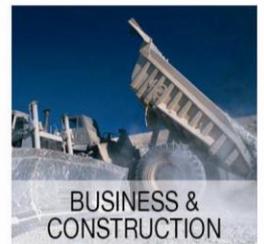


# PAYROLL & HR



TRADE



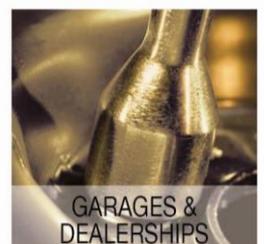
BUSINESS &  
CONSTRUCTION



SHOPS &  
MINI-MARKETS



COMMERCE &  
IMPORT-EXPORT



GARAGES &  
DEALERSHIPS



STAFF DISCOUNTING &  
INTERNAL PURCHASING



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# Management solutions

## adapted to your enterprise...

Thalia Informatique, founded in 1994, publishes comprehensive and fully customisable business management software. Our software conforms to current industry standards, and merges seamlessly into your organization, integrating with your existing IT system. Our product range is database-driven and constantly upgraded.



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🌐 [www.thalia-france.com](http://www.thalia-france.com)

☎ 33 1 47 10 91 00

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### Thalia Affiliates

Thalia Caraïbes - Guadeloupe

Thalia Afrique - Sénégal

### French Partners

Hpcc - Mayotte Island

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Tici/Iss - Côte d'Ivoire

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Orioncom - Rép. du Congo

Pil - Togo

Satlx - Mali

Soyere Consulting - Sénégal

### An evolving solution

Constantly evolving in response to the needs of its users (new modules, updated functionality, more user-friendly interfaces), our products suit the market ever more faithfully.

### Matched set

The Thalia product range includes :

- Thalia Gescom & Thalia TPV
- Thalia Compta & Thalia Xcoa
- Thalia Immos
- Thalia Paye & Thalia Temps
- Thalia Caisse

### Dependable technology

Our product range is founded on SQL databases. A technology that offers more power to your data management, more integrity to your data and better communication between applications.

### Partnership network

Our product range is distributed throughout France and overseas via trained partners. All partners are fully capable of managing installations.

### Expert training

Your personnel are trained on your premises by our expert partners or our training team.

### Real-time help

Our help line, answered by a professional service agent, is always open. Contact us by telephone, fax, e-mail or telemaintenance.

Our ftp site is also at your disposal for downloading our software utilities.

### Guaranteed results

We work with you to define your needs, and compile a dossier which serves as a reference for validating the eventual system.

### Internet service

On our internet sites, [www.satti-france.com](http://www.satti-france.com) and [www.thalia-france.com](http://www.thalia-france.com), you'll have access to our commercial documentation and our versioning history.



# ...practical applications

**Thalia-Paye** is a payroll servicing application that automates the full range of payroll tasks, including time reckoning, auto-generation of payslips and account reports, analytical payroll breakdown, and legal declarations (monthly or annual) including, for French territories, DADS-U (Social Security contributions and other deductions). Like all **Thalia** computer software, it is easily adaptable to each user's specific requirements and to all legislation relevant to the user's business in whatever country it is installed.

**Thalia-Paye's** payroll accounting is entirely customisable, and interfaces with all other computer accounting systems via daybook reporting.

**Thalia-Paye** includes primary Human Resources data. With freedom of data manipulation, including new field and table creation, the software may be adapted to each user's internal requirements.

**Thalia-Paye** exists in standalone or multi-workstation versions, and uses SQL databases.

## Payroll & HR

- Personnel & HR data files
- Branch data
- Monthly daybook
- Bulletin computation
- Bulletin display
- Payments
- Accounting
- Analysis
- Timecard



## Summaries & Reports

- Payroll journal
- Analysis of personnel costs
- Periodic reporting
- Social impact auditing
- Summary statements
- Cash register statements
- Misc. journals
- Personnel files



## Major users

**Groupe TSD - Air France** (more than 30 sites in Africa, the Middle East and Asia).

**Valdafrique** (Dakar) - **Sénégalaise Auto** (Dakar) - **Hôtel Sofitel** (Dakar and Ouaga) -

**Maerks** (Conakry) - **Peyrissac** groupe Optorg (RCI) - **Getma International** (several sites)

- **Nord France** (Burkina) and many other businesses (banking, fabrication, accountancy...).

