empxtrack

Tracking Employee Excellence

A Full Product Run Through empxtrack

The HR Systems that can Help Grow Your Business

1 Performance Management

2 Recruitment

3 HRMS

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PERFORMANCE
MANAGEMENT

Mold Your People Into High Performers, Aligned To Business Goals

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Leadership Qualities (?) Next: **Employee Development Plan**

All attributes for one employee   One attribute for all employees

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Ana Trujillo | 64   Bobby Deigo | 76   Bunha Faun | 77   Casey Hewitt | 78   Christina Berglund | 25

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Communication

The leader communicates on a consistent basis in a coherant manner

Employee :

Manager :

Customer Focus

Anticipates patterns, trends and influences in global consumer thinking and their impact on the strategic intent of the business
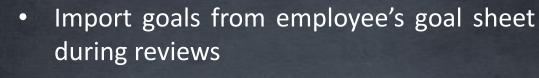
empxtrack Performance Management User Interface

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'Identify the high performers and the non-performers'

- Import goals from employee's goal sheet during reviews

- Access previous year's appraisals to **evaluate performance progress**

- Remind or alert employees to complete their appraisals

- Generate **customized questionnaires** for self-appraisals and manager reviews

- Access notes of recognition and **compare peers** of an employee during the review

- Run **tailor-made performance appraisals** for different groups of employees

PERFORMANCE APPRAISALS

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'Align your team with your business objectives'

- Create **SMART goals**, based on **Balanced Score Card**

- **Cascade personal goals** from department and company goals

- Link goals to/from your employee job descriptions

- **Prioritize critical goals** by assigning them more weightage

- Setup goals for the next year during performance reviews

GOAL MANAGEMENT

360º REVIEW

'Your team develops capabilities by learning from each other'

'Your employees are incentivised to perform

PAY FOR PERFORMANCE

- Allow employees, managers or HR managers to select the reviewers

- Complete the feedback from all of them simultaneously

- **Analyze** individual reviewer report

- **Compare reports** among the reviewers to make decisions

- Maintain **confidentiality** of review & rating

- Use **custom definitions** for your employee pay and ratings

- Administer **pay increases electronically**

- Configure **pay and increments**, unique to different groups of employees

![empxtrack logo] *Tracking Employee Excellence*

'Your team stays on top of the game by learning more'

- Manage **online trainings, on-the-job (OTJ) training**s as well as i**nstructor-led trainings** through a **single dashboard**

- Electronically nominate people for training and track their attendance

- Link training courses to specific skills and competencies these develop

- **Collect electronic feedback** on training

- **Evaluate impact** on individual performance

'Know the next one in line for a position and give him the necessary exposure'

- **Identify critical positions** in your company

- **Map your employees** with the right skills, competencies and experience to positions across different timelines

- Create **milestone-based development plans** for your employees in pipeline

- **Track changes** in your employee profile like transfers, promotions and exits

- Create **talent pipelines** and devise hiring strategies aligned to your **succession pipelines**

SUCCESSION PLANNING

Recruitment

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Build The Best Team For Yourself with Ease

Manage candidates

	Job Code	123221		Job description	HRD HR Manager
	Requested By	Terri Osborn		Requested On	05/05/2015
	Requirement Details				

Candidates details that are available for this job are

Select Status: ------ALL------ ▾

	Candidate Name	Source	Test Details	Pending	Interview Details	Pending	Candidate Status	Actions
☐	Rohit Gupta	Added By HD OR RECRUITER	1	1	1	1	Test And Interview Scheduled	≡
☐	Varsha Chawla	Added By HD OR RECRUITER	1	1	0	0	Test Scheduled	≡
☐	Dipti Bhatia	Added By HD OR RECRUITER	0	0	1	1	Interview Scheduled	≡
☐	Ashish Pandey	Added By HD OR RECRUITER	0	0	0	0	Offered	≡
☐	Arun Kumar	Added By HD OR RECRUITER	0	0	0	0	ShortListed	≡

