KADRIS 4

KADRIS 4 Information System

Business solutions for workplace digitalization

Human Resource Management

Time and Attendance

Access Control

Payroll

Solutions provided by   **ČETRTA POT**

01 The **KADRIS 4** unified platform

The KADRIS 4 information system is a platform comprising business solutions for Human Capital Management, Time and Attendance, Technical Security and Payroll. It offers a complete solution with seamlessly integrated HRM, T&A and Payroll information systems in the KADRIS 4 technology environment with supplier licenses. The Time and Attendance system supports digitalized Time and Attendance management and includes Technical Security or Access Control.

Areas of application

KADRIS 4

HUMAN RESOURCE MANAGEMENT

TIME AND ATTENDANCE

ACCESS CONTROL

PAYROLL

Provider

ČETRTA POT

Strategic implementa-tion planning

Data security and regulatory compliance

Business analytics

Customization and integrations

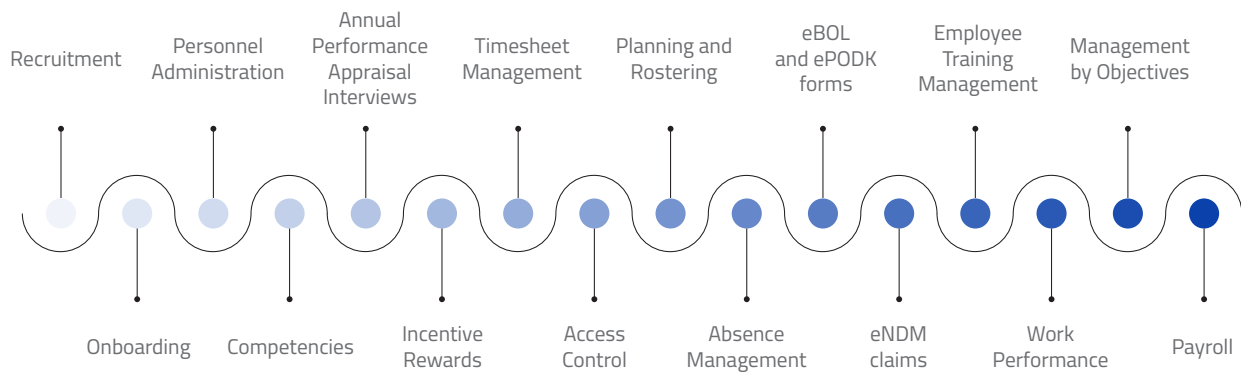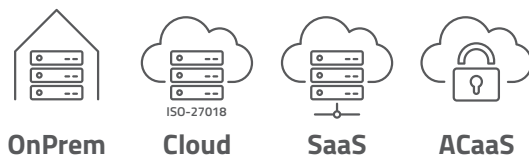Deployment and implementation

Ongoing support and optimization

Unified platform for all HRM processes

Recruitment

Personnel Administration

Annual Performance Appraisal Interviews

Timesheet Management

Planning and Rostering

eBOL and ePODK forms

Employee Training Management

Management by Objectives

Onboarding

Competencies

Incentive Rewards

Access Control

Absence Management

eNDM claims

Work Performance

Payroll

USER FRIENDLY
MODERN GRAPHICAL USER INTERFACE (GUI 4.8)
Intuitive layout
EASY TO USE

KADRIS 4
ENSURES COMPLIANCE
with the Labor and Social Security Registers Act

OnPrem   **Cloud**   **SaaS**   **ACaaS**

ISO-27018

Purchase and deployment options

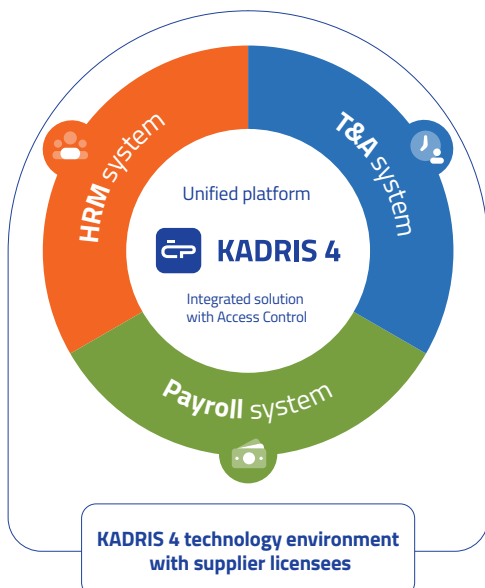|	
SW purchase	Purchase and deployment of the software on the client's server or on the servers of ČETRTA POT, access to the solution is via a web browser.
SW lease	Lease and hosting of the software on the servers of ČETRTA POT, access to the solution is via a web browser.
HW purchase	Purchase and installation of hardware for Time and Attendance registration (registration terminals) or Access Control (control units and readers) at specified locations at the client's premises.
T&A Terminal lease	Lease and installation of hardware for Time and Attendance registration (registration terminals) at specified locations at the client's premises.

Why choose a single platform
to digitize your business processes?

Work process digitalization delivers benefits that impact the efficiency, performance and competitiveness of an organization. The transformation of workplaces and processes fosters committed employee engagement, which is why it is crucial that all employees have access to business solutions that support the employment lifecycle throughout the different phases of their career. This includes solutions for human capital management and development, time and attendance across locations and time zones, payroll, and electronic door opening.

The Slovenian market offers very few suppliers that are able to support key work processes and establish modern ways of working or digital workplaces with a single IT system. Switching between different systems and collecting and analyzing data stored in multiple places provided by different suppliers and in different formats is prone to errors and rather time-consuming. Consequently, time and energy are draining instead of being invested into business analytics and reporting systems that can enable the management to make strategic business decisions in a quick and agile manner.

KADRIS 4 offers an ultimate unification of multiple IT systems on a common platform developed on the basis of true customer needs and employee experience.

Design of the KADRIS 4 unified platform

Unified platform

KADRIS 4

Integrated solution
with Access Control

HRM system

T&A system

Payroll system

**KADRIS 4 technology environment
with supplier licensees**

The key competitive advantage of the KADRIS 4 platform is that the client receives in one unified product a range of software modules for the digitalization of HR Management, Time and Attendance, Access Control and Payroll. The platform comprises four seamlessly integrated sub-systems:

1. **Human Resource Management information system (HRM system)**
2. **Time and Attendance information system (T&A system)**
3. **Access Control system (as part of the T&A system)**
4. **Payroll information system (Payroll system)**

Advantages of the KADRIS 4 unified platform

1. A unique integrated solution with interconnected systems

Data only needs to be entered once for the different business areas (HRM, T&A and Payroll), so all employee data can be accessed from one place, eliminating any copying errors and inconsistencies.

2. Modular design and integration with external systems

The subsystems of the unified platform (HRM, T&A and Payroll) operate independently or as a coherent whole, allowing flexibility according to the needs of the company or organization. The software solution delivers the exact functionalities the client needs while allowing for incremental upgrades and scaling according to the client's requirements. KADRIS 4 can be integrated with the client's existing systems.

