OUTSOURCING SERVICES
HR & PAYROLL SERVICES

Payroll Outsourcing

Providing **accurate, compliant, and efficient** payroll is our number one priority for your organization.

HR Outsourcing

Novative **HR experts** are here to make sure you are at ease whatever challenge you are facing with your HR processes.
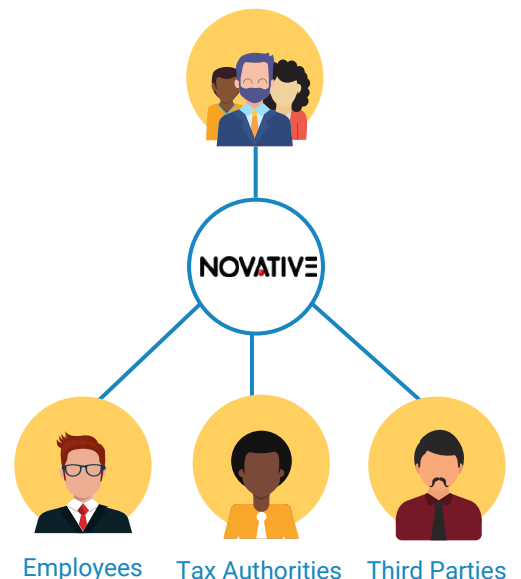
Benefits Management

We take care of **benefits management for you** and optimize your entire brokerage process.

ONE FACE

Streamline Your Communication Process

Our HR specialists make payroll and HR functions **simple and efficient**, saving you valuable resources.

- ▶ We are your one point of contact for all countries

- ▶ We make sure deadlines are met & contributions are paid to the right authority

- ▶ We are in constant communication with you to be compliant to present regulations

- ▶ We put the highest priority on keeping your personal identifiable data secure

Employees   Tax Authorities   Third Parties

ONE STOP FOR ALL YOUR NEEDS

Save Your Resources & Invest in Other Areas of Your Business

Payroll Outsourcing

- Complete data collection & processing
- Monthly tax calculations
- Production of payment files
- Accounting reconciliation

Main services included

- Monthly tax and social security contributions calculation
- Production of electronic payslips
- Preparation of statutory certificates

HR Outsourcing

- Verification of social security cover
- Follow-up with all institutions involved in the payroll process
- Review & compliance with local, union and other regulations

Main services included

- Database maintenance
- HR admin for new employees and employees leaving the company
- Reporting for the finance department (accruals, wages, fees, absences, bonus)

Benefits Management

- Management of employees' entries/exits.
- Management of claims & follow-up of illnesses, accidents, disabilities & other matters
- HR reporting, indicators, accident rate (KPIs)

Main services included

- Management of accidents & illnesses in the payroll (from declaration to reimbursement)
- Management & optimization of your insurance portfolio (benefits, bonuses, risk management)

*Services may vary by country. Please contact Novative to find out all services for specific countries.

OUTSOURCING YOUR WAY!

- Customized HR & Payroll Outsourcing Services
- Present in +30 countries
- Contact one provider for all lyour the countries you are operating in
- No matter what requests - we find a solution for you!

NOVATIVE
Global Payroll & HR Services

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MODULE FACTSHEET
ABSENCE MANAGEMENT

ENTER & TRACK ABSENCES

By using digital absence management, you have transparent access to your team's absence requests & history.

Nova Smart NG covers all the specifics of absence management & tracking. By using the NOVATIVE HRIS, you **avoid manually managing annual leave**, sick or maternity leave by **empowering your employees** to do it themselves.

From accessing the software via the **self-service portal** to one-click authorization for management through to accessible absence reports, everything is covered with Nova Smart NG.

NOVA Smart

Who is absent this week?   Absence type ▼ ⚙

Name	Start date	End date	Absence
Emma Smith	1-1-2023	2-24-2023	Sickness
Jon Thompson	1-10-2023	1-14-2023	Paid Leave
Sam Barker	1-12-2023	1-13-2023	Paid Leave
Andrew Elvis	1-12-2023	1-17-2023	Rest

+ Go to the annual planning

SET-UP FOR SUCCESS

Absence Management can be complex when managing it manually. Nova Smart NG allows you to customize rules & constraints no matter where you are -covering all your needs.

