they can view their personal and employment data from any mobile device with Internet access.

### A 24/7 self-service app for employees

Employees can:

- View and download their payslips
- Request vacation and receive notifications for upcoming expiration days
- Check their savings and or loan statement
- Answer the survey NOM035
- Request work letters, loans, services and more

### Manage employees' queries and requests

HR can:

- Approve or cancel any request
- Get reports and logs
- Know the number of viewed payslips
- Supervise the vacation requests and their status

## Compliance with laws of both countries

| Sistema TRESS                    | Compliance in Mexico  | Compliance in U.S.                          |
|----------------------------------|---|---|
| <b>Employees</b>                 | STPS, IMSS, INFONAVIT, FONACOT, SAT, local and State agencies, internal audits. | SEC: SOX & Dodd-Frank, IRS internal audits. |
| <b>Time &amp; Attendance</b>     | STPS, internal audits.  | SEC-SOX, internal audits.                   |
| <b>TRESS EnLínea</b>             | STPS, internal audits.  | Internal audits.                            |
| <b>Payroll</b>                   | STPS, IMSS, INFONAVIT, FONACOT, local and State agencies, internal audits.      | SEC: SOX & Dodd-Frank, IRS internal audits. |
| <b>IMSS / INFONAVIT</b>          | IMSS, INFONAVIT, FONACOT, SAT   | Internal audits.                            |
| <b>Report Writer</b>             | Internal audits.  | Internal audits.                            |
| <b>TRESS Excel</b>               | Internal audits.  | Internal audits.                            |
| <b>Supervisors</b>               | STPS, IMSS, INFONAVIT, FONACOT, local and State agencies, internal audits.      | SEC: SOX & Dodd-Frank, IRS internal audits. |
| <b>Cafeteria</b>                 | SAT, internal audits.   | Internal audits.                            |
| <b>Training &amp; Competency</b> | SAT, internal audits.   | Internal audits.                            |
| <b>Courses</b>                   | Internal audits.  | Internal audits.                            |
| <b>Tools &amp; Equipment</b>     | Internal audits.  | Internal audits.                            |



| <b>Sistema TRESS</b>    |  | <b>Compliance in Mexico</b> | <b>Compliance in U.S.</b> |
|-------------------------|--|-----------------------------|---------------------------|
| <b>Medical Services</b> |  | IMSS, internal audits.      | Internal audits.          |
| <b>E-mail Reports</b>   |  | Internal audits.            | Internal audits.          |
| <b>Payroll Budget</b>   |  | Internal audits.            | Internal audits.          |
| <b>Access Gate</b>      |  | STPS, internal audits.      | CTPAT                     |
| <b>Visitors</b>         |  | STPS, internal audits.      | CTPAT                     |
| <b>+ORDEN</b>           |  | SAT, internal audits.       | Internal audits.          |