3. Intuitive layout and advanced graphical user interface

The system's modules feature an attractive and unified look and feel, and are easy and intuitive to use, ensuring the best possible user experience. Users can quickly and easily view, manage, process and visualize data in the form of charts and reports. Complex employee data can be transformed at the click of a button into useful information in the form of charts and tables to support the management in business decision-making.

4. A single contractual relationship to simplify your business

A unified platform for a wide range of operational domains (Human Resource Management, Time and Attendance, Access Control, Payroll) means a single contractual relationship with a single provider instead of dispersed engagement with several system providers. We provide the whole range of support from implementation, user training, maintenance, system upgrades and extensions as well as user support. This allows HR, accounting and IT teams to focus on key tasks and projects, reduces time-consuming administrative work and increases productivity. This approach enables the development of a partnership with the solution provider.

5. Information security and regulatory compliance

The basis of information security and the simple log-in to KADRIS 4:

- Single Sign-on (SSO) with the use of OAuth 2.0 OpenID Connect,
- an audit trail that enables traceability of data changes and provides insights into data history,
- a password security policy that controls and requires password changes after a set period of time.

KADRIS 4 ensures compliance with the Act Amending the Labour and Social Security Registers Act (ZEPDSV-A), the Personal Data Protection Act (ZVOP-2) and the General Data Protection Regulation (GDPR). In commitment to information protection and quality, KADRIS 4 features all the key ISO certificates: 27018, 27001 and 9001. The Access Control system is certified according to the security standard SIST EN 60839-11-1:2013, with the highest security class (class 4).
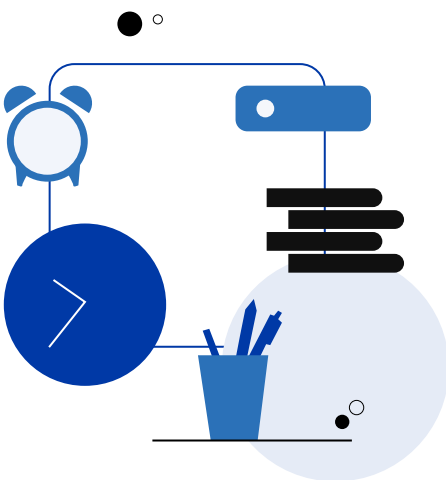
Subsystems of the KADRIS 4 platform

KADRIS 4
KIS

HRM information system

The Human Resource Management (HRM) information system is designed for efficient management and development of human resources and is an integral part of the KADRIS 4 platform. It provides full digitalization of HR processes and offers comprehensive support to recruitment, management and employee development processes. You can create modern workplaces, assess employee competencies, identify talent, train and groom successors, and effectively ensure that the right people are placed in the right jobs.

Areas of application: HR administration, recruitment, talent development, occupational health and safety, health screening planning, and reserve planning.

KADRIS 4
RIS

Time and Attendance information system

The Time and Attendance System (T&A system) is designed for efficient time management and is an integral part of the KADRIS 4 platform. It allows you to fully digitalize the management of employee working hours, the scheduling and rostering processes, and the management of project activity timesheets. You will have up-to-date information in a single place to ensure correct payroll calculations, keep an overview of your labor costs, and resolve any attendance incompliance.

Areas of application: registration and recording of time worked, attendance and absence management, rostering, records of meal consumption, preparation of payroll data.

KADRIS 4
PIS

Payroll information system

The Payroll Information System is designed for the calculation of salaries and all other employee compensation and is an integral part of the KADRIS 4 platform. The system keeps up-to-date with the latest legal amendments and changes as such changes are monitored by our team of experts. Clients can run the payroll themselves in the KADRIS 4 software or contract ČETRTA POT as an outsourcer for payroll calculation, secure data processing and storage, analytical tools for insights into payroll, and report generation.

Areas of application: payroll, garnishments and loans, outsourced payroll services.

KADRIS 4
RIS

Access Control system

The Time and Attendance system comprises also technical security of premises or Access Control. Access Control systems allow you to secure your premises and control who can enter your building or access specific areas. They ensure employee safety and protect organization's assets and business information.

Areas of application: control of access to rooms or areas (electronic door opening), room occupancy records, web announcement of visits, visitor reception and records, control of security patrols by using a mobile app, locker security, key locker security, logical access control.
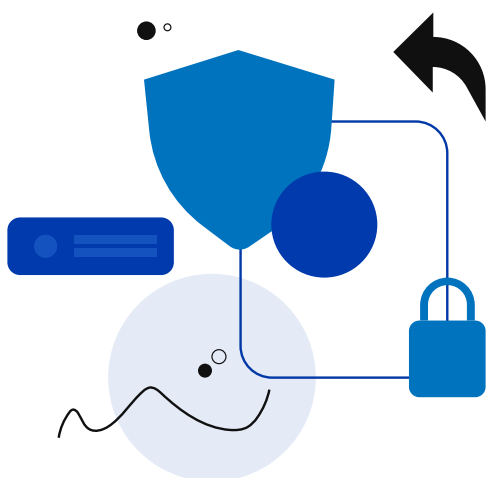
Self-service portals

Company Portal includes a directory or list of employees and allows you to view the current attendance of employees as well as certain types of absences, such as lunch breaks, coffee breaks and personal or business absences. Specific types of absence (for example sick leave) can be hidden. The absence display is also available as a calendar.

Employees can view their absences in the Personal Portal, and managers have access to the Managers' Portal, where they can view the absences of employees who are their direct or indirect reports.

Personal Portal is designed to provide employees a quick and easy access to key information and functions for work and time management. Employees can use the portal to:

- review personal documents such as pay slips, timesheets, leave notices, contracts and annexes – all in one place,
- manage timesheets with functionalities such as travel orders, electronic permits for hourly absences, multi-day absence planning, online time registration and missing event entry,
- access work rosters with an easy and clear overview of work schedules,
- register to attend training courses, evaluate the training they have received, and monitor and improve their competencies and knowledge,
- complete questionnaires for regular annual appraisal interviews to better understand personal development and performance in the workplace,
- access performance appraisal results, competencies and information on equipment taken charge of to better understand their achievements and expectations,
- follow the objectives and KPIs set by management to better focus their work and monitor their own progress.

Managers' Portal is designed for heads of departments as an effective tool to manage their teams and HR processes in their organization. The portal provides access to functionalities that are essential for successful management and coordination of work. Managers can use the portal to:

- manage employee tasks: the manager can assign and monitor tasks and follow up on employee performance,
- approve absences: the manager can approve different types of employee absences, thus ensuring efficient management of working time,
- approve attendance in training courses: the manager monitors and approves employee attendance at training events and development programs,
- conduct annual appraisal interviews: the manager can conduct appraisal interviews and evaluate employee performance,
- assess competencies: the manager can assess employee competencies and identify potential areas for development,
- lead the team with defined objectives: the manager monitors the team's progress toward the set goals and directs the work in line with the company's strategy.

