



# Integrated Human Capital & Talent Management Suite

A web based completely customizable **HR PRODUCT**



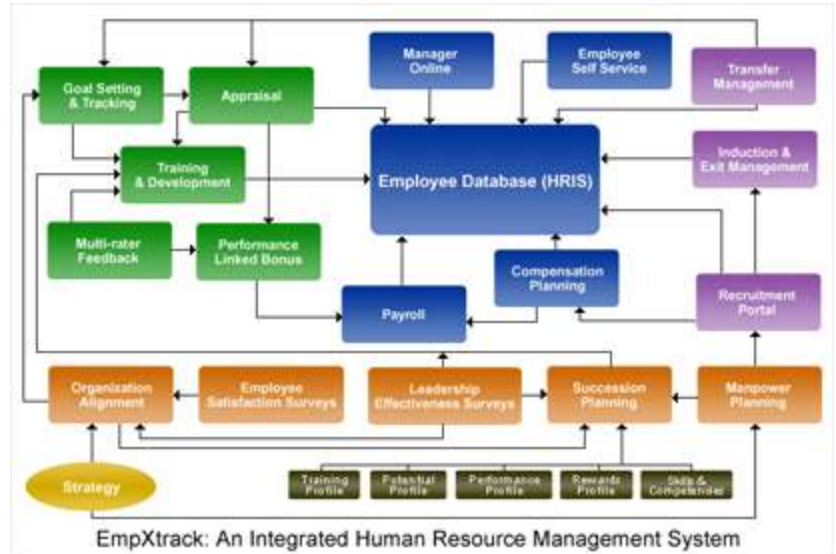
**Good ROI**   **Flexible**   **Scalable**

“Transformation Through Soft Initiatives”

# Introduction

EmpXtrack is a comprehensive web-based HRMS with a focus on Performance Management, Talent Development, Organization Alignment and Employee Management. It is an enterprise level solution that integrates and automates all the HR functions of any organization on a common platform.

EmpXtrack provides easy installation and a quick implementation to take your HR department online in a matter of weeks and it can seamlessly integrate with your existing HR systems.



EmpXtrack is web-based and contains online help and a very intuitive and user friendly functionality to allow your employees to start using it within a matter of minutes. An employee portal provides access to most functionality with a click of the mouse.

## Modules at a glance

### EPM (Employee Performance Management)

- ➔ Goal Allocation & Tracking
- ➔ eAppraisal
- ➔ Training & Development
- ➔ Multi-rater (360°) Feed back
- ➔ Performance linked Bonus

### HR Strategic Tools

- ➔ Organization Alignment
- ➔ Succession Planning
- ➔ Manpower Planning
- ➔ Leadership Effectiveness Survey
- ➔ Employee Satisfaction Survey

### eRecruitment

- ➔ Recruitment Portal
- ➔ On-boarding & Off-boarding
- ➔ Transfer Management

### HCM (Human Capital Management)

- ➔ Employee Self Service
- ➔ Manager Online
- ➔ Compensation Planning
- ➔ Employee Database (HRIS)
- ➔ Payroll

# Product Overview

## Appraisal On-line

- ➔ Supports multiple configurable forms for different levels of employees.
- ➔ Automatically calculates appraisal scores.
- ➔ Supports employee assessment based on competencies & skills and goal achievements
- ➔ Supports configurable workflows.
- ➔ Supports appraisals by multiple managers
- ➔ Contains a ready made competency database and provides extensive help while entering competency ratings.
- ➔ Provides a writing tool for managers.
- ➔ Supports normalization of appraisal scores.
- ➔ Supports multiple appraisals in one cycle.

## Goal Setting & Tracking

- ➔ Allows setting of SMART (Specific, Measurable, Achievable, Reviewable and Trackable) goals for employees & Teams.
- ➔ Supports goal allocation based on Organization objectives (MBO), Manager Assigning the goals, self assignment by the employee.
- ➔ Captures KRAs from Job Description.
- ➔ Supports periodic monitoring and tracking of goals allocation process.
- ➔ Provides cascading of goals and supports alignment across the organization.

## Training & Development

- ➔ Maintains skill sheets for each employee.
- ➔ Maintains the minimum acceptable level of skills & competencies required for each job position.
- ➔ Automatically captures employee skill gaps and helps setup of development plans with TNI workflow.
- ➔ Manages the training process by maintaining database of training programs, costs, budget allocations & change requests.

