

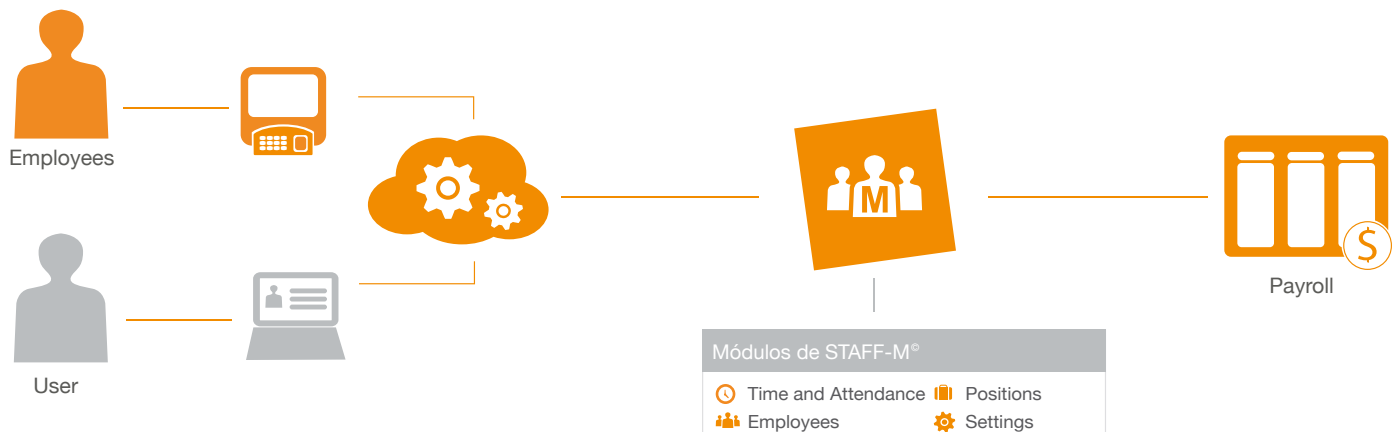


**STAFF·M**<sup>®</sup>  
HUMAN RESOURCES  
FOR MUNICIPALITIES



STAFF-M<sup>®</sup> is a Human Resources management solution that integrates employee and job data, compatible with the Time Clock module that manages time and attendance processes for government entities. STAFF-M<sup>®</sup> allows storing, organizing, and accessing all vital information about your human capital, maximizing time and resources.

## How does STAFF-M<sup>®</sup> works?



## Benefits

- STAFF-M<sup>®</sup> facilitates using the business rules of local government entities
- Programmed intelligence and controls for the management of staff actions
- Agility in the collection of Human Resources data and visibility for its utilization
- Microsoft's user friendly interface

# Functionalities

## Employees

STAFF-M® handles multiple aspects within the employee personal profile such as:

- Demographic information
- Professional licenses
- Academic preparation
- Positions

Make changes and updates to your personnel information such as:

- Appointments
- Wage changes
- Licenses

## Reports

STAFF-M® offers users different types of reports:

- General report
- Appointments report
- Statistical reports
- Detailed attendance reports
- Position reports
- Change forms
- Job certification
- Oath letter

## Time and Assistance

- Automates attendance data processing and license balance calculations
- Consult or adjust:
  - Number of time records
  - Support settings
  - Attendance status
  - Daily schedules
  - Weekly schedules
  - Daily periods of compensation times
  - Types of Absences
- Advanced compensatory time management (state and federal)

## Time Clocks

- System that provides better transparency in assistance
- Incorporates biometric reader technology into a stand-alone terminal
- Provides positive verification instantly of the employee's time clock records
- Interactive cloud validation of employee time at time clock recording