**Total** (Mayotte Island) - **Electricité de Mayotte** (Saur Group) - **Fnege** (Administration) -

**Groupe Tsd** and numerous others firms.

# PRINCIPLES OF THALIA PAYE

Thalia Paye produces payroll reports and all associated periodic documentation. Compared with the standard software on the market, Thalia Paye is 100% customisable. It is easily adaptable to changing legislation, and all payroll functions may be modified.

## Principal features

### Advantages

- Thalia-Paye is **100% customisable**. The same application functions in France, in many parts of francophone Africa, in several anglophone countries and in the Middle East, with very diverse social and fiscal legislation. Its data is **hierarchical** (Payroll plan, Establishment, Status, Personnel and Current month).

- Display of **absences**, for whatever reason, in a detailed history without time limit, and automatic reflection to payslips when appropriate.
- Reports such as the **social impact audit** are derived from the statement generator according to information held in the database. The standard programme is supplied with all relevant social and fiscal parameters, plus policies on management of absences and advances.

- A data dictionary (payroll plan according to country of operation) is provided. Personnel managers may add data fields and create corresponding data entry masks.
- A user-friendly statement generator produces all payroll documentation. Multi-criteria SQL extraction facilitates direct export to a spreadsheet.

- Training progress can easily be tracked and displayed by means of data added to the staff file. The statement generator can then extract training status branch by branch or enterprise-wide.

### Personnel management

- Staff database allowing free internal data entry (previous employers, progress within the company, qualifications obtained, training completed, etc ...). The display is integrated with the standard information layout.
- Reference numbering by 6 numerals plus one letter key in 5 positions.
- Management of temporary staff, workgroup salary incrementing, simulations, management of advances, deposits, negative paycheques, etc.

### Payment entry

- Entries to a remote server may be made for the current month, with customised check tables. Export to ASCII if required.
- Time management, with entry of hours worked by the day, week or month. Data may also be imported from offline time-clocks.
- Retrieval of absence data by cause (leave, sickness, e.g.) and by day or by any period. Data may also be imported from time-clocks.

# PRINCIPLES OF THALIA PAYE

## Computation methods

- Wide choice of methods (sequentials, barometers, contribution bracket, cumulatives ...) personalised by status or by individual. Maximum number of factors 9,999.
- All or part of the company payroll may be considered, with integrity of each employee's state of advancement. Reprocessing is allowed up until the change of month (either individual or global).

## Results and products

- The standard bulletin format is very easily modifiable, and adapts to the specifics of the enterprise by means of the statement generator.
- The statement generator handles an unlimited number of contributions with ease, and can also produce rules, provisions, statistics, etc.
- Filtering by staff code, analytical division, classification codes, method of payment, etc. Export of any data type to spreadsheet is particularly easy.
- Automatic interfacing with any accounting software on the market, exchanging general and analytical account reports. The interface is completely adaptable to the constraints of the enterprise.

- Production of **banknote tallies** (count of coins and notes) when wages are paid in cash.

- Responsibility for the salary of staff may be spread over several payment centres, split according to an allocation key.

## Historical field display

- Any field in the payroll table may be selected for historical display over an unlimited number of months. This includes the time and absence columns. The statement generator may also be applied to the historicals to create snapshots. A purge utility is included.

