SOFTONE | myWORKPLACE

Human Resource management

Human Resource Departments ensure a competitive working environment by developing modern and flexible work models that increase productivity and reduce management costs. **SOFTONE HRMS** best meets the requirements of HR departments, by providing immediate and secure access to precise information, helping to make the right decisions. Moreover, **SOFTONE myWorkplace**, the innovative employee engagement platform, integrates the digital transformation of all personnel management operations, freeing you from traditional hand-written processes, and optimises operations for employees so they can spend more time on value generating tasks.
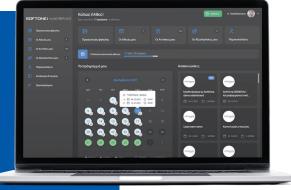
Human Resource Management system...

SOFTONE HRMS is an integrated solution for the evaluation of employee performance, enabling HR departments to identify the training needs and the advancement potential of employees, while it manages CVs in a simple and easily comprehensible manner and creates a list with the most suitable candidates for each new position.

...and interactive communication platform

SOFTONE myWorkplace is an innovative employee engagement platform that offers instant and secure access to processes and information. Employees enter requests to their supervisors and/or the HR Department, receive updates on their progress, have access to the work schedule, receive important personal and company announcements, etc.

Unique features

24/7 operation

SOFTONE myWorkplace runs on the cloud, allowing requests by employees and their approval or rejection by their supervisors at any time, using any device that can be connected to the internet (**PC, Tablet, mobile phone**), without needing to be physically present at the company, facilitating workers who are working remotely or external associates.

Adaptability

SOFTONE HRMS combined with **SOFTONE myWorkplace** is the strategic partner of each HR department. The applications are designed to meet the demands of small and medium-sized businesses in a simple and user-friendly way, with practically unlimited configuration and expansion capabilities, to easily meet even the most complex and specialised needs of large and complicated companies.

Integrated management

Simplify and automate all HR management processes of your business with a functional and user-friendly HRMS system that can be tailored to your particular requirements.

Complete your digital transformation with **SOFTONE myWorkplace**, the interactive communication platform where employees can enter all types of requests and receive automated updates on their progress, having direct access to their work schedule, payment receipts, personal and company notices, seminars and evaluations, etc., while their supervisors enter work schedules, access their department's attendance sheet, check the origin, evaluate their staff and approve or reject their requests.

More efficient work

Maximise the productivity of your employees enabling them to electronically process their requests themselves without needing to contact HR, reduce red-tape, directly support new business needs and quickly address daily HR management issues.

Improve the performance of your employees by continuously monitoring their education and training and provide your executives the right tools for the evaluation of their staff, that cut back the time used for the analysis and processing of the evaluation data by up to 50%.

Automatically update the **SOFTONE Payroll** application with all the required actions (leave, sick days, absences, expansion of work time, etc.), saving time and increasing your efficiency.

Better workplace

SOFTONE myWorkplace platform actively helps in the creation of a better workplace as it enables the interaction of employees with their supervisors, fosters a team spirit and allows employees to focus on their job, eliminating any unnecessary red tape. At the same time, the use of evaluation tools not only evaluates the performance of employees in terms of their job description, partnerships, behaviour and understanding of their role in the company, but also provides feedback to the business with information related to the perceptions of human resources actively contributing to the prevention of unpleasant situations.

SOFTONE HRMS incorporates a number of tools that help you easily and accurately identify your most capable executives to make sure you always promote the right candidates to your company's most important positions, creating a meritocratic working environment.

Modules

Executive Management

Comprehensive records of executives with unlimited capabilities for the entry of corporate and personal details, electronic record-keeping per employee, detailed monitoring of training, qualifications, skills, tasks and targets

Attendance Management

Access by supervisors to the attendance sheet of their department - option for entry of shifts, absences, days-off, remote working, expansions of hours, etc., with instant notification of their staff and HR.

My Data

Access by employees to the information which the company keeps about them (personal, work, communication details, etc.), capability to send a request to HR if there is any change with simultaneous attachment of the relevant documentation if necessary.

My Approvals

Access by supervisors to their staff's requests for their approval or rejection, detailed department leave calendar, online update of remaining leave of staff members

Organisation Chart

Monitoring of detailed organisation charts per company, branch, business unit and department, fully customizable to be adapted perfectly to the specific requirements of each company

Seminars

Attendance at each type of seminar, informing employees about the seminars that concern them, detailed recording of participants and option for evaluation by employees

Benefits Packages

Unlimited number of employee benefit packages fully defined by the position of each staff-member in the organisation chart

My Leave

Capability to submit all types of requests for leave, with a parametrically designed approval flow chart and automated update procedures regarding the progress of each request

Work Calendar

Employee access to their work schedule, easy monitoring of work, leave, absence days, etc., Update of calendar via web (check in - check out)

Evaluations

Management of all types of evaluations (employee self-evaluation, evaluation by supervisor, manager, etc.) with parametric sets of questions and answers, performance analysis and score calculation

Recruitment

Complete recruitment process, posting ads, receiving and evaluating CVs, candidate evaluations

Special Functions

Monitoring of shifts, expense sheets, calculation of commissions

My Applications

Integrated monitoring of all types of requests (certificates, change of details, financial facilitations, provision of equipment, etc.) with capability of tracking the approval process

Special Functions

Web check in – check out with automatic update of SOFTONE HRMS with arrival and departure times

MAIN ADVANTAGES

Integrated management
Simplify and automate all HR processes of your business with a functional and user-friendly HRMS system that easily adjusts to your particular requirements.

Flexible operation
Designed with the appropriate flexibility, the application supports all operating models, enabling you to meet your HR management needs, in the most efficient way for you.

More efficient work
Increase the performance of your employees by constantly monitoring their education and training, cutting by up to 50% the time for data analysis and processing.

Connectivity
Instant updates of SOFTONE Payroll with leave, sick days, absence, expansion of working hours, etc.

Real-time update
Enable your employees to quickly process data and draw reliable real-time information.

Better decisions
Leverage the powerful HR metrics tools and process numerous reports and measurements in real-time for each parameter related to your company's workforce. Boost your capabilities for quick and informed decision making and improve the operations of your departments.

Innovative functions
Web check in - check out for logging remote working. Integrated functionality for connection with ERGANI II and the digital labour card.

KEY FEATURES

24/7 operation on any device (PC, Tablet, mobile)

Integrated executive file

Management of all types of evaluation

Integrated monitoring of leave & requests

Details and fully configurable organisation chart

Detailed monitoring of training, qualifications, skills, duties and targets

Integrated management of seminars and/ or courses

System for updating mandatory retraining dates, etc.

Integrated recruitment management

Monitoring shifts with control through work calendar (attendance sheet)

Monitoring of expenses and calculation of commissions

Innovative cloud operation

Mobility solutions for business innovation

Low TCO (total cost of ownership)

Easy implementation and expandability

Flexibility in configuration of processes

Easy integration with other applications

Quality services by certified associates

SOFTONE

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