

**A breakthrough  
in managing business  
processes & people**

# **PeopleNet** system



*Powered by Meta4*

# PeopleNet<sup>®</sup> system

Human & Intellectual Capital Management Solution



“In the coming years, most workplace investments will focus on the individual productivity of the knowledge worker”

# PeopleNet

## system

### **Improve internal communication and offer a high quality service for management and staff**

The Self-Service solutions provide users access to useful tools improving their skills and working conditions via immediate access to services such as training and technical support. Employees can access company information, such as company strategies or employee information. Likewise they can read company news, take part in surveys, and make suggestions on improving the business process.

### **Guarantee correct and up-to-date information simplifying and automating administration**

PeopleNet Self-Service solutions streamline your organisation, decentralise human resource functions eliminating routine tasks, giving HR professionals a more strategic role.

Easy-to-use wizards will guide you through the process of entering and updating data.

The effective workflow system guarantees flow control of all system information. Many steps and processes can be automated, saving time and increasing efficiency.

### **Allow managers to directly manage their teams and retain their best resources**

In accordance with the real needs of the company, the Manager Self-Service solution enables you to define your work areas at both organisational and employee management levels and evaluation plans, recruitment procedures and employee training needs among others similar issues.

### **Improve employees' integration into the company**

Employees connected to their Portal can visualise and update their personal information (Income Tax, telephone, marital status, etc.) and check their financial information (bank details, payroll, extras, incidence rates, etc.). They can also check their available holiday time and make requests directly from their workstation. When introduced into the company, the system provides a transparent display of the circulation of information, detecting these requirements on an automatic basis, so that all the system users can access the information immediately, whenever they need it. This allows the organisation's experts in each subject to be accessed at all times, wherever they may be.

Employees can also consult company training programs, which are personalised according to profile, and enrol in them or cancel their registration a click away.

Likewise they can also fill in satisfaction surveys, learn about the new appointments within the company, corporate policies, and access internal HR forums.

The workplace is evolving from centralised, tied and synchronous interactions to multiple forms of decentralised and dynamic work modes. Employees are now used to spending a lot of time using dynamic tools like e-mail, spreadsheets, word processing, etc, and HR processes must become an integral part of everyone's daily work practices and environment, and part of everyone's desktop.

The annual surveys carried out by CEDAR demonstrate a strong increase in the implementation of HR self-management systems, due to their success in achieving objectives, such as improvement in the service, quality and speed of processes (75%), as well as significant cost reduction (60%).

Using today's most effective communication tool, the Internet, gives access to personnel and corporate information at any time and from anywhere. Unifying the extended enterprise, the business portal is becoming the new "face" of the organisation in a growing proportion of business interactions. PeopleNet offers Self-Service Solutions which provide employees with the possibility of carrying out administrative operations and queries, in an automated way. These tasks have traditionally been conducted by the personnel administration department, but now freed from this work, the department can dedicate itself to more strategic tasks in the field of human resources and other activities of greater added value. This collaboration infrastructure brings the right knowledge, competency and information together in real time, from inside or outside the enterprise, to execute end-to-end business processes in the most effective and efficient manner possible.

*“Save time and resources, reduce costs, decentralise duties, eliminate routine form filling and approval processes, automatic information updates, improve the business climate”*

# Enhancing Workforce effectiveness: Portal and Self-Service Solutions

## PeopleNet

system

Convert the company into a virtual organisation where you can offer products and services in the world of e-business

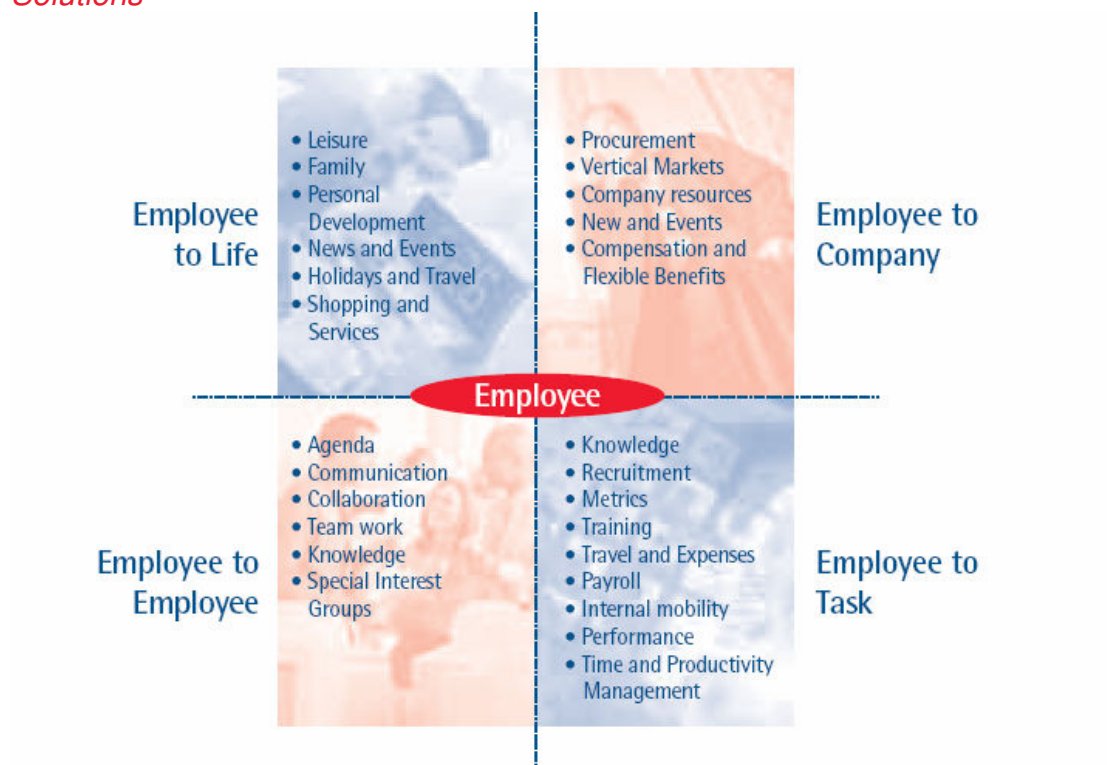
Portal and Self-Service Solutions also give easy access to external providers who offer value added services, such as access to external training providers, e-business companies, banks, travel agencies, insurance companies, and the latest news.

In short, the employee is able to use all the applications, content and services provided by the company, in an integrated and totally personalised way, within the context that fits each situation.

### MAIN FEATURES

- Direct communication between company and employee and his/her situation within the company (changes in organisational structure, new appointments, HR policies,...).
- Automation of approval and request processes (holiday time requests, training requests,...).
- Decentralisation of administrative tasks (update of personal data, consultations, online payslip,).
- Contextualisation of relevant content and services (online news, courses and seminars – eLearning -, collaborative services between employees and employee-to-company (forums, chats, ...), personalised surveys – eSurvey -, ...)
- Immediate availability of all specific knowledge according to profile, necessary to the employee in his/her tasks.

### Enhancing Workforce effectiveness: *Portal and Self-Service Solutions*



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[www.ccmlpay.com](http://www.ccmlpay.com)