Rubrique	Libellé	Mois	Code analytique	1e terme	2e terme	Résultat	Libellé
351	Salaires de base rétro	01/08/2005	1000	2082	0	2082	
355	"BASE URSSAF"	01/07/2005	1000	1070	0	1070	
354	Coefficient tranche SS	01/06/2005	1000	2193	0	2193	
343	Plafond TA salarié	01/05/2005	1000	3450	0	3450	
341	Tak URSSAF Modifiée	01/04/2005	1000	3188	0	3188	
342	Tak URSSAF Modifiée	01/03/2005	1000	2471	0	2471	
343	Tak URSSAF Modifiée	01/02/2005	1000	2076	0	2076	
345	TRANCHE A DU SALAIRE	01/01/2005	1000	2599	0	2599	
395	"====BRUT"=====	01/12/2004	1000	1189	0	1189	
357	Abattement cotisation	01/11/2004	1000	2743	0	2743	
380	Base de cotisation URSSAF	01/10/2004	1000	1739	0	1739	
380	Tranche A du mois	01/09/2004	1000	1262	0	1262	
381	Tranche B du mois	01/08/2004	1000	2248	0	2248	
382	Tranche C du mois	01/07/2004	1000	3078	0	3078	
383	Base Contrat Apprentis	01/06/2004	1000	2941	0	2941	
395	TA Salarié	01/05/2004	1000	3579	0	3579	
399	Base CSG Acq/nc 31/12/98	01/04/2004	1000	1321	0	1321	
399	"BASE ASSÉDIC"=====	01/03/2004	1000	3610	0	3610	
400	Coeff./Tranche Assedic	01/02/2004	1000	1851	0	1851	
400	Plafond Tak Assedic	01/01/2004	1000	1686	0	1686	
400	Tak Assedic modifiée	01/12/2003	1000	1518	0	1518	

Ligne	Libellé Cumul	Valeur Mois	Cumul Année
1	Nombre d'heures T	60,67	331,09
2	Congés Restant	0,00	-11,00
3	Solde H/F/C Acquis	0,00	0,00
4	Nbre js Acq N+1	0,83332	1,66664
5	Mont CPacq N+1	208,20	326,30
6	Tx Jt CP	0,00	291,66
7	Base C.S.G	0,00	0,00
8	Prix Rev. Entrepr.	2957,84	24296,50
9	Net à Payer	1652,22	13527,35
10	Cotisation Patron	875,80	7269,22

- The software is provided with logic reflecting relevant regulations (worker's insurance, social security obligations, etc.) and any other regulatory features may be added at will.

# STAFF & BRANCH OFFICES

Thalia-Paye includes master data files for staff and branch offices. The standard data fields may be supplemented at will with custom-designed fields to suit your management.

## Staff file

**Thalia-Paye's** management of the master staff file is comprehensive. It allows simplified personnel management, thanks to free-form data fields. Fresh data fields may be added, and display of the file content controlled by custom filtering.

### Staff identity

The update screens of the staff file may be entirely customised. Data fields may be added, edited or subtracted, whether numeric, alphabetical, date, or free-form memo fields. Sort criteria are equally adaptable.

### "Permanent staff" status

Permanent status values assigned to an employee are written directly to the data file.

### Staff banking details

Multiple banking identities may be assigned to any staff member.

## Branch Office file

The system can manage several branches in a single payroll file. Each branch may be attached to either:

- Its own payroll plan
- Or, a payroll plan common to all branches

## Banking

The data file may contain details of several banks each branch office can draw upon. This information is displayed by default in the « payment » screens and printouts.

## Field values

Some of the payroll data is defined hierarchically at branch office level. Field names and possibly their associated values are defined on this screen.

## Definition of analytical sections

In this screen, a list of sections available for analysis is defined. Each staff member has one analytical section associated by default. At interface time, analysis is based on this section.

# MONTHLY PAYROLL ROUTINE

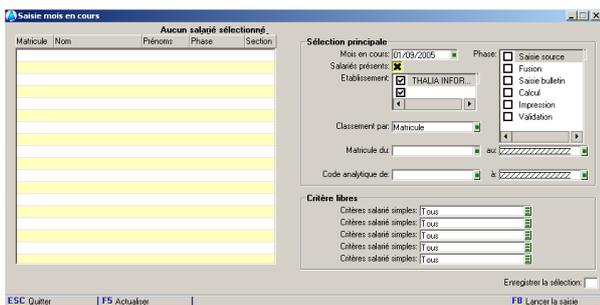
The operating principle of **Thalia-Paye** is very simple. Each month a series of steps are performed, guided by the software. Only variable elements of the current month need be entered manually (or from daybook). All other operations follow automatically.

## Daybook management

This module retrieves daybook data created by some other programme, and updates the *Current month* file for each employee. It can also create and update daybooks.