HRM Portal brings together the variety of modules and functionalities of the HRM system and provides a comprehensive overview of key employee data. The main advantage is a comprehensive overview and efficient management of the organization's key employee data. The portal is specifically designed for HR departments responsible for implementing and managing HR processes efficiently. The portal offers a wide range of options for organizing employee information, including seniority, education, family members, leave quota, insurance, skills, bonuses, disability, and data on attendance and absences. Moreover, it supports the management of different forms of work, such as studies, internships, contract work, etc. HRM Portal is therefore an essential tool for accurate and efficient management of HR data in an organization.

Digital signature and
document management system

Digital signing and sending of documents take place between the creator (HR administrator), the signatory (manager) and the holder (employee) of the document. To support these functions, KADRIS 4 provides a specific user interface that allows document upload, selection of signatories, signing, completion and sending of documents to signatories. This process involves interaction between the HRM Portal (user is the document creator), the Managers' Portal (document signatory), the Personal Portal (employee as document holder) and the HRM Portal again (notification of the completed signature). This process requires the installation of a qualified digital certificate issued by a trusted certificate authority. A natural person certificate (for an employee), as well as legal entity certificate (for the employer), is to be obtained by the employer. In cases where the employer already uses a digital signature system from a provider such as ePERO, Rekono, Konica Minolta or similar, the metadata and PDF documents are transferred from KADRIS 4 to the selected provider's signature system and then back to KADRIS 4 or the employee's Personal Portal.

Archiving of documents generated in KADRIS 4 is possible through integration with external e-archive or document system providers (e.g. Mikrografija or Mikrocop and similar). Integration enables efficient and secure archiving of documents, contributing to a well-organized and sustainable document management.

Analytics and reporting system

Charts and tables
Reports in the form of tables and charts, extracted from different parts of the KADRIS 4 platform, provide insights into labor costs, absences, employee turnover, competency development, performance, and similar. Data can be analyzed on its own or aggregated by subject area. The reporting system provides a comprehensive insight and identifies trends and opportunities for improvement. By analyzing the data, business processes can be optimized and strategic decisions can be made in line with the company's objectives. This enables better human resources management and identification of key areas where improvements can be made.

02 **KADRIS 4:** Human Resource Management information system

The Human Resource Management information system (HRM system) is an integral part of the KADRIS 4 platform and enables efficient HR data management and HR development in modern work environments.

KADRIS 4, with its range of HR modules, eliminates HR data fragmentation and enables the HR department to focus the activities on employee development and the development of employee competencies in line with the company's strategy.

The system is based on dynamic personnel records and features a reminder calendar, thus facilitating simple, quick and effective management of fundamental HR Management processes. Building on the basic HR records, advanced dedicated modules keep track of the different phases of the employment lifecycle. The system supports recruitment, statutory health and social insurance, on-the-job training and competency assessment in the first step, followed by management by objectives, regular annual appraisal interviews and training courses.

With intuitive graphical user interfaces, it facilitates work performance assessment and puts it side by side with existing information. Combining these data within the system makes a key contribution to fair remuneration and simplifies decisions on promotion and succession. Dynamic personnel records include information on scheduled medical check-ups and reminders for occupational safety training and risk assessment.

Dedicated modules are also available, developed for the public sector to support the process of electing research candidates for the right to lecture and the evaluation of civil servants for promotion and compensation.

Self-service portals (HRM Portal, Managers' Portal and Personal Portal for employees) facilitate communication, encourage feedback and enable effective inter-departmental processes on the HR department – manager – employee axis.

»An HRM information system is a tool that turns an overwhelming mass of data into information that is relevant to the user at a click of a button.«

Software to support HRM processes

Personnel Records

Data management: basic data on the company and its affiliates, organizational structure of one or more companies, job classifications, cost centers, workplaces, personnel files, job assignments, relations between employees, jobs and cost centers, payroll and payment information. Automatic calculations: employee age, years of service, pensionable years, annual leave quota, jubilee reward candidates, work seniority. Report generation: easy preparation of reports and export to .xls, .ods and .csv files, interactive report functionality. Better organization: calendar with e-reminders and timeline to simulate past or future events. Integration with the e-learning provider Smart Arena enables the display of completed courses and certificates.

Recruitment

The module supports the process of identifying and integrating new staff members. It covers the vacancy description preparation and posting, collection of applications via a contact form on the company's website or job portals, processing of applications, interviewing potential candidates, selection of the candidate, notification procedure, copying of the selected candidate's details into the HR records, and the candidate's enrollment in the pension and disability insurance scheme via the eHRS portal interface.

Competencies

The software module is based on the process of competency assessment in relation to job requirements. The module allows you to set up a competency profile and the required advancement level for jobs within an organizational unit. Different forms of competency assessments show the differences between required and achieved levels of development. A competency model with or without specific behavioral indicators is available. The module can be used as part of the regular annual appraisal interviews or as a stand-alone feature. The advantage of competency assessment as part of the annual appraisal interview is that it allows employees to assess their competency and discuss it with their manager, which is not possible in the context of manager's stand-alone assessment.

NEW!
Upgraded module

Annual Performance Appraisal Interview

The module facilitates a structured discussion about the employee's past performance, feedback on performance, analysis of individual well-being, team dynamics and satisfaction with supervisors, and improvements suggestions. Different questionnaires can be designed (text or narrative response, categories – one or more responses, tables – multiple responses) to assess employee's performance, the realization of objectives and targets, and the overall assessment of the employee's performance, and to set future objectives and tasks.

NEW!
Upgraded module

eHRS Portal HRM Interface

The interface is integrated with the SPOT government portal eHRS interface and enables automatic enrollment and disenrollment of employees in statutory health and social insurance schemes (M-1 and M-2 forms), submission of any changes to the employee status (M-3 form) and enrollment in insurance schemes for occupational injuries and diseases (M-12 form). Bulk enrollment and disenrollment are possible, which is handy when a company changes its legal status, switches to part-time work, has to manage temporary layoffs or needs to make mass redundancies or recruit new staff.

eHRS

Employee Training Management

The software module facilitates the planning of educational processes. It includes the preparation and approval of the training plan and delivery, employee registration and manager approval, the delivery of a satisfaction survey or training report, employee suggestions for new training, the calculation of travel expenses related to the location and date of the training (linked with the Travel Orders module), analysis of the process and the impact of employee training.

Management by Objectives

The software module supports the planning of objectives and the activities to achieve them, as defined by the management and aligned with the organization's key objectives. Furthermore, the top-down objectives of organizational units are defined and agreed upon by the middle and top management, followed by the personal objectives of department heads and the personal objectives of employees. The process is repeated in the same way at all levels of the organization, with each employee aligning their objectives with the organization's annual and long-term objectives. Managers monitor the planned activities in the system and assess the performance of the individual or team against the company's business results. Evaluation of objectives is carried out as part of the annual appraisal interview or as a separate process to assess past objectives and the objectives set for the next period.