Set Variables & Absence Rules

► Define absence options (leave, illness, moving, etc.) your employees can choose from

► Apply labor law to comply with local regulations

► Enforce company policies & rules

► Differentiate constraints by employee group

TRACK ABSENCES FROM A TO Z

Have a transparent overview over who is in & who is absent in your team or department. Empower your employees to manage their absences leaving you with less admin work.
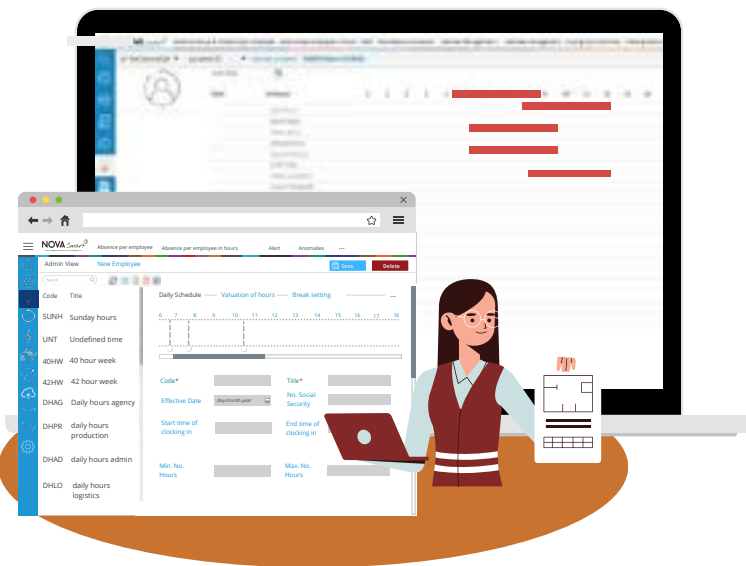
Dashboard

▶ Shared absence calendar taking privacy into consideration

▶ Simple overview over outstanding approvals & requests

▶ Absence history allows for discovering patterns & irregularities

Processes & Activities

▶ Self-Service portal for employees to request, edit & revoke absences

▶ Creation of reports & statistics based on the database

▶ One-click authorization for management

MORE THAN ABSENCE TRACKING

Our solution enhances employee engagement, supports compliance & seamlessly integrates with your current HR infrastructure.

▶ Automatic notifications of absence request

▶ Schedule regular occurring absences once to avoid time-consuming double-entry

▶ Control labor costs

▶ Comment on your validation or rejection to provide employee with transparency

▶ Highlight any deficiencies that may need extra attention

▶ Accessible absence reports

Secure.Compliant.Customized.

HRMS Your Way!

✓ Only choose the modules you need

✓ Customize & parametrize the solution to your individual requirements

✓ Centralize your HR processes within one data base

✓ Eliminate manual processes & switch to efficient digital streamlined HR & Payroll

MODULE FACTSHEET
TIME & ATTENDANCE

CLOCK-IN / CLOCK-OUT AS YOU NEED

Whether you have employees working remotely or on site, track time from anywhere & anytime.

Nova Smart NG is a complete **automated time-tracking software.** It helps you to **control labor costs** and **increases employee productivity**. We offer a wide range of solutions to suit your business. So, whether you have employees working remotely or on-site there will be the perfect solution for you.

The result? Management will have a **clear overview of employees' time.**

SET-UP FOR SUCCESS

Nova Smart NG allows you to customize your software settings as much or as little as you need. Be compliant with labor regulation and track the time of your employees.

Set-Up & Integration

▶ Seamless integration with your current HR infrastructure

▶ Our software integrates with various hardware terminals crafted by TBS

▶ No double entry - time tracking data will be integrated into your payroll workflow

▶ Create the obligatory attendance time slot

▶ Install mobile app on your phone for simple access & usability

MANAGE TIME FROM A TO Z

Nova Smart NG allows you to track time anywhere and at any time of the day. No matter whether your employees are working remotely or on site. Click one button & start working.
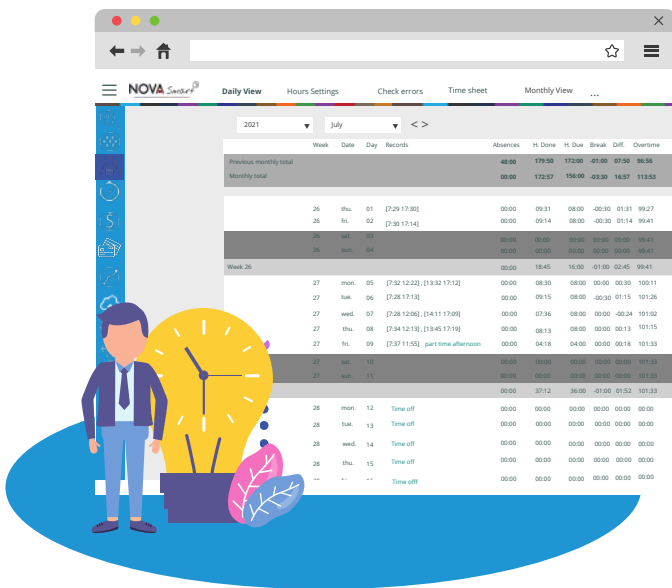
Easy-to-use

