

# STYLE

**Complete Payroll, HR &  
Workforce Management Platform**

# STYLE - Complete Payroll, HR & Workforce Management Platform

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# STYLE - Complete Payroll, HR & Workforce Management Platform

**STYLE** is MSoft's integrated Payroll, Human Resources and Workforce Management platform, designed to automate payroll processing, streamline HR administration and simplify workforce management for organisations of all sizes.

Trusted by **more than 3,500 organisations**, **STYLE** processes over **500,000 payslips every month**, making it one of Bulgaria's leading HR and Payroll software solutions.

By combining Payroll, Human Resources and Workforce Management in a single platform, **STYLE** simplifies day-to-day operations, improves efficiency and ensures compliance with Bulgarian labour, social security and tax legislation.

Available in both single-company and enterprise multi-company editions, **STYLE** is built on Microsoft technologies and provides a modern, intuitive user experience on Windows 10, Windows 11 and Windows Server.

## **Certified Information Security**

Protecting customer information is a fundamental part of MSoft's business. MSoft is certified to **ISO/IEC 27001:2022**, the internationally recognised standard for **Information Security Management Systems (ISMS)**. The certification covers the design, development, implementation, sales and maintenance of software solutions, demonstrating our commitment to the highest standards of information security.

**STYLE** gives organisations complete control over their data. All production databases remain within the customer's own IT infrastructure, while MSoft neither hosts nor stores customer production databases. This approach ensures full ownership of business information and supports compliance with internal security policies and regulatory requirements.

# STYLE - Complete Payroll, HR & Workforce Management Platform

| STYLE<br>(MS Access)                                                                                                                                                                                  | STYLE PRO<br>(MS SQL Server)                                                                                                                                                                          | STYLE WEB<br>(web ext. of STYLE PRO)                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Recommended for organisations with up to 200 employees.                                                                                                                                               | Built on Microsoft SQL Server, recommended for organisations with over 200 employees requiring enhanced performance, scalability and security.                                                        | Extends STYLE PRO with secure employee and manager self-service, electronic documents and digital approval workflows. |
| Complete HR & Payroll management                                                                                                                                                                      |                                                                                                                                                                                                       | Web-based self-service portal                                                                                         |
| Employee records & Personnel administration                                                                                                                                                           |                                                                                                                                                                                                       | Access to employee information and documents                                                                          |
| Payroll processing & Salary calculation                                                                                                                                                               |                                                                                                                                                                                                       | Electronic signing and submission of documents                                                                        |
| Leave & absence management                                                                                                                                                                            |                                                                                                                                                                                                       | Request approval workflows                                                                                            |
| Reports, data export & government reporting                                                                                                                                                           |                                                                                                                                                                                                       | Employee document management                                                                                          |
|                                                                                                                                                                                                       | Microsoft SQL server database                                                                                                                                                                         | Automatic notifications                                                                                               |
|                                                                                                                                                                                                       | MSoft Style service (API)                                                                                                                                                                             |                                                                                                                       |
|                                                                                                                                                                                                       | Integration with external systems                                                                                                                                                                     |                                                                                                                       |
|                                                                                                                                                                                                       | Event Log                                                                                                                                                                                             |                                                                                                                       |
| <b>The software licence fee includes:</b>                                                                                                                                                             |                                                                                                                                                                                                       |                                                                                                                       |
| all modules                                                                                                                                                                                           |                                                                                                                                                                                                       |                                                                                                                       |
| initial installation and configuration                                                                                                                                                                |                                                                                                                                                                                                       | initial installation and configuration                                                                                |
| up to 2 hours of training                                                                                                                                                                             | up to 6 hours of training                                                                                                                                                                             | up to 2 hours of training                                                                                             |
| <b>The annual maintenance and support fee includes:</b>                                                                                                                                               |                                                                                                                                                                                                       |                                                                                                                       |
| <ul style="list-style-type: none"> <li>regular STYLE updates throughout the calendar year, including legislative compliance updates, functional enhancements and performance improvements.</li> </ul> | <ul style="list-style-type: none"> <li>regular STYLE updates throughout the calendar year, including legislative compliance updates, functional enhancements and performance improvements.</li> </ul> | <ul style="list-style-type: none"> <li>regular STYLE Web / STYLE Web + eDocuments updates</li> </ul>                  |
| <ul style="list-style-type: none"> <li>support by telephone, email, remote access (up to one hour).</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>support by telephone, email, remote access (up to one hour).</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>support by telephone, email, remote access (up to one hour).</li> </ul>        |