NEW!
Upgraded
module

Regular Work Performance

The software module allows you to assess the performance of staff members who perform above-average results in their regular duties. The module allows for the selection of any number of criteria, different rating scales, several groups of criteria and several groups of employees to be evaluated. Each group is evaluated by a designated person. The assessment timeframe has a deadline. The criteria are customizable in terms of their number and content in line with the company's internal rules, and the same is true for the incentive reward budget.

Incentive Rewards

The software module supports the payment of incentive rewards to employees. Incentives are calculated based on the scores from the regular performance appraisal and the company's internal rules for incentive calculation. The rules for converting the assessment into a financial value are dynamically configurable and can thus be customized to the company specific needs. The system notifies appraisers and award approvers when appraisals are due to start and reminds them a few days before the assessment and incentive assignment deadline. Employees can view their scores in the Personal Portal.

Succession Planning

The software module allows the company to manage the strategic process of identifying the key people of the organization. The succession planning process is rounded off by the identification of talent ready for promotion, targeted training and integrated grooming to fill key roles.

On-the-job training

The software module covers the entire process from planning to implementation and revalidation of on-the-job training. It includes the preparation of training content and timetable, monitoring of the implementation under the guidance of a trainer, certification of the qualification (passing an exam or practical test, filling in a questionnaire), validation or revalidation of the qualification (customizable time period).

Health and Safety at Work

The software module is intended for safety engineers and other persons responsible for occupational safety and health. It supports the management of records required by laws and regulations, the creation of record sheets and forms (e.g. ER-8, DD1, DD1-A) and health exam management.

Public Sector Support

Health Check Planning

The software module allows you to schedule employees for periodic, preliminary, follow-up and other health checks. Scheduling can be done by a manager or a planner, depending on the company's process. The module allows you to print out referrals for health check-ups, inform key persons about the planned check-up and send invitations with relevant instructions and information.

Risk Assessment

The software module supports the entry and editing of basic company information (the client) and the risk assessor information (provider of the risk assessment service), creation of technology units with descriptions, entry of data for the workplace analysis, printout of workplace analysis forms and printout of the risk assessment with a statement.

Reserves for actuarial calculations, holiday pay, untaken leave and surplus hours

Actuarial Calculation of Provisions for Jubilee and Retirement Gratuities module supports the preparation of data for the actuarial calculation, import of the calculated values and booking of actuarial calculation amounts at the beginning of the year. **Holiday Pay Reservation module** supports the planning of resources for the payment of holiday allowance by calculating the planned amount of holiday allowance for the current year at the beginning of the year, and then booking the scheduled amount of holiday allowance in the general ledger every month until the allowance is paid to employees. **Unused Leave and Surplus Hours Reserve module** recalculates the required reserve against the previous year's balance at the beginning of the calendar year and maintains this balance in the current year.

Election to a Research Title

The module supports the procedure for the election of candidates to scientific and professional research titles in order to obtain the right to lecture at a higher education institution or faculty of a specific university. The process of preparing the steps according to the type of title for which the candidate is applying is digitalized. The module covers the committee structure, entry of mandatory documents and data for the election, notifications and e-mailing to the committee, fields for committee opinions and minutes, and the documentation regarding the election to research titles. Candidates for titles submit their applications and attachments in the Personal Portal, whereas process administrators can accept or submit applications and attachments on behalf of candidates in the HRM Portal. E-mail reminders facilitate communication between the parties involved in the process.

NEW!
Upgraded module

Evaluation of Civil Servants for Pay Grade Promotion

The software module allows the creation of evaluation teams with an evaluator and the employees to be evaluated, the entry of evaluations into the module by the evaluator, the deadline for evaluation entry, a record of the employee having received the evaluation result, evaluation sheet printing, applying evaluation results in candidate promotions and the standard export of data.

Regular Work Performance

The software module allows for employee evaluation according to the criteria set out in the Collective Agreement for the Public Sector (knowledge and professionalism, quality and accuracy, attitude to work and work resources, work volume and efficiency, innovation) and for employee evaluation at various time intervals. The calculation of the bonus according to the evaluation and budget calculation is carried out in the Payroll system.

KADRIS 4
RIS

03 KADRIS 4:
Time and Attendance information system and Access Control

The Time and Attendance information system (T&A system) is an integral part of the KADRIS 4 platform and supports efficient recording of attendance and all types of absences in the work setting. It enables the scheduling of staff, recording of working hours for the monthly income statement, technical security of premises and control of access to buildings and specific areas.

The Time and Attendance registration system is very important for employers and employees, as it enables accurate and legally compliant records of working hours, catering costs, business trips and commuting to and from work. Moreover, it enables automated communication with the governmental SPOT portal for the transfer of electronic sick notes (eBOL), blood donation certificates (ePODK) and the submission of claims for reimbursement of long-term sick leaves (eNDM).

The system automates the process of approving requests for various forms of work or absence requiring approval by the manager. In addition, the system allows you to roster staff into different schedules and keep track of work activities on projects. This is key information needed for correct payroll calculation.

Self-service portals with e-mail reminders facilitate easy communication between management, HR and employees, ensuring efficient exchange of information. This ensures accurate and reliable data for correct payroll calculation and business optimization.

IT trends are important for developing user-friendly and business-efficient solutions. Employees can now easily record the start and end of their work using a web app and/or mobile app, wherever they work (at home, at company premises, in the field).

The Time and Attendance system also comprises technical premises security or Access Control, providing control over who can enter the building or specific areas. Access Control system supports reception desk, visitor announcements and monitoring, security rounds management, electronic locking of employee lockers, key storage lockers, and room occupancy records (roll call).
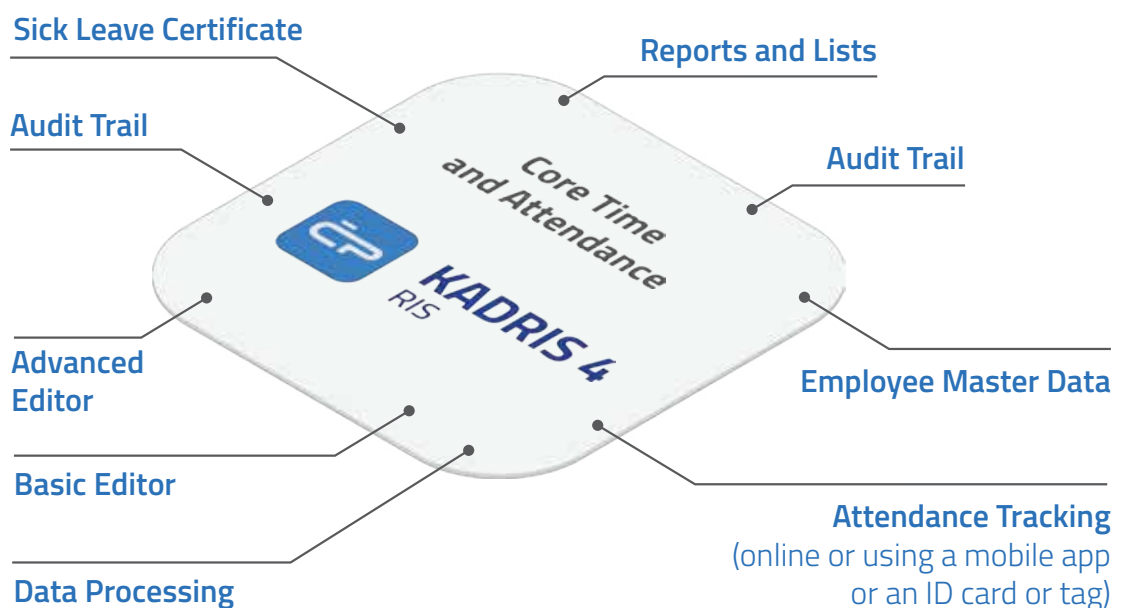
KADRIS 4