▶ One-click clock-in / clock-out on the self-service portal

▶ Manually enter working hours if clock-in was missed

▶ Manage shift work and multiple schedules

Automation

▶ Receive notifications of anomalies in time tracking

▶ Automatically ask employees to correct any mistakes or missing working hours

▶ Assign times to different cost centers and projects

MORE THAN TIME TRACKING

Our Solution can manage the basic time tracking & shift schedules but also offers many additional features that support you in accurately capturing time.

▶ Control labor cost

▶ User-friendly interface

▶ Export time sheet in any common file format

▶ Calculate overtime according to the existing regulations

▶ Automatically integrates data from other modules (e.g., absences) to correctly calculate time

▶ Accessible absence reports

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MODULE FACTSHEET
EXPENSES

SNAP & SUBMIT RECEIPTS

By automating your expense management, you reduce the time spent on accurately reimbursing your employees.

Snap and submit your receipts – it is as easy as it sounds. The software is designed to make each step along the process as simple as possible. Your employees will enjoy using this tool, while your business will benefit, with an **accurate and efficient method** which takes **less time.**

Manage your expenses from **anywhere and at any time**, whether you are in the office, at home or on a business trip!
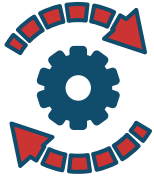
SAVE TIME & MONEY

Eliminate inept paper processes which cause a considerable administrative strain on your HR team. Implement it now & start benefiting straight away!

Integrate with Ease

► Integrate the expense module with your current payroll software

► Reimburse expenses at the same time as paying wages

► Incorporate budget thresholds

► Access module on most mobile devices for quick reimbursement processes

► Send alerts to achieve the best results

SIMPLIFIED EXPENSES FROM A TO Z

Your employees will be able to control the whole process on the go, from taking photos of receipts and allocating expenses to submitting and tracking them.

Automated Management

- Take a quick picture, allocate & submit the receipt in minutes

- Simple approval process with option to comment on decision

- Submission from employees can be clearly viewed along with uploaded receipts

- Add expenses in any currency

- Calculate multi-currency conversions within the module

- Categorize your receipts & have an overview of your expenses for travel, transport, food, etc.

MORE THAN REIMBURSEMENT

Our solution can manage the basic expense reimbursement tasks but also offers many additional features that support you in the reduction of manual tasks & double entry of data.

- User-friendly track records of expenses submitted, reimbursed, or declined

- Add & integrate business or personal credit cards

- Manage business specific rules & constraints

- Process VAT Return & Collection via the software

- Global view to keep-in line with budgets

- Securely store, efficiently organize & correctly assign all receipts

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MODULE FACTSHEET
E-DOCUMENTS

INCREASED DOCUMENT SECURITY

By digitizing your document filing system, you allow for 24/7 access & centralized storage.

Achieving this level of security via paper or file share-based document management systems is complicated and not guaranteed. NOVA Smart **protects your documents** by using **encryption keys;** the **roles and permissions** setting enable you to give access to specific records to individual employees.

Giving you peace of mind that **sensitive information is secured** at all times.

KEEP SECURITY YOUR NO.1 PRIORITY

Keeping sensitive personal identifiable information secure is a challenge of its own. Novative complies with ISO2001 standards ensuring data security at all times.

Data Protective Measures

▶ Novative is Swissdec & ISO2001 certified

▶ Secure storage in a datacenter in Switzerland

▶ Permission roles only allow authorized employees to view or edit selected files

▶ Data is protected by encryption keys

CENTRALIZED FILLING SYSTEM

Nova Smart NG e-documents allows for centralized digital storage of all your business documents accessible 24/7.

Unbeatable Features

► Keep track of changes made to specific documents

► Access your documents - on site and remotely.

► Generate documents within the software, e.g., contracts, wage certificate, etc.

► Reduce your carbon footprint by reducing your office supply needs

► Create document templates and store them in a central library

► Import & Export data in any format (incl. excel, pdf)

MORE THAN GOING DIGITAL

An effective HR document management system will have essential benefits to your business processes. Take advantage of Nova Smart e-documents by increasing your data security and reducing your I.T. costs.

► Fast ROI

► Reduce costs

► Increase accessibility

► Cater to remote & on-site employees

► Allow for continuous collaboration without email back and forth

► Reduce your carbon footprint

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