## Succession Planning

- ➔ Allows identification of key positions in the organization and mapping of these to the required skills, competencies, job descriptions, education and experience profiles.
- ➔ Allows identification of employees who meet the above key position requirements.
- ➔ Integrates with different modules to allow identification of the fast trackers in the organization.
- ➔ Allows the definition of three succession pipelines for each Key Position viz short-term (promotions related), medium-term and long-term.

➔ Provides a comprehensive search engine to find employees by a number of different criteria.

➔ Maps employees to the succession pipelines with a development plan (with milestones) for each employee in each pipeline.

## Organization Alignment

- ➔ Enables populating corporate initiatives in the 'Initiatives Master'.
- ➔ Links each Initiative with Corporate Objectives and BSC in use.
- ➔ Facilitates allocation of initiatives to departments/ corporate functions/ groups/ teams/ individuals.
- ➔ Enables cross functional allocation of goals. Integrates with the Goal Setting & Appraisal modules to assess performance against strategic goals.

## Employee Self Service & Manager On-line

- ➔ Allows employees to view personal details & update their data.
- ➔ Provides an approval workflow which allows HR verification of the updates made by the employee, and automatically updates the masters.
- ➔ Contains workflows to manage the HR transactions related to: Leave, Expenses, Application for open positions, Time and attendance, Request for training and seminars, Conference room bookings, Transport Requests, Travel approvals, Complaints, Facilities etc...
- ➔ Allows employees on line access to company policies and employees directory
- ➔ Provides multiple-help desks (such as Leave Help Desk, Complaints Help Desk, Travel Help Desk, Accounts Help desk etc..) to efficiently steer all employee related processes.
- ➔ Allows managers to Nominate subordinates on Seminars/ Conferences, Grant compensatory leave, Set up spending accounts, nominate for rewards or recognitions, enter critical incidents, store counseling notes, request additional team members, nominate for open positions, Initiate transfer process, Authorize visitors access, Request for team events, Authorize travel for team members, plan shift at work floor
- ➔ Allows manager to view: Employee personal records, training details, performance reports, rewards and critical incidents.

## Other Modules

There are a number of other modules available with comprehensive sets of features. Please contact us for details or visit [www.empxtrack.com](http://www.empxtrack.com)

## BENEFITS

- ➔ Helps Strategize your HR Processes
- ➔ Reduces transactional work-load on HR staff & improves planning process.
- ➔ Introduces Objectivity, Transparency & accuracy.
- ➔ Enables Standards & Common Practices
- ➔ Considerable ROI
- ➔ Integrates all aspects of HR on a common platform
- ➔ Provides multiple dashboards for effective decision making.
- ➔ Available in both Hosted and Perpetual licensing models.

## Technical Specifications

<b>Type:</b>	Web based. Multiple browsers supported IE 6.0, Firefox 1.5 Java based middle tier.
<b>Server:</b>	Websphere 5.5, Weblogic , Tomcat 5.0, Jboss
<b>Database:</b>	Oracle (all versions), SQL Server 2003, MySQL 5.5
<b>Security:</b>	Role based using database. Also supports Active Directory and LDAP.
<b>Email:</b>	All clients supported. Servers include SendMail, MS Exchange, Lotus Notes, Qmail and all MAPI compliant Programs.
<b>Special: Needs</b>	Javascript Support in browsers to be enabled.

# Clients

**GlobalLogic**

The Leader in Global Product Development

[Http://www.globallogic.com/](http://www.globallogic.com/)



[Http://www.manipalpress.com/](http://www.manipalpress.com/)



[Http://www.lilacmedicare.com/](http://www.lilacmedicare.com/)



[Http://www.rsystems.com](http://www.rsystems.com)



[Http://www.klgsystel.com](http://www.klgsystel.com)

**Honeywell**

[Http://www.honeywell.com/](http://www.honeywell.com/)

## Client Speak

...Performance Planning and Management System is a backbone of our Organizational Performance and successful implementation of the online system will help us in better management of the same. Your sincere dedication and commitment in the implementation has not only been instrumental in smooth transition but has also been appreciated by all our employees...

**Honeywell**

**GlobalLogic**

The Leader in Global Product Development

This is to acknowledge the good work of Saigun Technologies in successfully deploying EmpXtrack Appraisal module at Induslogic. The online module has been customized as per our requirements and has helped ease our administrative transactions. The system is user friendly and takes care of the transparency factor. We take this opportunity to congratulate the entire Saigun team for contributing to our HR automation process and for their untiring commitment and dedication in making this implementation a success."

Lilac Medicare wishes to extend its sincere appreciation to Saigun Technologies for the much needed co-operation and support during the implementation of EmpXtrack in the company. Our requirements were captured accurately and were met completely by Saigun. We look forward for a long term professional relationship."



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