ENSURES COMPLIANCE

with the Labor and Social Security Registers Act

››Automated and accurate Time and Attendance system that helps boost employee productivity. The system provides real-time insight into timesheets, controls labor costs, contributes to the organization of work, eliminates discrepancies and provides key data for monthly payrolls.‹‹

Core Time and Attendance

Time and Attendance technology offers a choice of using **traditional ID media (ID cards)** to register attendance, or employees can clock in and out **online or using a mobile app**. First, **basic employee data** must be entered and registration groups with timetables must be assigned to the employees. If an employee forgets to clock-in or clock-out or makes an error during registration, the system e-mails the employee of such error. Employees can fix the error themselves or ask the user administrator for assistance. The user administrator has access to the **Advanced Editor** dashboard providing built-in controls for all types of work, offering an up-to-date view of the real situation and improving the efficiency of record-keeping.

The record of access to data by administrators and users, or **audit trail**, is compliant with the legal provisions on the protection of personal data. The Advanced Editor dashboard provides an option to manually copy data from electronic sick notes or **eBOL forms** into a sick note user interface with the same data entry fields as the original forms, however, automated capture via the SPOT portal is recommended. Based on the entered sick note information and settings, wage types for payroll are calculated and salary reimbursement claims for sick leaves are prepared.

Data processing and preparation of reports and lists encompassing individual employees or groups of employees across departments are an excellent analytical tool for presenting information in the form of tables and charts to support the management in decision-making.

Sick Leave Certificate

Reports and Lists

Audit Trail

Audit Trail

Advanced Editor

Basic Editor

Employee Master Data

Data Processing

Attendance Tracking
(online or using a mobile app or an ID card or tag)

Core Time and Attendance
KADRIS 4
RIS

Time and Attendance **software**

Traditional attendance tracking using an ID card

The most common way of registering attendance and absence from work is using an **identification card or a tag** on a **Time and Attendance terminal**. Schedules are pre-set on the Time and Attendance terminal, saving time and reducing the likelihood of errors. In case of errors, the system notifies the employee by e-mail so that they can correct the data themselves or contact the administrator for assistance. The administrator has access to the Advanced Editor dashboard with built-in controls, thus improving the record-keeping efficiency.

Attendance registration using a mobile app

The dedicated **KADRIS 4 Mobile app** enables the employees to clock-in and out using their smartphone. Users can select the icon corresponding to the event type in the app or approach their smartphone to a Time and Attendance terminal or NFC sticker. Data is automatically recorded even when you are not connected to the network and will synchronize once you log back into the app. The solution is integrated with Microsoft 365 and enables the transfer of absence data to the MS Teams calendar and MS Outlook.

Online attendance registration

Keeping track of working hours using a **virtual Time and Attendance terminal in a web browser** is easy and requires no additional hardware purchases. Such virtual terminal enables correct registration and automatic calculation of working hours based on types of days and projects.

Employees can register work from home or from different locations using the **Work Outside the Workplace** module, where they clock-in for work, register breaks, clock-out from work, and enter a short report on the work done. Supervisors then approve or reject the event and the hours are automatically stored in the timesheet.

Work commute allowance based on Google maps

The module calculates commuting allowance based on the timesheet data, considering any changes to the workplace and work locations. Employees submit a declaration describing their commuting route to and from each work location. The system calculates the correct commuting allowance based on the employee's clock-in location.

To check commuting route distances, the module offers the option to subscribe to **Google maps API KEY** services. The services include the Distance Matrix API, Directions API, Maps JavaScript API and Distance Matrix service.

Meal ordering and consumption records

The software module provides several ways to **order snacks** or other meals for any period of time – for the current day, a week or entire month. Upon clocking-in for work, the user can select one of the meals offered by the system at the registration terminal, or employees make their selection in the software module. **Meal consumption** is recorded using ID media, which allows for accurate record-keeping and service efficiency. The meal voucher balance or credit amount is deducted or transferred to the payroll system according to consumption, and the amount used is deducted from the salary.

Permit

The module supports advance notice and approval of business and private absences during working hours. Supervisors receive e-mail notifications for requested absences, and use the application to approve or reject the requests. An e-mail notification is sent to the applicant. Advance notice of overtime or unscheduled work is also possible, whereas the organization's internal rules are applied. The system automatically records data in timesheets, which form the basis for payroll in KADRIS 4 or for export to an external payroll system.

Interfaces for eBOL, eNDM and ePODK

The eBOL and eNDM software modules in KADRIS 4 are integrated with the SPOT governmental portal interfaces of the same name. Integration with the **eBOL** interface enables you to automatically retrieve electronic sick notes (eBOL forms), calculate the wage types corresponding to sickness absence types and export the data to any payroll system. Integration with the **eNDM** interface allows automated submission of reimbursement claims directly to the Health Insurance Institute of the Republic of Slovenia (ZZZS).

Absence Planning

The module allows users to announce full-day absences such as annual leave, education, study leave, business trips, sick leave, and similar. Employees and managers can keep track of approved, rejected and pending requests, as well as leave balances. Absences are automatically recorded in timesheets, which form the basis for payroll in KADRIS 4 or for export to an external payroll system.

Roster Management

Roster Management is the new generation of the module formerly known as Planning and Rostering or Armoris, offering planners a much easier way to schedule employees into rotas and shifts and record absences. It gives employees a convenient overview of their work schedules. The module features a new dashboard with an intuitive view of employee assignments at different times by schedule or group of schedules. Planners can quickly copy schedules and apply automatic controls and compliance checks. Advanced filters, the ability to create a list of favorite schedules, absence logging and comments make the rostering process simpler and faster. New dashboard offers a graphically enhanced view and improved display of work schedules in both online and printed versions.

NEW
GUI and UX

Timesheet Export to Payroll

The module allows you to calculate the different types of work (regular work, sick leave, annual leave, public holidays) and allowances (number of commutes, number of consumed meals). The data is automatically recorded in the employee's timesheet, ensuring fast and accurate payroll. The system produces an export file suitable for import into the payroll part of the KADRIS 4 platform or any external payroll system.

