



golden ring employee

Software for personnel activities management

- ✓ Processes management
- ✓ Activities support
- ✓ Recruitment
- ✓ Documents management
- ✓ interoperability

Human resources and **skill management optimization** represent a company winning factor independently from their activity field.

It is therefore very important to manage personnel data with a specialized instrument within the respect of privacy laws and company ethics. Such an instrument allows personnel in charge inquiring for necessary data and quickly creating and managing curricula, personnel cards and professional skills.

The Solution

Golden Ring – Employee is the company instrument able to manage internal and external personnel (e.g. curricula fill-in and storage, activities tracking, training and classes management, ...) able to directly link human resources dept to managed personnel. The solution draws data from personnel master files in order to produce **reports**, **print-outs**, **queries** and **data mining** immediately available to users.

Framework	
Organization chart	Processes management
Employees master file	External personnel master files
Documents Management	
Structured communication	Reporting
Recruitment	
Hiring	Working instruments assignments
CV management	Personnel search
Activities Support	
Ticket management	Infrastructures booking
Canteen booking	Access authorization
Expenses/purchases authorization	
Personnel Management	
Absences management	Infrastructures booking
Temporary transfers and refunds	Knowledge management
Training & classes management	Questionnaires management
Severance pay procedure	

Framework

Organization chart: create, draw and surf the company organization chart. It is possible to create single maps describing master map details (company organization chart).

Processes management: Golden Ring Employee is a Business Process Management (BPM) instrument suitable to manage the company human asset, analyzing, managing and customizing real-time personnel business activities.

Employees master files: the interface between GR – Employee and personnel management system allows delegating the same employee to maintain its own data.

External personnel master files: manage all company external personnel activities:

- master files
- company sites access
- work hours tracking
- work in progress
- ...

Documents management

Structured communication: internal (newsletters, brochures, news, orders, invoices, ...) and external (laws, recommendation, ...) documentation sharing based on authorizations, roles and activity areas, ...

Reporting: managers in charge will be able to monitor any process status by means of dashboards and specific and overview reports.

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Recruitment

Hiring: manage employee hiring process. From hiring (company procedures, privacy, ...), to required documentation delivery. All procedures are managed by specific processes created by human resources dept.

Working instruments assignment: completely manage the employee or consultant working instruments assignment. It guarantees standard assignment by company role and certified taking charge on behalf of the employee/consultant.

CV management: internet direct data entry by candidate, CV query and spread within the company according to some specific search criteria.

Candidate research: manage human resource request, relevant departments approval procedure and company CV repository query according to some specific search criteria.

Activities support

Ticket management: inform about a malfunction or damage warning, or manage an internal or external intervention request (maintenance, malfunction, support, software installation, etc...) and the subsequent approval and intervention procedure.

Infrastructures booking: manage booking and relevant authorization process for company and external infrastructures (meeting rooms, recreation areas, company cars, work tools, etc....).

Canteen booking: book a reservation and a menu at the company canteen.

Access authorization: authorize, register and control visiting personnel and/or reserved areas access.

Expenses/purchases authorization: manage (through validation) purchasing requests carried out by means of workflow logics based on role, cost centre, budget, goods tables...

Personnel management

Absences management: register attendance and absences from work (vacations, times off, illness, strike, ...)

Time sheet: survey working hours (ordinary, extra, travels, ...) and split up into work orders.

Temporary transfers and refunds: automatically manage in standard mode temporary transfers requests, related approval procedure, related refunds input (allowance or final balance), entering related cost centres.

Knowledge management: share personnel intellectual capital within the company, allowing the employee himself to take care of its own work or extra-work curriculum.

Training and classes management: manage a class session: request, approval, spreading, registration, examination, together with relevant documentation and subsequent calls.

Questionnaires management: organize and manage questionnaires modules, creation, distribution, fill-in and collection, based on authorizations, roles and specific areas.

Severance pay procedure: manage employee severance pay process and procedures. Starting from necessary documents creation to assignments return management.



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