## Current month data entry

The month's data is entered for each employee and the *Current month* file updated. Data may be displayed immediately but do not transfer to the bulletin until merge is performed.



## Merge

Merging of data files, for all staff or a sub-set. The *Current bulletin* data file is created by merging several other files: *Payroll plan*, *Branch office*, *Status*, *Permanent staff*. *Current month* is also merged if previously entered manually or from a toggled daybook. The merge operation can happen at the same time as bulletin computation, and may be re-done if it appears that a branch office value needs modification.

## Bulletin data entry

Data may be entered to the bulletin after merge, for the purpose of editing or re-entering employee variables. The *Current month* and *Monthly bulletin* files are updated and will be blanked after monthly operations.

## Bulletin computation

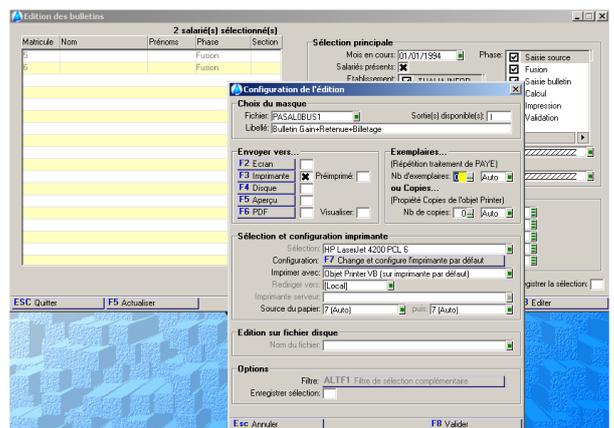
Triggering the bulletin for all or some employees.

## Payment

This includes production of banking lists (cheques, deposits, banknote tallies), printing of cheques, in custom format, and creation of deposit files. The operation may be carried out either from the *Current month* file (prior to merge) or from the *Monthly bulletin* file (if merge and computation have already happened).

## Display

Display may include output to a screen, a printer or a data disc in ASCII, for all or part of the paid staff. The system carries out the bulletin computation if that has not already been done. Again, the format of the bulletin may be fully customised.



## Validation

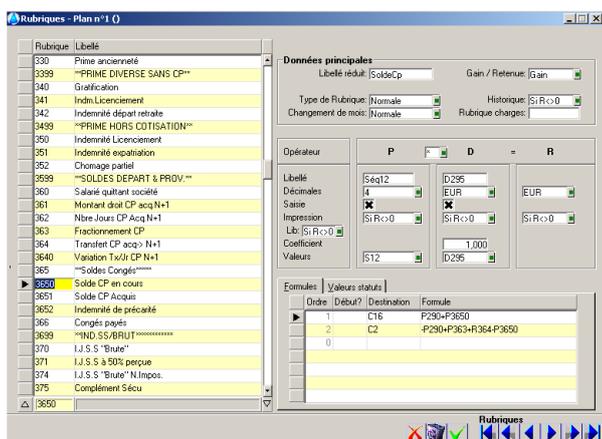
This step is update of the staff history (column headings and month-to-date). Validation can be carried out as often as needed.

# DEFINITION OF PARAMETERS

Thalia-Paye is a fully customisable application. It is delivered with several pre-set payroll plans conforming to standard practice, and may be adapted to the specifics of each enterprise by adding and subtracting data fields.

## Payroll fields

Definition of payroll fields and labels, the arithmetical precision of each term, the operator, and options for entry and display.

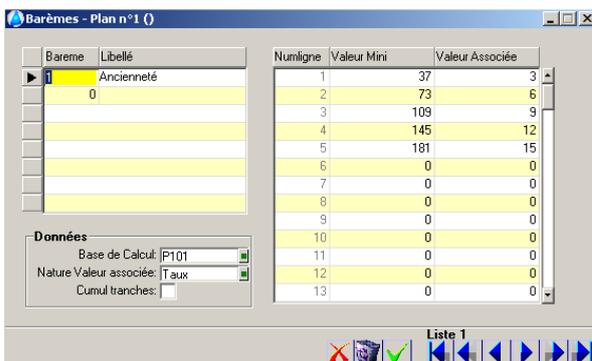


## Field value

Contains the values of the first and second term of each field, defined at the level of payroll plan, branch office, employee status or individual employee. At data entry time each month, the system will suggest a value resulting from merge.