Travel Orders

The software module allows easy management and overview of the absence process from the announcement to the reimbursement of expenses. Depending on your scope and complexity, you can choose between a basic or an advanced solution. **The basic module** supports a six-step process starting with the announcement and approval of a business trip locally or abroad, and ending with expense reimbursement, where each step is supported with e-mail notifications. **The Advanced Module** has two additional functionalities: Fleet Management offering reservation of resources or service vehicles and Travel Route Records.
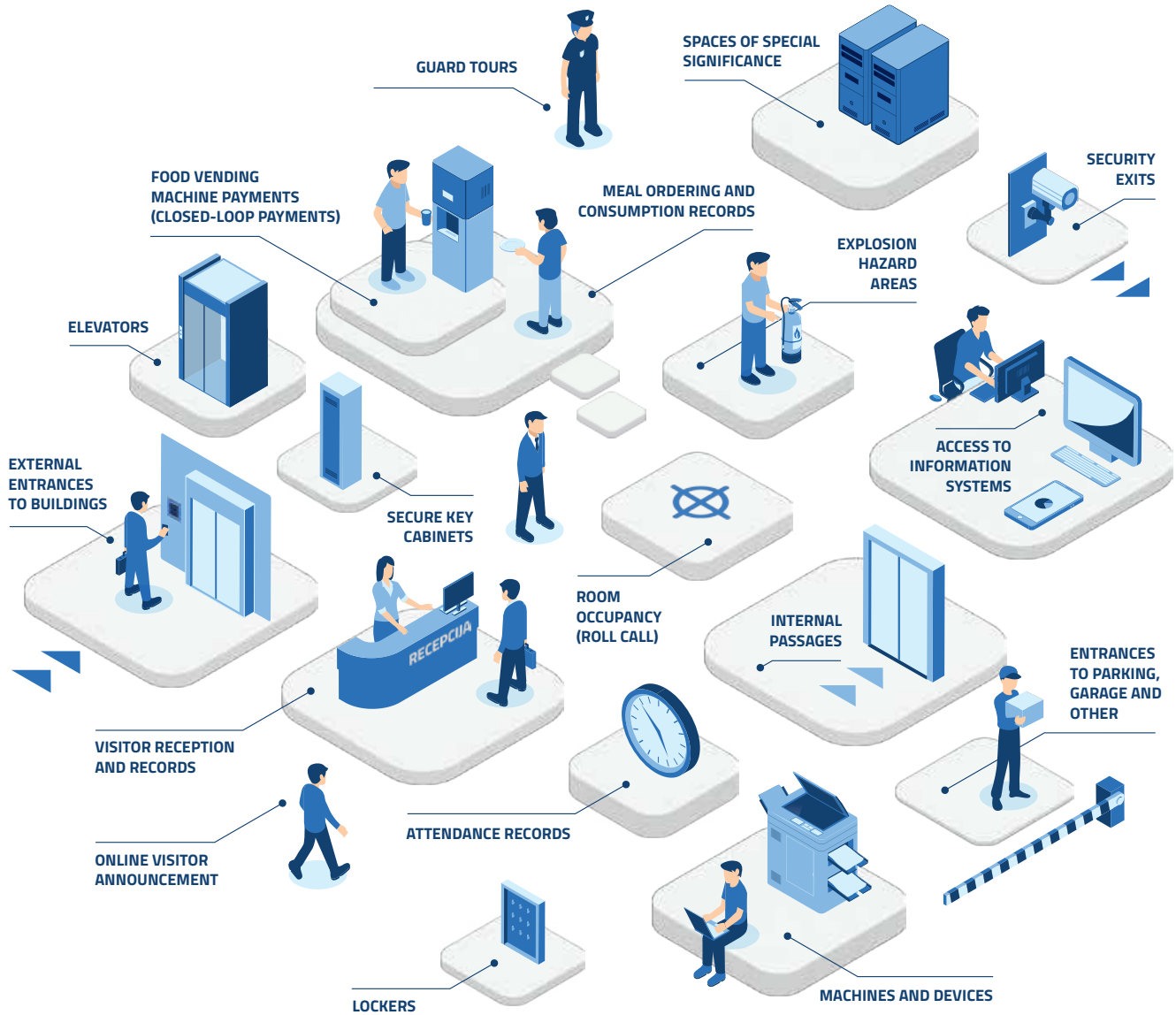
Infomat

Infomat gives employees 24/7 access to their personal timesheets and absence request history. Managers can access Time and Attendance records, rosters, hourly and daily absences, hours worked and leave balances both at the department level and on an employee-by-employee basis. The amount of data visible to a manager depends on the access rights granted to the user.

Applications of a common ID medium in Time and Attendance and Access Control

GUARD TOURS

SPACES OF SPECIAL SIGNIFICANCE

FOOD VENDING MACHINE PAYMENTS (CLOSED-LOOP PAYMENTS)

MEAL ORDERING AND CONSUMPTION RECORDS

SECURITY EXITS

EXPLOSION HAZARD AREAS

ELEVATORS

EXTERNAL ENTRANCES TO BUILDINGS

ACCESS TO INFORMATION SYSTEMS

SECURE KEY CABINETS

ROOM OCCUPANCY (ROLL CALL)

INTERNAL PASSAGES

ENTRANCES TO PARKING, GARAGE AND OTHER

VISITOR RECEPTION AND RECORDS

ATTENDANCE RECORDS

ONLINE VISITOR ANNOUNCEMENT

LOCKERS

MACHINES AND DEVICES

Control of access to areas and specific rooms

Access control is not just about unlocking doors electronically; it provides comprehensive monitoring and control of all areas of your premises – from the reception area to critical and high-security areas. As an integral part of the KADRIS 4 platform, it allows you to restrict and control access to rooms and areas, controlling who can enter, when and where. Users can be assigned one or multiple identification media. A record is kept of accesses and attempts to gain access, ensuring a high level of security and transparency.

SECURITY GRADE 3
SIST EN 60839-11-1:2013
CERTIFIED II
Environmental Class

SECURITY GRADE 4
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Room occupancy (roll call)

The list of people present is updated as users register at Access Control readers or Time and Attendance terminals. For the room occupancy functionality to operate, a room or zone must be defined and entry and exit readers must be assigned. As a user presents their credentials at a specific entry reader, the user is included in the attendance list, and when presenting at the exit reader (or any other reader), they will be deemed to have left the premises. Users are required to register their entries and exits diligently to ensure correct attendance records. The functionality may be used to ensure occupational health and safety, and for evacuation purposes. When only required to provide information about who is present at work, while information on the exact room is not relevant, the Time and Attendance part of KADRIS 4 is sufficient.

Guard tour monitoring with the KADRIS 4 Security app

Most security risks and unnecessary costs related to business premises arise due to forgetting to turn off the lights and leaving the windows open. These and any burglary risks can be eliminated by the security service performing regular patrol. The solution for tracking and monitoring security guard patrols is ensured by the guard tour system. Guards record their tour at control points using their mobile phone or a registration terminal thus enabling the monitoring of their tour by the surveillance team.