Assign Interview/Test to Multiple Candidates

[Add More Candidate To Shortlist] [Cancel]

empxtrack Recruitment Management User Interface

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'Find, select and vet the people who need your company as much as you need them'

- Receive job requests, & job descriptions for all positions in your company

- Create job advertisements and publish them on company website for candidates

- Manage recruitment agencies & contractors

- **Archive records for all** candidates electronically

- **Schedule tests and interviews**

- Conduct **background verification** checks for shortlisted candidates

- Invite selected people to join your company

- **Run analytics** on cost and efficiency of each hire by source

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'People who join in new will seamlessly team up with your existing people'

- Complete **form-based sign-up**, even before your employee's first day at office

- Help them learn about their team members and managers from a **quick-access dashboard**

- Allow them to learn about your company's policies, without rushing to the HR every single time with questions

- Provide access to quick links and documents relevant to their work, to ease into the role quicker

EMPLOYEE ONBOARDING

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HRMS

Understand And Manage Your People Better

empxtrack HRMS User Interface

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'An electronic personnel file for your business'

HRIS / EMPLOYEE DATABASE

- Consolidate all **employee records online**

- Answer all employee queries on your **online HR help desk**

- Manage **employee communication**

- Create **dynamic organization charts**

- Initiate and manage employee transfers, promotions and exit

- Track employee benefits, rewards and recognition and disciplinary incidents

ATTENDANCE **TRACKING**

'Make the best of the time and days your people put into business'

TIME TRACKING

- Track and report **time-off requests, balances and accruals in real time**

- Reduce unplanned absence by recording and monitoring all staff absence

- Ensure a **consistent leave policy** and automate rules and calculations across your organization

- Employees can record and managers can track how people spend **time on projects** separated by activities

- Log billable hours separately from the non-billable ones to stay on top of your costs

- Remind your employees to fill in the timesheets automatically

- Access software from anywhere and eliminate excuses for not filling in the timesheet

TRAVEL & EXPENSE

'Know where your people spend the bucks'

'Ensure your people are at work when the business needs them'

EMPLOYEE SCHEDULING

- Manage requests for travel and expenses online

- **Archive receipts** for all expenses online

- **Track and analyze expenses** by week, month and year for employees as well as departments

- **Create, assign and manage shifts** for your employees

- Find replacements for people who pull out at the last hour

- **Send alerts, reminders** on email and within the application

- **Prevent Schedule Conflicts** and manage over time quickly and easily

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'A powerful and robust application that is also easy to use'

- Integrate **Active Directory / LDAP** with a Single Sign On (SSO)

- Sign off Performance Reviews, Goal Sheets and 360 feedback electronically

- Setup skills and competencies to **review your staff and managers**

- Easily access **online help forum** and **video tutorials**

- Control 'who sees what', through efficient **Identity and Access Management** (IAM)

- Receive support at **low ongoing costs** after the initial implementation

- Move data across your systems through **REST based API**

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'Every team member at your company manages their own records'

- Allow employees to access and update their information including **employment details, salary structure, leave requests, reporting structure, timesheet & performance management**

- Get answers on company policies including leave and benefits data; while at their own desk

- Allow the HR team to focus on initiatives that matter, by **reducing data entry**.

- **Speed up decision making** to provide your employees with a **transparent** and updated view of their job profile

EMPLOYEE SELF-SERVICE

![empxtrack - Tracking Employee Excellence]

'Managers get a bird's eye view on their teams'

- Capture resignation or termination details for **analysis** in the future

- Address requests and queries of employees through the **online help de**sk

- Allow managers to **input recommendations** for employees, depending on performance

- Recommend promotions and transfers based on organization need, employee career plan and team requirements

- Track employee behavior for enabling either promotion, transfer or termination

- Keep a record of disciplinary incidents

MANAGER SERVICES