



HRB Portal

Simple Management for Complex Workforce

Human Resources managers and specialists typically spend a lot of time working on routine chores, such as updating employee data, processing vacation and travel requests, filing expense reports etc. HRB Portal enables employees to independently carry out limited actions with data in the workforce management system, in line with preconfigured access rights, thus freeing HR professionals from mundane tasks and allowing them to focus resources on more critical issues.

HRB Portal is an intuitive, yet flexible and configurable web-based solution designed to support various HR centric workflows. It combines a simple, user-friendly interface with powerful functionality, allowing any company employee enter and update personal data and/or participate in advanced workflows with no to minimal prior training.

Overview

- HRB Portal enables employees to enter and independently update his or her personal information in the HRB system, as well as to send requests for approval of required documents, to calculate the number of remaining vacation days, etc. Employees may also update the list of their skills and diplomas and may add any documents certifying their qualification level.
- Managers may approve or refuse the submitted documents independently, as well as make corresponding decisions. HRB Portal supports auto-emailing of various notifications, alerting appropriate parties that certain actions must be performed in the system.
- HRB Portal leverages role based architecture, which greatly simplifies supporting complex, HR centric workflows. Modeling new workflows is intuitive and straightforward.
- Registered users have access to system functions and to the data sets strictly in line with their authorization level and assigned roles.
- Business processes may be graphically customized and are easily edited using graphical workflow designer. Current status and history of every process is available in the activity journal.

Roles Based Architecture

HRB Portal allows for the flexible set-up of business processes using the system of roles and the mechanism of dynamic user definitions.

Roles are not selected from a static list, since it would be impossible to determine personnel and organizational changes for many companies, but are configured to reflect the management structure of the client company.

To define a role in HRB Portal the following steps are followed:

1. Define the management structure of the company according to any principle: administrative, geocentric or project centric (multiple organizational views can be supported simultaneously).
2. Define what the roles should be and what scope of responsibilities applies to these roles within the management structure.
3. Describe the required business processes in terms of various tasks and assign the respective roles to these tasks.

The actual individual executor of every task involved in a business process is selected dynamically, depending on the physical location of the initiator of the task, company management structure and pre-configured logic for substituting an executor.

Any number of roles can be easily created by simply defining a few parameters. As an example, let's take a look at a typical role of a timekeeping clerk:

WHAT: Role Function. This is the list of actions that can be performed by the role. For a timekeeping clerk this may include approvals of work schedules, attendance records, absences etc.

WHERE: Scope of role within the organization. It is defined in the context of pre-configured organizational structures such as administrative (one

or several company divisions), geographic (remote office or building floor), or project centric (one or several specific projects).

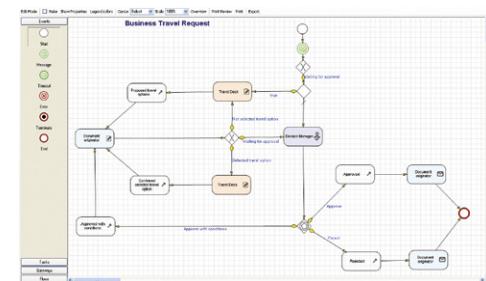
WHO: Who are the individual executors, associated with this particular role, i.e. any registered user of HRB Portal. The executor does not necessarily have to be an employee of the company.

For organizations that are accustomed to project-based timekeeping, it is possible to configure a role of a work schedule planner. The function of this role would be to create and approve schedules for the working hours of various employees / contractors during any day/week/month. This helps to pro-actively coordinate and budget for complex work schedules and non-standard work hours.

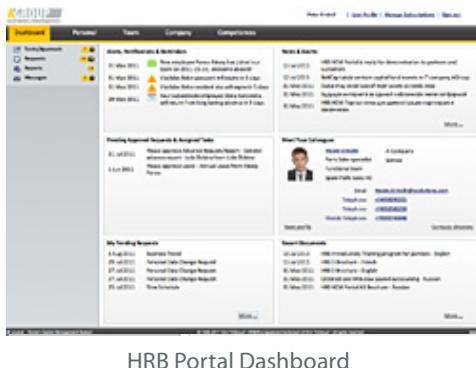
If multiple individual executors are associated with a single role, HRB Portal allows one to configure how these executors will interact:

- **Simultaneous:** several persons authorized to perform actions associated with role function. In this case, the first to respond will handle the incoming request.
- **Replacement:** in this setup, there is a single executor. Additional executors are then defined; if HRB Portal detects main executor's absence, it automatically routes the action request to associated substitutes.

There is always an opportunity to redefine any executor manually. Thereby, you may implement any replacement of the executor at the system level and will not have to worry about absences.



Business Case Management in HRB Portal



HRB Portal Dashboard

Functionality

The HRB Portal includes the following four functional blocks:

1. Employee Self-Service
2. Managers Self-Service
3. Automatic Messaging System
4. Team Collaboration

HRB Portal Employees Self-Service allows individual employees to perform a variety of functions independently. Some of these functions include:

PERSONAL INFORMATION. Review personal information and request changes (passport data, addresses, family members, telephone numbers, banking details, education level, and more).

ABSENCES. Review the number of remaining vacation days, submit vacation requests, create/change/review vacation schedule for the current year.

PAYMENTS. View and print copies of past pay slips.

BUSINESS TRIPS. Prepare and submit business trip applications.

REPORTS. View various customized payment reports, business trip reports and vacation reports.

WORK SCHEDULE MANAGEMENT. Review individual work schedule; log hours worked and submit time-sheets to a supervisor for approvals.