Key locker security

Key locker is a convenient key storage solution that provides simple access control to keys using an ID card. The solution can be used in environments where electronic locking access control is not necessary or economically feasible.

Online visitor announcement, reception and records

Admission of visitors to premises is part of a comprehensive security system that includes advance notice of visits, reception and registration of guests. KADRIS 4 provides Online Visitor Announcement and Visitor Reception (Reception Desk) modules, which complement the Access Control system. The modules support reception desk activities and analysis of the data on visits, visitors and reception desk staff. Employees can announce their visitors and book meeting rooms. The system provides an overview of the announced visits and assigns the visitor a temporary ID card to open appropriate doors. The receptionist has an overview of the visitors currently present, and the visits are recorded in the database. It is possible to create reports on visits and visitors in accordance with GDPR guidelines. The functionality is of particular value in cases of evacuation.

Wardrobe locker security

Wardrobe locker access control using ID cards is a very simple solution for employees. The operator can monitor the information about which lockers are occupied, trigger an alarm in case of burglary and create reports on locker events and status. At the same time, the organization can cut locker maintenance costs.

Logical Access Control

Logical Access Control entails the control of access to information systems and computers by means of an ID medium and personal password. To implement Logical Access Control, appropriate ID media, readers, software and Public Key Infrastructure (PKI) are required. The optimum solution of ensuring security in an information system is the combination of a physical ID medium (e.g. card), a single media database and the Single Sign-on system (SSO).

Users need to enhance their diligence regarding their ID card, as they cannot use their computer without it. Upon exiting the office, the user must take the ID card with them, which effects in locking the computer (automatically signing out of the system). In addition, sharing of cards and passwords is inherently prevented.

Hardware for Time and Attendance and Access Control

Time and Attendance and Access Control hardware is an integral part of the KADRIS 4 platform and an indispensable tool for the implementation of a Time and Attendance and Access Control system.

The advantage of the KADRIS 4 system is in-house development and production of system components in Slovenia, which means stability in supply chain, servicing and upgrades. In-house development allows for flexibility and consultation services regarding system design, hassle-free scalability and the possibility of upgrades. High reliability is ensured thanks to using standard components with a longer-than-average service life. All products are regularly attested by the Slovenian Institute of Quality and Metrology in Ljubljana and certified to the highest safety standards.

Time and Attendance terminal for working hours registration

A Time and Attendance registration terminal is the primary hardware component for tracking the clock-in and clock-out as employees arrive to work or leave home. The terminal features icons or so-called touch keys on the screen for the employees to clock their events, such as a snack, a coffee break, personal errands, overtime work, on-call duty or a business trip. The terminal records the events when a user holds an identification medium (e.g. a card, tag, smartphone) close to the terminal.

Identification media

Attendance registration and/or electronic door opening in the context of Access Control is contactless, as employees, upon arrival or departure, bring their identification media close to the Time and Attendance terminal or Access Control reader. The Time and Attendance terminal records the clock-in and clock-out events, and the Access Control reader opens the door and records the passage information. Several different ID media (cards, tags, smartphones) are available for Time and Attendance registration and/or Access Control. Their common denominator is that they are contactless, secure, reliable and compatible with different technologies.

TA-500 and TX-600 Time and Attendance terminals

CMX5 and CMX3 Access Control readers

Common ID media – ČETRTA POT DESFire EV3 cards and/or KADRIS 4 Mobile app for Time and Attendance registration and Access Control

ČETRTA POT DESFire EV3 ID card

One of the most technologically sophisticated and secure contactless cards currently on the market is the ČETRTA POT DESFire EV3 from the NXP's MIFARE DESFire smartcard portfolio. Its design allows for greater operational distance and features improved transaction speed. It offers the highest level of data protection and privacy assurance (Common Criteria EAL 5+ certificate). It supports a wide choice of open cryptographic algorithms based on DES, 2K3DES, 3K3DES or AES encryption. It is made according to the established ID card standards (ISO 14443 and ISO 7816) and is compatible with existing MIFARE infrastructure.

KADRIS 4 Mobile app

Dedicated mobile apps have taken over the role of an ID medium and became part of a comprehensive Time and Attendance and Access Control system. The KADRIS 4 Mobile app is available on Android (with NFC technology) and iOS (with BLE technology). The mobile app records clock-in and clock-out events at the Time and Attendance terminal, at checkpoints (NFC stickers) or directly on the phone. By clicking the corresponding icon on the phone, employees record their clock-in to work, clock-out from work, different types of work (regular work, work from home, lunch break, business trip), and manage their absences anywhere and anytime – in the company, at home or during fieldwork. In the context of Access Control, the app opens doors and registers Access Control events on ID media readers.

The advantage of the KADRIS 4 Mobile app is that it operates even in the absence of internet or mobile network. When the connection is reestablished, the data is automatically transferred to the database.

ID media readers and control unit

The KADRIS 4 information system ensures uncompromising security at the level of communication between the system components, i.e. between readers, controllers and the database. Readers read data from ID media, identification is contactless. Certain reader models allow for PIN or fingerprint identification.

Control unit is the core of the Access Control system and captures data from ID media by means of readers, communicates with databases, and controls latch release mechanisms. The VT-500 control unit of the KADRIS 4 Access Control system offers different levels of autonomy, depending on the version of the built-in uninterruptible power supply. In the most powerful version, which complies with EN 60839-11-1:2013, grade 4, autonomy of four hours is guaranteed. The grade 3 compliant version holds autonomy for two hours, while grade 2 does not require uninterruptible power supply.

KADRIS 4
PIS

04 KADRIS 4: Payroll information system

The Payroll information system is an integral part of the KADRIS 4 platform and is designed for the calculation of employee salaries and all other remuneration in modern working environments.

KADRIS 4 is a state-of-the-art payroll system that enables accounting and HR departments to efficiently calculate payroll, either using it as a web application or as a cloud service. It is designed to pay salaries and other income to employees and automate processes such as deduction of garnishments and credits and monitoring of their balance.

With this system, you can benefit from fast response to changes in legislation, expert advice and accurate calculations. Integration with the Time and Attendance Information system and the Human Resources Management information system ensures seamless operation and represents a key competitive advantage. As the payroll legislation is complex and changes frequently, we also offer outsourced payroll services provided by our team of experts specializing in payroll.

KADRIS 4 is suitable for a wide range of businesses in both the public and private sectors, as it supports the calculation of payroll in accordance with the applicable legislation, the keeping of related records, and internal and external reporting. The system is designed to be flexible and easy to use in any company or organization.