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

### ✓ HUMAN RESOURCES

- Creates and maintains the organisational structure and staffing plan.
- Stores comprehensive employee information in a centralised employee record.
- Maintains an unlimited history of education, professional qualifications, training, academic degrees and professional titles.
- Generates staffing plans, employee lists and standard HR reports.
- Creates an unlimited number of user-defined positions and reports based on user-selected fields and criteria.
- Supports an unlimited number of user-defined fields with configurable data types.
- Creates an unlimited number of document templates.
- Generates reports by employee, position and document type.

### Employment Contracts

- Supports an unlimited number of employment, management, non-employment contracts and service contracts, as well as self-employed persons, for each individual.
- Supports an unlimited number of supplementary agreements for every employment contract.
- Records multiple changes to position, working hours and basic salary within the same month through supplementary agreements.
- Generates employment termination orders and automatically calculates compensation under Article 222(1) of the Bulgarian Labour Code.
- Automatically assigns sequential numbers to employment contracts, supplementary agreements and termination orders.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

- Automatically prepares notifications under Articles 62 and 123 of the Bulgarian Labour Code for submission to the National Revenue Agency.
- Automatically generates employment contracts, supplementary agreements, certificates, orders and other HR documents in Microsoft Word.
- Prepares UP-2 and UP-3 pension certification forms for selected periods.

### **Leave Management**

- Registers applications and orders for paid annual leave, unpaid leave and maternity leave.
- Assigns substitute employees during approved leave periods.
- Automatically records approved leave in employee payslips.
- Supports configurable rules for using annual leave from previous or current years.
- Generates and prints leave applications and leave orders individually or in batches.
- Automatically assigns sequential numbers to leave applications and leave orders.
- Creates annual leave schedules.
- Consolidates unused leave balances from previous years.
- Calculates monthly provisions for unused paid annual leave.
- Generates reports on leave applications and leave orders.
- Imports leave applications and leave orders from Microsoft Excel.
- Generates maternity leave applications and user-defined leave documents in Microsoft Word.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

### Sick Leave

- Registers sick leave certificates for temporary incapacity.
- Calculates employer-paid sick leave in accordance with Bulgarian legislation.
- Automatically records sick leave in payroll calculations.
- Supports corrections, cancellations and replacement sick leave certificates.
- Tracks the status and history of all sick leave records.
- Generates statutory reports and supporting documentation.
- Automatically prepares data for submission to the National Social Security Institute (NSSI).
- Provides detailed reports and analytical information on employee sick leave.

### Other Employee Documents

- Maintains a complete register of employee-related documents.
- Creates an unlimited number of user-defined HR document templates.
- Generates documents automatically using employee data.
- Stores document history for each employee.
- Supports Microsoft Word document templates with automatic data population.
- Generates certificates, declarations, references, notifications and other HR documents.
- Tracks document status and maintains a complete audit trail.



# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

### **PAYROLL**

- Supports daily and aggregated working time recording, piece-rate remuneration, remuneration for reduced working capacity, and salaries in foreign currencies converted to euros.
- Supports different reference periods for aggregated working time accounting by department when they differ from the company's reference period.
- Supports the creation and modification of personal schedules, shifts and calendars.
- Supports corrections to shifts in the selected personal schedule from the payslip.
- Imports monthly personal schedules from Microsoft Excel.
- Supports corrections to planned and actual working hours for individual days in the employee's calendar. This function can be used to enter data from overtime orders or records, as well as data imported from access control systems.
- Supports corrections to worked hours for previous months.
- Imports working time corrections from Microsoft Excel.
- Imports worked hours from Microsoft Excel, including night work, weekend work and work on public holidays.
- Automatically calculates working hours and remuneration for night work and overtime based on scheduled working hours.
- Supports configuration of the night work conversion ratio and calculation method.
- Supports configuration of the overtime rate and calculation method.
- Automatically calculates overtime for the accounting period based on aggregated working time.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

