

Synapcus®:HRM

Human Resources Management

The Synapcus®:HRM web based business solution, offers as SaaS, the entire infrastructure which small and medium sized enterprises need in order to execute Human Resources related tasks successfully. Whether personnel deployment planning, skills profiles, time management, travel expense accounting, work overtime management, payroll accounting and interfaces to external systems, Synapcus®:HRM offers easy instruments to steer your personnel administration effectively and cost- consciously.

The employees of different locations, branches or divisions can be either managed together or separately, depending on requirements and individual authorization. With the web based technology from Synapcus®:HRM you work via the Internet or rather Intranet from different locations in one jointly used database.

Why does your company need Synapcus®:HRM?

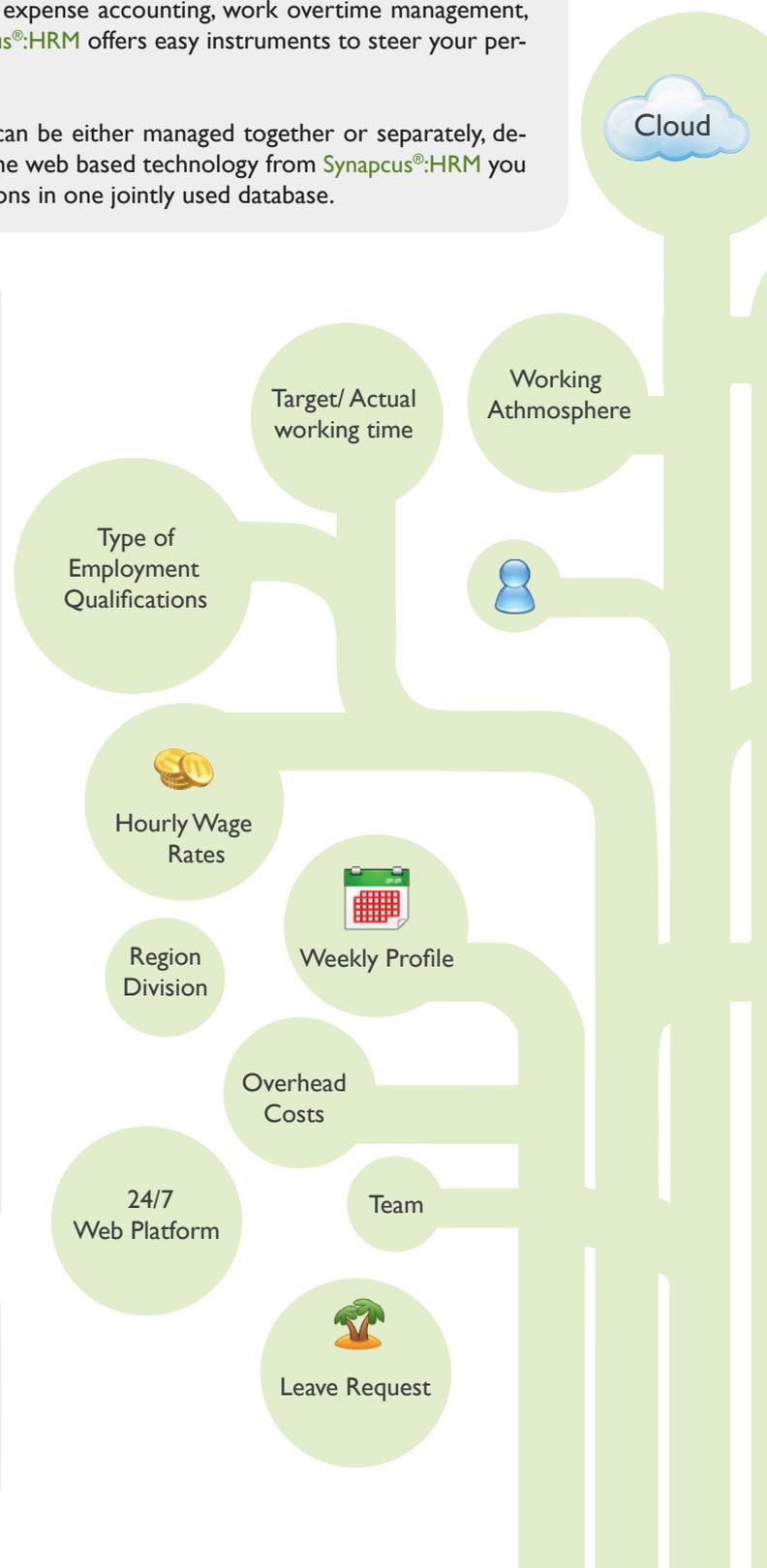
Employee Self Service Feature optimizes all request and approval processes. Synapcus®:HRM replaces traditional paper based processes with automated approval workflows. E.g. the system sends alerts, for instance, in case of missed deadlines and makes an easy process of the application procedure. Synapcus®:HRM adopts the corresponding entries of the time management in the background in order to eliminated routine tasks completely. In this way the transparency in the entire company increases and the administrative effort as well as the costs involved decrease. Every person involved in the workflow can see the status and the progress at a glance.