Pay slips can be automatically uploaded to employees' Personal Portals or sent by e-mail, and are also available in the KADRIS 4 Mobile app. In the case of exceptions, personal service or mailing by post is still available. The software provides secure data processing and storage, and analytical tools to view and report on payroll payments.
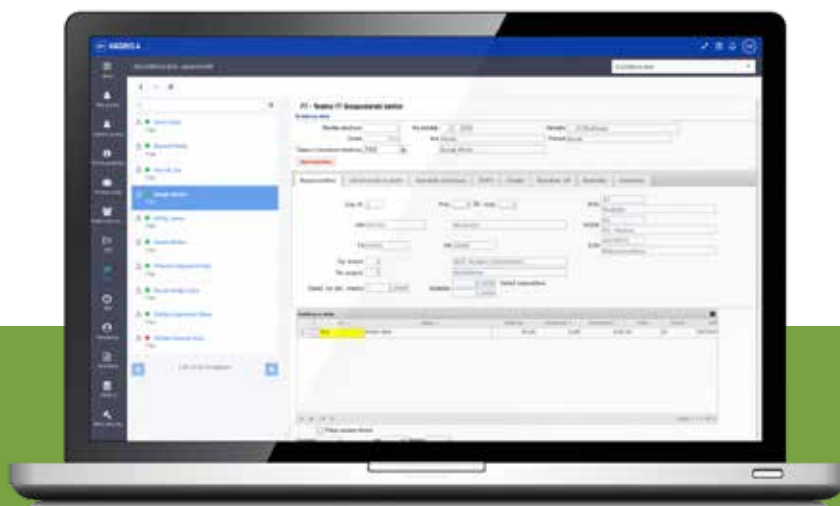
»The Payroll system automates payroll processes, eliminates the possibility of errors and adapts seamlessly to changes in the legislation.«

Payroll **software** and **services**

Calculation and payment of salaries and other remunerations

- Calculation of wages and salaries and other income
- Access to pay slips and summary of income statements
- Calculation of regular work performance
- File exchange with insurance companies
- Integration with the General Ledger – journal vouchers
- Submitting statutory required forms
- Transaction orders (UJP forms)
- Applications for medical specialization candidates or trainees
- Reimbursement claims for sickness absence from the Health Insurance Institute of Slovenia (ZZZS)
- Reimbursement claims from the Pension and Disability Insurance Institute of Slovenia (ZPIZ)
- Compliance with the legislation of the Republic of Slovenia, up-to-date compliance with legal changes affecting payroll calculation
- Stored history of payroll runs, with complete analytics
- Options to extract data according to a variety of criteria
- Possibility to calculate and pay salary and other income in a single payroll run

Outsourced Payroll accounting

We can handle all the tasks and services related to the payroll of your company's employees or external collaborators in our payroll segment of the KADRIS 4 system. We can provide monthly payroll runs for salaries and compensation for other types of employment relationships, as well as periodic payroll runs for holiday pay, bonuses and incentive rewards. We also prepare journal vouchers for the general ledger, salary payment transactions, social security contributions and tax payments. Thanks to the integration of the Payroll system with the Time and Attendance system on a common platform, we can also account for all types of absences at a click of a button, capture eBOL forms and prepare and submit eNDM claims for salary reimbursement. We also provide various reports, analyses and periodic payroll runs, as well as the compilation of payroll and other forms for the competent authorities.

Garnishments and loans

- Data entry and automated monitoring of garnishments and loans – the system automatically deducts funds in accordance with defined priorities and regulations.
- Attaching scanned documents allows for better documentation and traceability.
- Preset deduction priorities for cases where the employee does not have sufficient disposable income to settle garnishments.
- Chronological ordered deduction according to the document's date of receipt, or deduction of a partial share of each garnish order in cases where several garnish orders share the same date of receipt.
- In determining the amount to be deducted, the minimum wage percentage, compliant with regulations or documents, is applied.
- The employee can claim entitlement to a higher minimum payment limit on the basis of the number of supported family members, as proved by a public proof of support.
- Debt repayments are automatically made in partial annuity amounts based on the set criteria.
- Preparation of a file for the automatic calculation of default interest in the Supreme Court's default interest calculation application.
- Garnishment deduction priority order: costs, then interest, then principal.
- A listing of garnishments on the individual's salary slip, providing an overview of outstanding debt.
- The payroll run listing for the company as a whole shows a protocol (the result of the control checks) with additional controls, such as the take-home amount being too low to pay deductions, the amount of deductions being reduced, or the amount of partial reduction of the deductions.
- Listings of various checks from the archives, such as unpaid expenditure, paid expenditure, active garnishments by worker and inactive-paid garnishments by worker.

05 ČETRTA POT

Why choose ČETRTA POT?

Innovative IT services and solutions on a common platform – the leading offer in Slovenia

ČETRTA POT is the leading Slovenian IT company specializing in the development and implementation of business solutions and the development and production of hardware for workplace digitalization. Our products support Human Capital Management, Time and Attendance, Technical Security and Payroll – all in one place. Our unique advantage is that we provide a common platform for workplace digitalization that allows customers to choose between two products – KADRIS 4, developed in the KADRIS 4 technology environment with supplier licenses, and SPIN D365, developed in the Microsoft Dynamics 365 Business Central technology environment.

Flexibility is the key to successfully addressing the needs of clients in the public and commercial sectors

In-house hardware and software development, sophisticated product design and positive customer experience enable us to respond to business challenges and develop solutions tailored to market needs. Our business solutions are used by more than 950 organizations of all sizes from all industries in both private and public sectors.
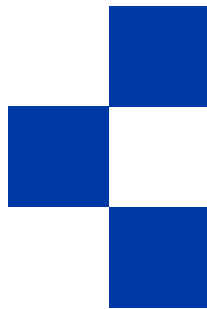
Top experts are key to effective teams and successfully completed projects

We are a team of more than 100 reliable, efficient, professionally qualified and competent individuals. Together, we create an environment and a work culture where we share common values such as knowledge appreciation, quality of work, interdepartmental cooperation and a commitment to honoring agreements, both with each other and with our clients.

Responsiveness and offering professional support are our core values

We understand how important it is that our business solutions enable accurate calculation and timely payment of salaries, and that any disruption can have unpleasant business consequences. This is why we are always available and try to resolve issues using our solutions as quickly as possible. In addition, we regularly monitor the legislation pertinent to the processes covered by our solutions and adapt to changes in applicable laws and regulations. Our products, including software and hardware, comply with labor legislation, are certified to the highest safety and quality standards, and are compatible with existing systems.

OUR VISION

Our vision is to consolidate our position as the region's leading company in the field of information systems for Human Resource Management, Time and Attendance, Payroll and Access Control.

OUR MISSION

Our mission is to provide innovative solutions and business process digitalization to organizations in different sectors and industries to streamline their workflows. We focus on improvements in HR management, efficiency boosts and staff satisfaction.

30+
YEARS OF EXPERIENCE

110+
EMPLOYEES

100%
IN-HOUSE SOFTWARE DEVELOPMENT

100%
IN-HOUSE DEVELOPMENT AND PRODUCTION OF HARDWARE

950+
CLIENTS or IMPLEMENTATIONS

10+
CERTIFICATES AND PARTNERSHIPS

ČETRTA POT®

Your PATH to a digital workplace

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