- Automatically calculates sick leave and paid leave for employees subject to aggregated working time accounting.
- Imports payment items from Microsoft Excel.
- Imports absences from approved leave orders and registered sick leave certificates.
- Automatically calculates annual leave, sick leave, overtime, night work, social benefits, length-of-service bonuses and compensation under the Labour Code.
- Allows payment items and supporting documents (amounts and absences) relating to previous months to be entered in the current month, automatically generates corrections in the current payslip, and prepares adjustment Declarations No. 1 and No. 6.
- Supports the generation of payment items using different calculation algorithms, including user-defined algorithms. This allows users to define their own calculation method for individual payment items, including deductions and withholdings.
- Supports the definition of cost centres at the Department, Position and Payslip levels.
- Supports percentage-based allocation of a payslip across multiple cost centres.
- Prints Attendance Forms (Form 76) with configurable margins.
- Supports the preparation of the declaration under Article 55, Paragraph 1 of the Personal Income Tax Act.
- Supports payment of salaries, advances and other payments to bank accounts.
- Supports payslips in multiple languages.
- Sends payslips to multiple employee email addresses.
- Exports payslips as individual PDF files and sends them by email in PDF or TIFF format over a secure SSL/TLS connection.
- Hides selected fields on payslips and in print settings.
- Supports password protection for emailed payslips.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

- Adds the company logo to printed payslips.
- Prepares quarterly and annual statistical certificates and reports.
- Prints payroll registers, summaries, reports by payment item and other payroll reports, and supports the creation of an unlimited number of user-defined reports in Microsoft Excel with configurable grouping and filtering.
- Supports the creation and printing of user-defined reports and accounting documents by payment item.
- Provides templates for the automatic generation of an initial payslip when a new employee is added to the system.

### **NON-EMPLOYMENT CONTRACTS**

- Supports an unlimited number of payment statements for each contract within a month.
- Supports the mass payment of remuneration statements issued for a selected period.
- Transfers payments to bank card accounts (debit cards) or by payment order.
- Prints contracts, remuneration statements, certificates, reports and other documents.
- Prints certificates in batches for a selected period.
- Supports automatic numbering of non-employment contracts and remuneration statements.
- Automatically generates certificates under Article 73 of the Personal Income Tax Act, both as printed documents and electronic files.
- Automatically generates the declaration under Article 55, Paragraph 1 of the Personal Income Tax Act.
- Supports an unlimited number of user-defined reports based on user-defined criteria.

# STYLE - Complete Payroll, HR & Workforce Management Platform

STYLE (MS Access) and STYLE PRO (MS SQL Server)

## APPLICATIONS

### **Work schedules**

- Plans work schedules up to 12 months in advance.
- Supports registration of workplaces when creating work schedules.
- Imports data by department, employee or from Microsoft Excel.
- Automatically records hours for planned absences and leave.
- Automatically calculates overtime for monthly or aggregated working time accounting periods.
- Supports configurable work scheduling rules and holiday restrictions.
- Supports user access control for work shifts and work schedules across multiple companies.
- Supports adding daily comments to work schedules.
- Automatically generates planned work schedules upon activation of the next month.

### **Submission of Declaration form 1, form 3, form 6**

- Automatically generates Declaration Forms 1, 3 and 6.
- Supports the generation, correction and cancellation of declarations.
- Automatically prepares adjustment Declaration Form 1 following the completion of an aggregated working time accounting period, as well as when employment is terminated before the end of the accounting period.
- Supports the creation of two or more Declaration Forms 1 for a single payslip when the company's UIN changes during the month.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

- Prints Declaration Form 6 and the submission receipt.
- Exports Declaration Form 1 data to Microsoft Excel.
- Supports user-defined editing and generation of declarations.

### **Application for Submission of Notifications under Articles 62 and 123 of the Labour Code**

- Automatically generates notifications under Article 62 of the Labour Code for submission to the National Revenue Agency.
- Prints notifications and cover letters.
- Automatically prepares notifications under Article 123 of the Labour Code for submission to the National Revenue Agency.
- Supports grouping and saving Article 62 notification data in a separate file for each employee.

### **Application for Submitting Benefit Payment Schedules**

- Automatically prepares benefit payment schedules for submission to the National Social Security Institute (NSSI).
- Supports adding a blank file and completing the schedule manually.
- Prints Annexes No. 1 to No. 12 to the NSSI benefit payment schedules.
- Prints the annexes "Application for Working Mother/Father" and "Declaration of Change in Circumstances".