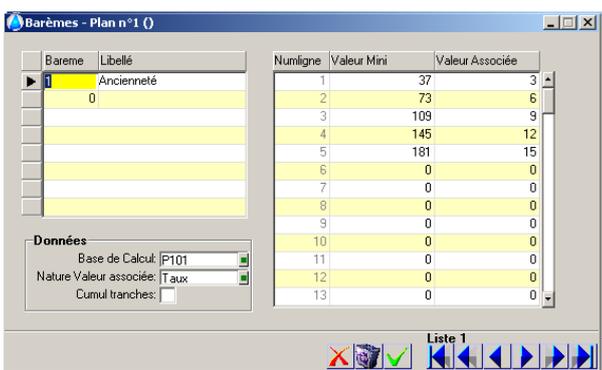
## Barometer

Definition of barometers used in automatic calculation of the value of a field based on some variable (sum, seniority, age of employee, e.g.). Barometers may be linked or cumulative, either absolute or relative.



## Contribution bracket

Definition of contribution brackets and settlement options. The system keeps track of bracket sub-totals and contribution rates, current month and cumulative, for each employee.



## Accounting interface

Interface definitions for general or analytical accounting. The account number you create can use wildcard letters such as R=Reference number, S=Section of origin, O=Branch Office, A, B or C=class codes.

Rubrique	Libellé	Signe	Compta Génér.	Debit	Compta Ana.	Debit	Regr. Debit	Compta Génér.	Credit	Compta Ana.	Credit	Regr. Credit
5588	"CONTREPARTIES AUTO"						Non					Non
570	"I.J.S.S 'Netto' 'percep"			641400			Oui					Oui
580	Ret. Avantages en nature						Non					Non
585	Ret. Compl. GAN						Oui		791000			Oui
590	Rappel mois précédent						Non					Non
594	A reporter mois suivant						Non					Non
700	"NET A PAYER"						Oui		4210000			Oui
8088	"COTISATION PATRONALE"						Non					Non
820	S.S. Mal Solidaire/Brut			645000			Oui		431000			Oui
8200	S.S. Malade/Brut CIE			645000			Oui		431000			Oui
8201	S.S. Malade/Brut TP			645000			Oui		431000			Oui
8205	Brut C. Malade/Brut			645000			Oui		431000			Oui

## Sequence of operations

Definition of the sequence of operations or logical tests that depend on payroll fields and barometers, and will be implemented as part of payroll procedure, without the need to create special data fields.

# SUMMARIES & HUMAN RESOURCES

Thalia-Paye is highly flexible and capable of evolution over time. In order to respond to the many different contexts in which it will operate, and to the specific requirements of each customer, its summary statements can be customised as needed and the HR module is completely personalised.

## Summary statements

In **Thalia-Paye** many different summaries may be created (declarations, journals, etc ...) and their format freely defined. For each employee, the system can call on computed historical data including the first term, the second term and the result. These data may be retrieved for an unlimited time period

The statements may be displayed either for an individual employee or for staff sub-groupings by any needed criteria (department, history, classification, branch, etc.)

- **A type A table** is generally one sheet per employee or employee group, with a breakdown of n rows of data types or sub-totals spread over several columns. Each column corresponds to a period of time.

- **A type B table** is laid out as one row per employee or per analytic code (group of employees sharing the same code). Each column contains data groups or sub-totals and the table is a snapshot of the situation at the time of display.