Everyone knows his own data best! Your employees can indicate changes via the web interface, for instance, regarding the address, the bank details or the health insurance. The manager or the Human Resources Department approves the added information with a click and the data in Synapcus®:HRM gets updated!

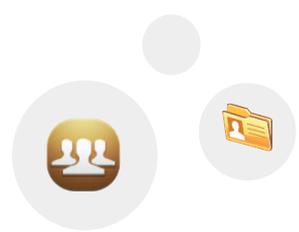
Digital Personnel File: All the contact data of an employee, his salary details, the correspondence, scanned documents, e-mails and phone memos, apprenticeship and in-service information, organizational affiliation, contract details, absence times and vacation days, hourly wage rate, expense reports, ... all the mentioned aspects are managed in the Digital Personnel File of Synapcus®:HRM.

Your advantages:

1. 10 % discount on orders during the trade fairs
2. 14 days trial period without commitment
3. Fully compatible with all tablet operating systems



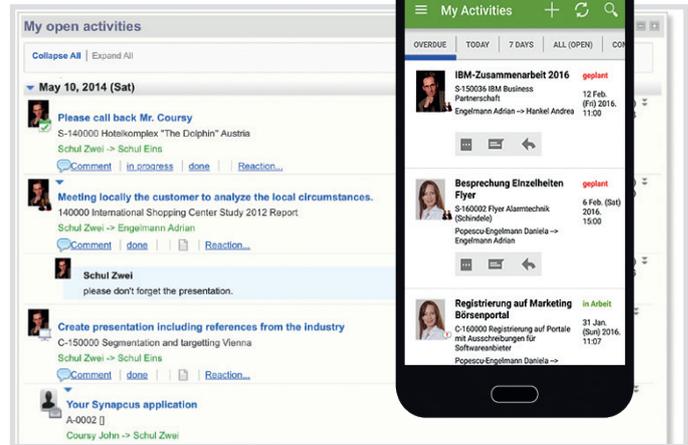
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Collaboration

A picture is worth a thousand words. By **Synapcus@HRM** you receive a graphical overview of the entire communication within a department, company-wide or in the whole group.

Statistical reports allow you immediately to see if specific (personal) measures must be taken (e.g. an employee reintegration after a long illness phase).



Leave Request Management

The leave request work-flow allows paperless application for an approval of vacation, travel expenses or overtime requests. The demands are displayed in the Synapcus Activity-Wall (as to-do list) and can be approved with one click.

Through the Employee Self Service feature, each employee can create his own requests and track the status of it.

Skills management

The module enables managers to know the skill strengths and weaknesses of employees reporting to them. It can also enable them to search for employees with particular skill sets (e.g., to fill a role on a job).

The employees would be aware of the skills their job requires, and any skills gaps that they have. Depending on their employer, it may also result in a personal development plan of training to bridge some or all of those skills gaps over a given period (e.g. one year).

