

# e-Synergy: Human Resource Management

“ People are the core of any enterprise, and if they are equipped and trained well, they can be empowered to make the business more competitive.”

Any knowledgeable manager knows that the most valuable asset in the organization is personnel, but how can anyone ensure that employees are delivering their best efforts? Managing the workforce is much more than simply tracking salaries, benefits and job descriptions. Superior HR management is guaranteeing that corporate personnel are equipped, connected, active and productive.

e-Synergy®, from Exact Software™, is a Web-based business management solution that provides both executives and employees with a greater level of visibility and teamwork. Everyone in the organization, with a view into the entire workplace, is able to more actively and effectively communicate with clients, vendors, and with one another.

For management, e-Synergy delivers enhanced visibility into the activities of your workforce while increasing your ability to organize, track and prioritize personnel efforts and progress. With integrated portal technology, e-Synergy is a powerful communication medium for all employees, requiring far less effort and expertise, ensuring better planning, superior resource utilization and greater accountability.

## Complete access and accountability for every employee

Exact e-Synergy provides tangible cost savings by reducing overhead and diminishing communication redundancies within your organization. Financial, sales and customer service information is centralized in one database, giving you and your employees one consolidated view of the business.

By turning your individual resources into one team, your company becomes an integrated, interactive force that has a portal view of its own activities—the work, projects, documents, assets and accounts that make up a day's work.

## e-Synergy Human Resource Management (HRM) business benefits:

- Provide extensive employee self-service capabilities
- Gain immediate views into day-to-day operations from anywhere, at anytime, worldwide
- Control access to projects and documents through defined roles
- Give more employees access to critical information
- Obtain greater visibility into employee and departmental workflow and performance
- Generate human resource-specific reports for increased corporate insight
- Automate and accelerate your hiring process

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With e-Synergy, guesswork is eliminated through a complete HRM toolset that allows for both broad-based and specific views of all resources, including your employees, contractors and applicants. Workflow activity and employee audit trails give management teams greater visibility into who is doing what, translating into a more efficient division of labor.

**Role-based and Security Definitions:** Customizable roles can designate what employees may access. By defining individual roles, employees have access only to information and functions that are important to their job.

**HR-specific Reports and Statistics:** Workflow performance, budget overviews, asset ownership and absence statistics are only a few of the reports that give you better insight and monitor the status and dynamics of your company.

**Financial Management:** All employee-related financial transactions become part of their personnel file, including travel or departmental expenses. Company-specific payroll components can also be used for data-exchange with back office payroll systems via XML.

**Resource Planning:** Planning on individual or aggregate levels with graphical overviews (absence, offsite assignments, consultant hours, etc.) provide immediate views into availability of employees and where hours are spent.



## e-Synergy HRM features and functions:

- Link workforce information to payroll
- Perform mail merges
- Self-manage human resource tasks
- Track individual financial transactions
- Manage workflow, absence and expenses
- Define individual roles to designate access to documents
- Associate employees to assets, documents or projects
- Define work groups for information sharing and knowledge management
- Track applicants throughout the interview process

**Organizational and Value Chain Collaboration:** e-Synergy is an integral and regular part of every employee's work environment. Through constant online project management, open communication becomes the standard between employees and more importantly, between employees and customers, suppliers and partners.

With all workflow and project information available in e-Synergy, employees can access valuable corporate intelligence from anywhere in the organization that was previously inaccessible. Your workforce is now able to become an active participant in the value chain through e-Synergy's online collaboration, making your organization more efficient, profitable and customer-centric.

By bringing together the people, processes and knowledge that matter most to your business, e-Synergy creates an accurate, up-to-the-moment view of your organization's personnel, finance, workflow, documents and asset information, enhancing decision-making, analysis, scenario planning, and ongoing management across your entire business, making your most valuable asset more creative, productive and competitive.

For more information about e-Synergy, please contact your Exact Software business partner or account representative today, or visit [www.exactamerica.com/esynergy](http://www.exactamerica.com/esynergy).