

SIGHTLINE_{HR}

Subscription Plan



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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 different.

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

Apps or features with a [†] next to them are part of the Pro Plan and are not included on the Basic Plan.

Human Resources

What's in the Box?

HR Management

- Create employee records to store all employee information.
- Manage Employee Salaries and Pay Rates.
- Control employee Time Requests.
- Employee Inventory.[†]
- Performance Reviews & Bonuses.
- 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).
- Print all Paystubs each pay period.
- 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.

CRM

- Record notes about client meetings and calls.
- Manage your sales pipeline and track a clients' progress.
- Track and manage all client purchases (enabled with MFG plan).

VRM

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

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.

Plans - Yearly or Monthly Pricing

All prices are in USD and are charged on a yearly or monthly basis determined by your subscription type.

Yearly Plan

User Type	HR Basic	HR Pro
Employee	\$2.70	\$3.60
Remote	\$6.30	\$7.20
Manager	\$47.00	\$50.00

Monthly Plan

User Type	HR Basic	HR Pro
Employee	\$3.00	\$4.00
Remote	\$7.00	\$8.00
Manager	\$50.00	\$53.00

Example Yearly Pro Plan Costs:

User Type	Price	Seats	Cost/yr	Cost/mo
Employee	\$3.60	150	\$6480.00	\$540.00
Remote	\$7.20	8	\$691.20	\$57.60
Manager	\$50	3	\$1800	\$150.00
Total			\$8971.20	\$747.60

Example Monthly Pro Plan Costs:

User Type	Price	Seats	Cost/yr	Cost/mo
Employee	\$4	150	\$7200	\$600.00
Remote	\$8	8	\$768	\$64.00
Manager	\$53	3	\$1908	\$159.00
Total			\$9876.00	\$823.00

Example Yearly Basic Plan Costs:

User Type	Price	Seats	Cost/yr	Cost/mo
Employee	\$2.70	150	\$4860.00	\$405.00
Remote	\$6.30	8	\$604.80	\$50.40
Manager	\$47	3	\$1692	\$141.00
Total			\$7156.80	\$596.40

Example Monthly Basic Plan Costs:

User Type	Price	Seats	Cost/yr	Cost/mo
Employee	\$3	150	\$5400	\$450.00
Remote	\$7	8	\$672	\$56.00
Manager	\$50	3	\$1800	\$150.00
Total			\$7872.00	\$656.00

Onboarding Setup and Training Timeline + Fee

Timeline: 2-4 Weeks*

One-Time Onboarding Fee: \$8,000*

Time Breakdown	Description
1-2 Days*	Setup Departments, Payroll, & Pay Groups.
3-4 Days*	Import Employees, Withholdings, & Salaries/Pay Rates.
1 Day*	Update Demographics.
1 Week*	Start Time Cards, implement scanning hardware.
1-2 Weeks*	Check Payroll accuracy. Provide training.

Onboarding Inclusions

- Access to user guides and online training videos at: <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:
 - 30 on-site hours, to be used in the first month and a half.
 - 30 online support hours (i.e. Zoom/Discord video chats).
- Help uploading/initializing active employee records.

What's Not Included?

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

Before Implementation Preparation Requirements

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

- 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 and payroll pay stubs).
- Android Phone with a rear facing camera for each entrance (to scan the ID badges).