



Visma HR

Appendix 1.5
Service Description
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Introduction

The appendix includes a description of the Visma HR solution which is an additional Service to My Visma.

Visma HR

Visma HR is an additional service to My Visma which enables the Customer to register, maintain and save supplemental information about employees, the purpose of which is, to support the Customer's HR processes.

All functions in Visma HR is described in the table below.

Functions
Employee level:
Document archive
Courses and training
Special information
Work plan
Balances last payroll processing run
Other functions:
Courses and training
Load information (absence and special information)
Define customized reports
Work plan
Assignment of multiple user roles
Define Special information
Project number for bookkeeping
Notification module

Employee Level

The following is the administrator's access to functions in regards to employees.

Document archive

Possibility to upload documents on each employee, e.g. contracts, certificates, documents on annual performance reviews etc. It is possible to manage access rights on each document.

Courses and training

It is possible to register whether a specific course is wanted, enrolled or completed. Furthermore, training requirements can be defined individually on each employee.

Special information

All special information is shown here on each employee, e.g. Company car and delivered items.

Work plan

Shows working hours and registered absence.

Balances last payroll processing run

It is possible to display all balances from last payroll, e.g. absence.

Other functions

Courses and training

Possibility to prepare a course catalogue and course administration.

Load information (absence and special information)

The Customer can upload an Excel file with absence or a csv-file with special information.

Define customized reports

It is possible to extract predefined reports on employees in regards to salary information, absence, skills, lists of birthdays and anniversary etc. It is also possible to define customized reports. All reports can be extracted into Excel – and some into PDF.

Work plan

The administrator can define a work plan for the entire organization or individually for each employee. Based on the work plan, the system will automatically determine absence into hours or days.

Assignment of multiple user roles

The system has different standard roles, which determines the user's access. Specially designed user roles can be purchased.

Based on the system setup, each employee can access specific and/or limited parts in Visma's interface.

It is possible to define which user role each employee should be granted in the system.

Define Special information

The Customer can define an unlimited amount of tabs in Special information. These tabs can contain whatever information that pleases the Customer to register on their employees. E.g. a list of delivered items, certificates and/or register of annual performance reviews.

Project number for bookkeeping

It is possible to register a project number in regards to absence and salary registrations. The project number can be transferred into the payroll system.

Notification module

The Customer can define and administrate notifications to HR, managers, employees and other personnel for whom it might be relevant. An example of this could be certificates that needs to be renewed.

This module is supported by email. In other words, based on the defined notifications in the module, relevant personnel will receive mails with notifications.

Roles and access permissions

Users in the module is granted one of the predefined user roles in the system. The user role determines which functions in the module the user has access to.

Data

Data in Visma HR

Visma Løn and Visma HR uses the same database for employee information. This means that data entered in respectively Visma Løn and Visma HR will be visible and identical in both systems.

Data to and from other IT systems

Data transfer to/from other IT systems in the company is done via purchase of additional modules.

It's possible to transfer data via files in Visma Løn and in Visma HR.

Technical specifications

To be able to use Visma HR, the Customer's equipment must comply with the requirements detailed in appendix 2 – IT solution descriptions with technical specifications.

Security and technique

The same security solution as the one for Visma Løn is used for Visma HR, cf. appendix 6.1 – IT-Security.

As to Visma HR, the Customer is able to create a user by use of the logon module. This generates a user ID. Based on the user ID, the Customer afterwards grants the user access to Visma HR.

Implementation

In cooperation with the Customer, an implementation plan is prepared including a detailed schedule and a description of the individual activities; cf. appendix 8 - Implementation plan.

Invoicing

The service will be invoiced separately, cf. current prices.