POSITION ASSIGNMENTS. It is not uncommon that an individual executor is associated with multiple roles / positions, which dynamically change. HRB Portal allows individual employees to view their position assignments and compensation / bonuses associated with each position.

COMPENSATION PACKAGE. Review current compensation package and request for changes.

CARRIER GROWTH. Review the history of individual's career path within the organization.

HRB Portal Manager Self-Service, helps managers independently perform various functions. In addition to all functions listed above, managers can perform the following functions:

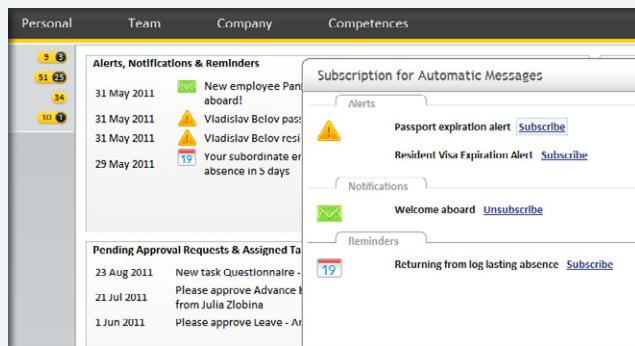
WORKING SCHEDULE. Manage employees' working schedules: review, create, change, and approve working schedules; allocate time worked to various projects.

ABSENCES. Manage employees' absences, review and approve of requests for vacation or business trips; run reports on employees' absence history.

ORGANIZATIONAL STRUCTURE. A manager can view and perform limited modifications to the organizational structure of company divisions under his/her control. View a list of all individual employees under his/her management, their assignment to roles, compensation schemes etc.

NEWS AND EVENTS. Managers can post various documents, news updates and internet links available to any subgroup of his or her subordinates.

HRB Portal Messaging System:



The screenshot shows a dashboard with several sections:

- Alerts, Notifications & Reminders:** A list of messages including "New employee Part aboard!", "Passport expiration alert", "Resident Visa Expiration Alert", "Welcome aboard", and "Returning from log lasting absence".
- Pending Approval Requests & Assigned Tasks:** A list of tasks assigned to users like "Please approve Advance" and "Please approve Leave".
- Subscription for Automatic Messages:** A section for managing automatic message subscriptions.

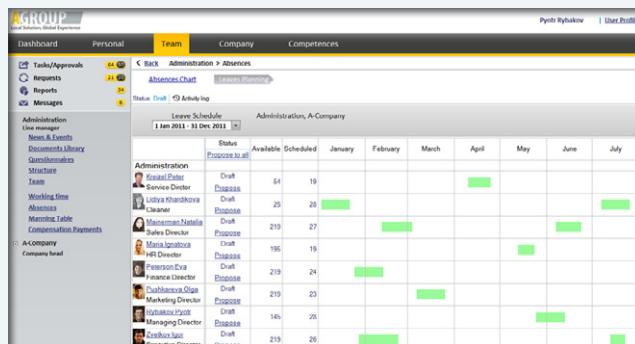
CUSTOM MESSAGES. HRB Portal users can receive messages of any type which were previously set up, as well as notices, notifications, and reminders.

Managers can setup rules to distributed messages by subscription or force messages via email with no subscription.

CUSTOM QUESTIONNAIRES. HRB portal user can create various questionnaires and request their completion by their subordinates / colleagues to collect any kind of data or opinions.

TASK ASSIGNMENTS. HRB Portal users can be manually assigned to perform various tasks in the context of certain business processes.

HRB Portal Team Collaboration helps increase the efficiency of team collaboration. Some of the functions include:



The screenshot shows a "Leave Schedule" grid for the period from 1 Jan 2011 to 31 Dec 2011. The grid displays the status (Proposed, Draft, Approved) and availability for each employee. The employees listed are Krasul Peter, Service Director, Lilita Kharkova, Marketing Director, Marusman Nata, Sales Director, Maria Ignatova, HR Director, Dushanova Olga, Finance Director, Marketing Director, Galitskaya Olga, and Executive Director.

Employee	Status	Available		Scheduled		January		February		March		April		May		June		July	
		Proposed	Draft	Proposed	Draft	Proposed	Draft	Proposed	Draft	Proposed	Draft	Proposed	Draft	Proposed	Draft	Proposed	Draft	Proposed	Draft
Krasul Peter	Proposed																		
Service Director	Draft	54	19																
Lilita Kharkova	Draft	25	20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Marketing Director	Draft	219	27	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Marusman Nata	Proposed	219	27	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Sales Director	Draft	195	19	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Maria Ignatova	Draft	219	24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
HR Director	Draft	219	20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Dushanova Olga	Draft	219	20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Finance Director	Draft	145	25	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Marketing Director	Draft	219	26	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Galitskaya Olga	Draft	219	26	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Executive Director	Proposed	219	26	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

NEWSFEED. HRB Portal users can subscribe to, post to, and view newsfeeds from various groups of colleagues.

FILE / DOCUMENT SHARING. HRB Portal users can upload and share various files and documents, accessible only to a pre-configured group of colleagues.

CONTACTS. View list of colleagues, organizational structure, project groups and contacts of all employees within the group.

ABSENCES. View reports and schedules of absences – past and upcoming

About AGroup and HRB Products

AGroup is one of the leaders in human resource management and payroll solutions in Eastern Europe. Our products help streamline the processes, reduce complexity and maximize productivity for hundreds of organizations in 22 countries. AGroup products were among the first localized solutions addressing payroll and HRM in Eastern European region. Our exclusive focus on HR and Payroll for the last 15 years enabled us to gain unmatched expertise in the area.