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

### **Accounting Application**

- Automatically generates accounting entries and integrates with accounting applications.
- Supports user-defined templates for exporting accounting files.
- Supports accounting by cost centre, department, employee and user-defined list fields.
- Supports user-defined templates for printing documents in Microsoft Word.
- Exports accounting data to Microsoft Excel.

### **Payment Documents Application**

- Automatically generates and prints payment documents using payroll data.
- Supports user-defined templates for budget payments, direct debit and credit transfer documents.
- Generates monthly payment files, supports document editing and printing.
- Exports payment files for banks.
- Exports payment document data to Microsoft Excel.

### **Leave Provisioning Application**

- Calculates monthly provisions for unused paid annual leave.
- Calculates leave provisions based on user-defined criteria and a selected month when applying the social insurance percentage.
- Exports unused paid annual leave provision data to Microsoft Excel.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

### Statements under Article 73 of the Personal Income Tax Act

- Automatically generates statements under Article 73, Paragraphs 1 and 6 of the Personal Income Tax Act.
- Prints statements under Article 73, Paragraphs 1 and 6 of the Personal Income Tax Act.

### OTHER FEATURES

- Supports the Cost Centres nomenclature within company data.
- Supports two-factor authentication for users logging in to STYLE and STYLE Web.
- Supports remote maintenance and application demonstrations.
- Supports importing new data and updating existing data for organisational units, positions, employees, employment contracts, supplementary agreements, termination orders and payslips from Microsoft Excel.
- Supports importing non-employment contracts and remuneration statements from Microsoft Excel.
- Supports the electronic signing and encryption of emails used to send payslips, statements of paid amounts and user-defined documents.
- Prints all user-defined reports in English.
- Supports adding user-defined fields of different types to Positions, Employee Records, Employment Contracts, Supplementary Agreements and Work Schedules.
- Supports importing Microsoft Excel data into user-defined fields.
- Supports the bulk export of attachments from user-defined fields and user documents.
- Supports an unlimited number of user-defined document templates.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE (MS Access) and STYLE PRO (MS SQL Server)

- Supports the creation of user-defined reports and employee selections.
- Supports an unlimited number of users with detailed access rights by module, procedure, user-defined report and document.
- Supports assigning different roles to an unlimited number of users with access to personal data through STYLE Web.
- Supports system event notifications, task assignment between users and task progress tracking.
- Supports sending emails with messages, files and documents in DOC or PDF format to employees.
- Includes comprehensive application HELP documentation (available via the F1 key).
- Provides prompt software updates following changes in labour legislation, including social and health insurance contribution rates, minimum insurable income thresholds, the minimum wage, NACE and NCOP codes, public holidays and other regulatory changes.
- Automatically updates the application when a new version is released.

\* MS Word and MS Excel must be installed to use all reports and documents.



# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE PRO (MS SQL Server)

✓ **STYLE PRO** uses Microsoft SQL Server (version 2005 or later) and is designed for organisations with specific data security requirements and more than 200 employees. Organisations without a licensed Microsoft SQL Server edition may use the free Microsoft SQL Server Express Edition.

### The principal advantages of STYLE PRO are:

- Higher performance for most application functions (in some cases up to 20 times faster).
- Stores a complete audit trail of all database changes, including the date and time, user and workstation where the change was made. For edited records, both the previous and the new values are retained.
- Records all authorised and unauthorised attempts to access application functions (such as launching procedures, generating reports and other operations).
- Microsoft SQL Server provides flexible and secure access control, password protection and database security. Unlike Microsoft Access databases, SQL Server databases cannot be copied and used without authorisation.
- Microsoft SQL Server performs equally well with both small and large databases, with virtually unlimited database capacity (Microsoft Access databases are limited to 2 GB).
- Microsoft SQL Server efficiently utilises multi-processor server environments, resulting in higher application performance and reduced workstation workload.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE PRO (MS SQL Server)

**STYLE PRO** includes the following module:

☒ Event Log Explorer is a separate application that displays all recorded data changes, as well as all authorised and unauthorised attempts to access individual system functions. It can be used to generate reports on changes to a particular record, access to a particular function, changes made by a specific user over a selected period, user logins and logouts, and many other events. Logging for forms and events in the application can also be enabled or disabled from this module.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE API

✓ Extend the capabilities of **STYLE PRO** with a comprehensive integration platform designed to connect, automate and synchronize your HR & Payroll ecosystem.