N° ligne	Libellé	NbDeci	Sol Est Formule
1	Hrs Travailées	2	R310
2	Salaires Mensuel	2	R150+R160.165
3	Hrs Supplément	2	R212.219+R240.249
4	Jrs Abscès Dvrs	2	R210.211-R254
5	Rappel/Salaire	2	R230.239
6	Ret. Congés Pay	2	R290
7	Congés Payés	2	R295
8	Primes	2	R320.342
9	Avant. Nature	2	R390.399
10	SALAIRES BRUTS	2	R395
11	Base Tr.A	2	R3900
12	Base Tr.B	2	R3981
13	Base RDS/CSG	2	P488
14		2	
15	P.D.S.	2	R488

## Human resources

The principle of the **Human Resources** module of **Thalia-Paye** is simple. The programme includes, as standard, sufficient information on all staff to manage:

- Absences
- Training (with costs, dates...)
- Education and career path
- Medical appointments
- Sanctions
- Documentation for foreign workers
- Workplace accidents
- ... and all other information necessary for smooth HR management.

Addition of a table is simple and unconstrained. Addition of free-form fields to the data entry screens is also extremely easy. The module is fully personalised.

The various HR data screens bring together all the data needed to create summaries, the social impact audit and all other essential documents relating the staff to the enterprise.

The <Display> menu in the HR module controls display and printout of all necessary printing forms (see the section on the statement generator, later in this document).

# ANCILLARY MODULES

Thalia-Paye may be enhanced with several ancillary modules such as the Legal Regulations Management module and/or the Time Reckoning module. Like all other applications in the Thalia suite, modules are added to suit each customer's needs.

## Legal Regulations

The module manages the annual routine of making the legal declaration(s) whose data derive from the "Branch Office" and "Staff" master data files, in which the required fields can be computed automatically by the system.

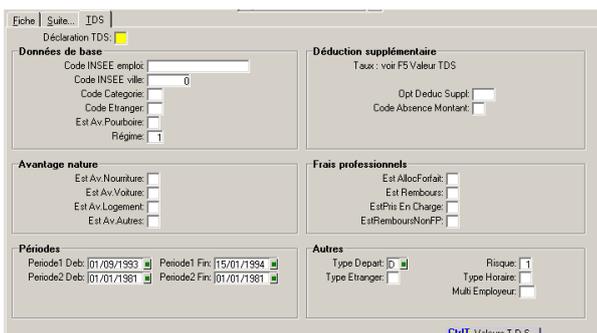
Very advanced customisation of the data entry screens and computation processes allows for choice in formatting the various annual declarations (Social security, Pension deductions, Vacation reserve, etc.)

- **Customisation** allows freedom to define data fields and the way in which the annual declaration is prepared
- **Computation** is automatic for the required data for the annual declaration and update of the "Branch Office" and "Staff" master files.
- In the **"Branch Office" master file**, modification of the data relevant to the annual declaration can be visualised in a fully customised screen.



Ligne	Libellé	Montant	Commentaire
5101	Code risque 1. Section établis	0,00	
5102	Code risque 1. Code risque établi	0,00	
5103	Code risque 1. Bureau	0,00	
5104	Code risque 1. Tx AT	0,00	
5105	Code risque 1. Rémunération tota	153672,15	
5106	Code risque 1. Rémunération Plaf	102253,15	
5107	Code risque 1. Durée hebdomad	0,00	
5108	Code risque 1. Total heures	1684,80	
5111	Code risque 1. Effectif trimestre 1	0,00	
5112	Code risque 1. Effectif trimestre 2	0,00	
5113	Code risque 1. Effectif trimestre 3	3,00	

- In the **"Staff" master file**, employee data needed for the annual declaration can likewise be visualised and edited.



Fiche | Suite... | IDS |  
Déclaration TDS:

**Données de base**

Code INSEE employ:   
Code INSEE ville:   
Code Catégorie:   
Code Etranger:   
Est Av. Foutbols:   
Régime:

**Déduction supplémentaire**

Taux: voir FS Valeur TDS  
Opt Deduc Suppl:   
Code Absence Montant:

**Avantage nature**

Est Av. Nouriture:   
Est Av. Voiture:   
Est Av. Logement:   
Est Av. Autres:

**Frais professionnels**

Est Alloc Forfait:   
Est Rembours:   
Est Pris En Charge:   
Est Rembours Non FP:

**Périodes**

Période1 Deb: [01/09/1993] Période1 Fin: [15/01/1994]  
Période2 Deb: [01/01/1981] Période2 Fin: [01/01/1981]

**Autres**

Type Départ: [5] Risque: [1]  
Type Etranger:  Type Horaire:   
Multi Employeur:

Ctrl Valeurs T.D.S.

