

SIGHTLINE

HR Subscription Plan

Contents

Human Resources	3
What's in the Box?	3
HR Management.....	3
Time Tracker	3
Billing	3
Training	3
File Vault	3
CRM	4
VRM	4
Monthly Pricing	4
Onboarding Setup and Training Timeline + Fee.....	5
Onboarding Inclusions	5
What's Not Included?	5
Before Implementation Preparation Requirements.....	5

IMPORTANT

Prices and timelines in this document are based on a company with 150 employees. Any prices/timelines with an asterisk(*) are based on this variable. Depending on the number of users your prices/timelines may be

Any feature with a ^G next to it represents a Guatemala specific software feature.

Human Resources

What's in the Box?

HR Management

- Create employee records to store all employee information.
- Specific Pay Group Rules can be used for special kinds of Time Cards.
- Control employee Time Requests.
- Performance Reviews.
- Set a custom company Pay Period, Bi-Weekly/Bi-Monthly.
- Create demographic reports.^G

Time Tracker

- Clock In/Clock Out Software to easily track employee hours and attendance.
- Automatic Punch alterations based on Time Requests. (Example: PTO).
- Automatic Punch alterations based on Pay Group Rules.
- Adjusting calculations of ISR and IGSS.^G
- IGSS and ISR yearly reports.^G
- Calculation of Aguinaldo and Bono 14.^G
- Calculation of Liquidation.^G

Billing

- Create personalized invoices for clients.
- Track invoice payments and keep clients accountable.
- See summarizations of internal company costs.
- Manage client subscriptions and reimbursable costs.

Training

- Create specific Training Courses for your company.
- Assign Training Courses to different employees.
- Create multiple types of tests to show trainee understanding.

File Vault

- Cloud based storage system for files accessible by all users within the company.

- Revision system for changing important company files.

CRM

- Store client information.
- Set client process and goals.
- Record notes about client meetings and calls.
- Manage your sales pipeline and track a clients' progress.

VRM

- Store vendor information.
- Record notes about meetings and calls had with vendors.
- Store notes about vendor quality, speed, and price.
- Set company preferred vendors.

Monthly Pricing

All prices are in USD and are charged on a monthly basis. Each month's invoice will match the number of active users you have had during the month.

General Quote:

User Type	Price
Floor Worker	\$1
Staff	\$4
HR Manager	\$30

Total Monthly Cost Example Based on Given Company Numbers:

User Type	Price	Low Season Users	Price	High Season Users	Price
Floor	\$1	150	\$150	250	\$250
Staff	\$4	0	\$0	0	\$0
HR Manager	\$30	3	\$90	3	\$90
Total			\$240		\$340

Onboarding Setup and Training Timeline + Fee

Timeline: 2-4 Weeks*

One-Time Onboarding Fee: \$4,000*

Time Breakdown	Description
3-4 Days*	Import employees.
1-2 Days*	Setup Payroll and Pay Groups.
1 Day*	Update Demographics.
1 Week*	Start Time Cards, implement scanning hardware.
1-2 Weeks*	Monitor and ensure Payroll is generating properly. Train.

Onboarding Inclusions

- Access to user guides and online training videos: <https://sightline.docs.lztek.io>
- Unlimited customer support through email or Discord LZT Community:
 - Email: support@lztek.io
 - Discord LZT Community: <https://discord.gg/zNCZnKNXEv>
- 60 hours of training/support:
 - 20 on-site hours, to be used in the first month and a half.
 - 20 online support hours (i.e. video chats).
 - 20 software development hours to be used in the first three months.
- Help uploading/creating active employee records.

What's Not Included?

- Uploading non-active employee and client data. (Service can be purchased).
- Hardware for scanning.
- Integration with existing scanning hardware/devices at your location.

Before Implementation Preparation Requirements

In order to complete everything within the given time, it's required to:

- Employee HR files must be organized in a specific format.
- Data should be in the exact formats that we will share with you (csv/excel doc).

- Customer needs to define the project leader(s). Leader(s) will be the main contact throughout onboarding, implementation, and training. The leader should be present/included during all communications.
- The system requires an internet connection to work. Make sure you have a reliable internet connection for the best experience.
- A printer (to print the ID badges).
- Android Phone/iPhone with a camera for each entrance (to scan the ID badges).