### Export API

- OData v4-based API.
- Advanced filtering, sorting and grouping.
- Efficient data retrieval with minimal requests.

### Import API

- Import new records into STYLE.
- Update and maintain existing data.
- Supports automated data exchange.

### EventHub API

- Built on ASP.NET Core SignalR.
- Real-time event notifications.
- Monitor changes, new records and system processes instantly.

### Google Calendar Service

- Synchronize employee absences with Google Calendar.
- Annual leave
- Sick leave
- Business trips

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE API

### **Built-in API Documentation**

- Integrated Swagger documentation
- Simplifies development, testing and integration

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE WEB (web extension of STYLE PRO)

✓ **STYLE Web and STYLE Web + eSignatures** are web applications that provide employees with remote internet access, through a browser, to various resources in STYLE. The application settings determine which modules may be used and which employees have access through the web interface. Two-factor authentication is available when users sign in to STYLE Web. At present, the web application provides each employee with access to the following modules:

### Payslips

- View and print payslips.
- View payslips from previous periods.
- View payslips for multiple employment contracts.
- Export payslips in PDF format.

### Work schedules

- View and print work schedules.
- View workplaces, absences and daily notes in the Work Schedules table.
- Filter the Work Schedules table by workplace and by a selected date range within a month.
- Display additional columns in the Work Schedules table.
- Create employee groups with mutual access to view each other's work schedules.

### Leave

- Submit leave requests electronically.
- View the status of submitted leave requests (approved, rejected or pending).

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE WEB (web extension of STYLE PRO)

- View leave balances by leave type.
- Notifies the employee's direct manager and designated deputies by email when a leave request is submitted.
- Allows managers to approve or reject leave requests.
- Restricts leave requests to the available balance for the selected leave type.
- Add comments when approving or rejecting leave requests.

### **Paid Annual Leave Schedules**

- Create paid annual leave schedules.
- Submit paid annual leave schedules electronically.
- Approve, reject or cancel paid annual leave schedules.
- Configure the submission period for paid annual leave schedules for the following year.

### **Other data**

- Option to access the Additional Data section of the employee record, with the ability for users to customize which fields employees can complete in StyleWeb.

### **Templates**

- Supports editing email notification templates for submitting, approving and rejecting leave requests and paid annual leave schedules.
- Supports editing print templates for leave requests.

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE WEB (web extension of STYLE PRO)

### Reports

- Generate work schedule reports.
- Group work schedule reports by workplace, shift and other selected criteria.
- Generate reports on unused paid annual leave.
- Generate reports on paid annual leave schedules.

### System

- Send system notifications to STYLE Web users.
- Publish user instructions for STYLE Web.
- View users' latest login information, including the date, time and IP address.
- Configure user roles and access rights.
- Automatically update the STYLE Web application.

 **STYLE Web + eSignatures** - the "eDocuments" module enables the following electronic documents to be issued. For each type of eDocument, approval levels can be configured in STYLE Web, together with the PDF files to be generated when the eDocument is issued and the persons who may or must sign them electronically through STYLE Web:

- Leave applications and orders;
- Business Trip Requests and Orders;
- Work Schedules and Shift Planning;
- Remote / Office work request;
- Employment contracts / Non-employment contracts;
- Supplementary agreements;

# STYLE - Complete Payroll, HR & Workforce Management Platform

## STYLE WEB (web extension of STYLE PRO)

- Order for termination of contract;
- Applications / Declarations;
- User documents.

### Email Notifications

- Sends email notifications to employees when their approved work schedules are changed.
- Sends email notifications to designated company officials when employee monthly payroll accruals are changed.

Notification emails are sent through the additional **MSoft Mail Service** application, which is installed separately from STYLE.

### Email and Attachment Signing

- Supports electronic signing of emails before they are sent.
- Supports electronic signing of attached PDF documents, including payslips, remuneration statements and user-defined documents.

Uses the **MSoft Email Signature** application to electronically sign emails and attachments.