- **Display/printout:** the annual declaration can be printed to conform with legal requirements. Options for "screen" or "hard copy" are available.

## Time Reckoning

This time management module may be used without analysis with or without a link to a time-clock, with analysis without linking to the payroll system, or even with analysis and link to the payroll as is common in construction & public works.

- **Customisation:** The main parameters of time management may be defined (hours in the working week, days off, overtime, compensatory leave, night shift, etc.).

**Clocking in & out:** Timecard data (hours worked) may be input and updated on a daily, weekly or monthly basis. Having selected an employee, number of hours worked are displayed, optionally broken down into day and night hours.

Data may be imported direct from time-clocks. Input mode is defined at the level of the master file (employee or machine) and can be shown by day, week, or month.

- Payroll data is computed automatically (overtime, public holidays or Sundays worked, compensatory leave, etc.) according to clock data.
- Data transfer to **Thalia-Paye** or to your own payroll system via an intermediate ASCII file.

- **Interface:** Analytical accounting reports may be generated in the form of a customisable journal.

# THALIA TECHNICAL UTILITIES

Customisation tools for data input screens and data displays are built in to [Thalia Paye](#). Our "turnkey" service includes pre-configuration according to your needs, assuring a smooth and immediate start-up.

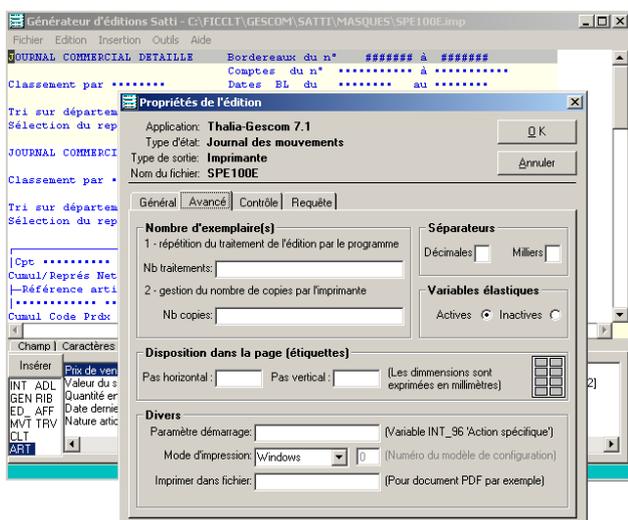
## Statement generator

All data accessed by the application is displayable in the form of completely customisable reports.

Users generally need rapid access to data summaries (sales, purchases or inventory). The format of these documents depends on their purpose and on available templates. Information may be formatted as .pdf or text, interchanged with collaborators, by e-mail, by FAX or even with other applications (accounting packages, for example).

**Thalia-Paye** embodies a full-featured statement generator, equally capable in terms of content and style. Using the power of SQL statements, the utility of this tool is essentially unlimited.

Any kind of summary table may be assembled. Control panels and report generation can cover any business activity.



## Screen generator

All data entry and selection screens are customisable and may be modified without any programming. For example, you may :

- Modify the display of the client, supplier or product data records – eliminating unneeded data and adding your own data fields.
- For ease of data manipulation when creating publications, you can filter the selection criteria and save your own selection mask.

Display screens can also contain conditional fields, entry and display prohibition, calculation formulae, free-form fields (text, numerical, memo, date...).

Data may also be displayed differently according to user permissions.

## Interfaces

Tools for formatting data from whatever source are included as standard.

- Direct write to the database from a peripheral application is possible if an application requires it.
- Using ASCII formatting, any external data can be imported.

As for data export, formatting is 100% free, and interfacing with all existing management applications is possible, in particular accounting software (interface validated with Ciel, Sybel, Api, Côte Ouest, SAP, Sage 100, Sage 500).

## SQL explorer & free data tables

An ancillary database search tool is a standard part of the application. The utility is reserved for administrators and has many useful features.

Finally, the data structure allows for the addition of free-form data tables in addition to those installed as standard.

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