Complete management of:

Employee Information

Applicant Tracking and Recruitment

Performance and Appraisals

Training and Development

Positions and Org Structures

Employee and Manager Self-Service

Events Administration

Employee Expenses

Business Intelligence

Alerts and Notifications

Projects & Timesheets

Document Management

Shift Planning

Surveys

Revolutionise

how you manage employees and boost business efficiency with Exelsys HR

The Exelsys advantage at a glance:

- ➢ Flexible, scalable, pay-as-you-go pricing plans
- ➢ Helps to streamline and simplify HR Management
- ➢ Visualise and Analyse your Data with Powerful Analytics
- ➢ Easy, anywhere, anytime, any device access with mobile apps
- ➢ Seamless integration with external systems
- ➢ International compatibility – Multilingual, multicurrency
- ➢ Based on Windows Azure a highly secure, reliable and scalable platform
- ➢ Streamlines processes, eliminates paper and increases productivity

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www.exelsys.com

Gain the Exelsys

advantage

Exelsys provides today's HR professionals with the necessary tools to automate, streamline and centralise employee information and processes across all departments and, with multicurrency and multilingual facilities, connect employees across all geographical territories.

Powerful analytical tools generate real-time reports and graphics, which can be sliced and diced to boost business understanding of key staff issues and form a robust platform for strategic planning – ensuring your company maximises its investment in its greatest asset – its people.
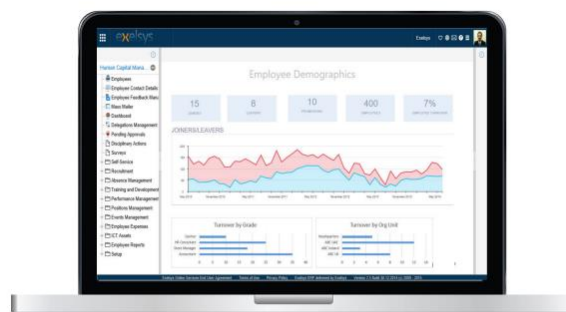
Efficiently track and analyse employee information

Record, enquire on and track a wide range of employee information – such as contact details, medical details, past experience, job descriptions, training and confidential information - from the day they apply for a job to the day they leave.

Reduce unauthorised absences

Enable users to enter absence requests on-line that automatically generate email notifications to the appropriate people within the approval cycle. A complete absence history is maintained for each employee and absences can be analysed by any criteria, such as job, department or grade - allowing you to quickly identify and investigate emerging trends or problems.

Simplify recruitment

Specify vacancies for any position in your organisation and then link job applications to these vacancies. Sophisticated enquiry facilities quickly identify employees or candidates that match required qualifications and other criteria, such as expected salary, willingness to relocate, and availability. You can also quickly assess the recruitment status for any vacancy or group of vacancies at a glance and take the appropriate action, such as scheduling interviews, closing a vacancy or extending a campaign.

Automate appraisals

Establish on-line staff appraisals, using different appraisal templates for each group of employees. A simple interface is used to define appraisal layout, the competencies to be included, the rating scale and questions to be included. Set goals for your employees, either personal or aligned with pre-defined corporate goals and allow managers to track progress on a regular and ongoing basis. During the appraisal process goals can be included for a final review.

Manage expenses

Reduce tedious admin by enabling employees to easily enter their expense claims as they are incurred and submit them according to Company policy, with predetermined approval processes in place for different employee levels – providing real-time visibility where needed.

Create automated to-do lists

Keep everyone focused on critical tasks with this time saving module. Tasks can be generated and assigned to yourself or other individuals, with due dates and automated reminders. The tasks can be linked to other objects, such as employees, applicants, training courses etc. and real-time progress tracked.

Integrate with your existing systems

Exelsys has been designed to easily and seamlessly integrate with third-party systems, using the Web Services interface and Exelsys HCM Sync.

Empower employees with easy-to- use Self-Service access

Available, anywhere, any time and on any devise, Exelsys is accessible at the touch of a button to all designated staff. The intuitive, MS Outlook style, dashboards can be configured according to different user needs, roles and levels of responsibility.

With simple and advanced filtering capabilities - finding information couldn't be easier and exporting it to Excel, Word or pdf is a breeze. The integrated document management system also enables any number of documents to be easily attached to an employee, applicant or any other record. If your organisation is using SharePoint you will be able with the SharePoint connector, to have these documents seamlessly stored in SharePoint.
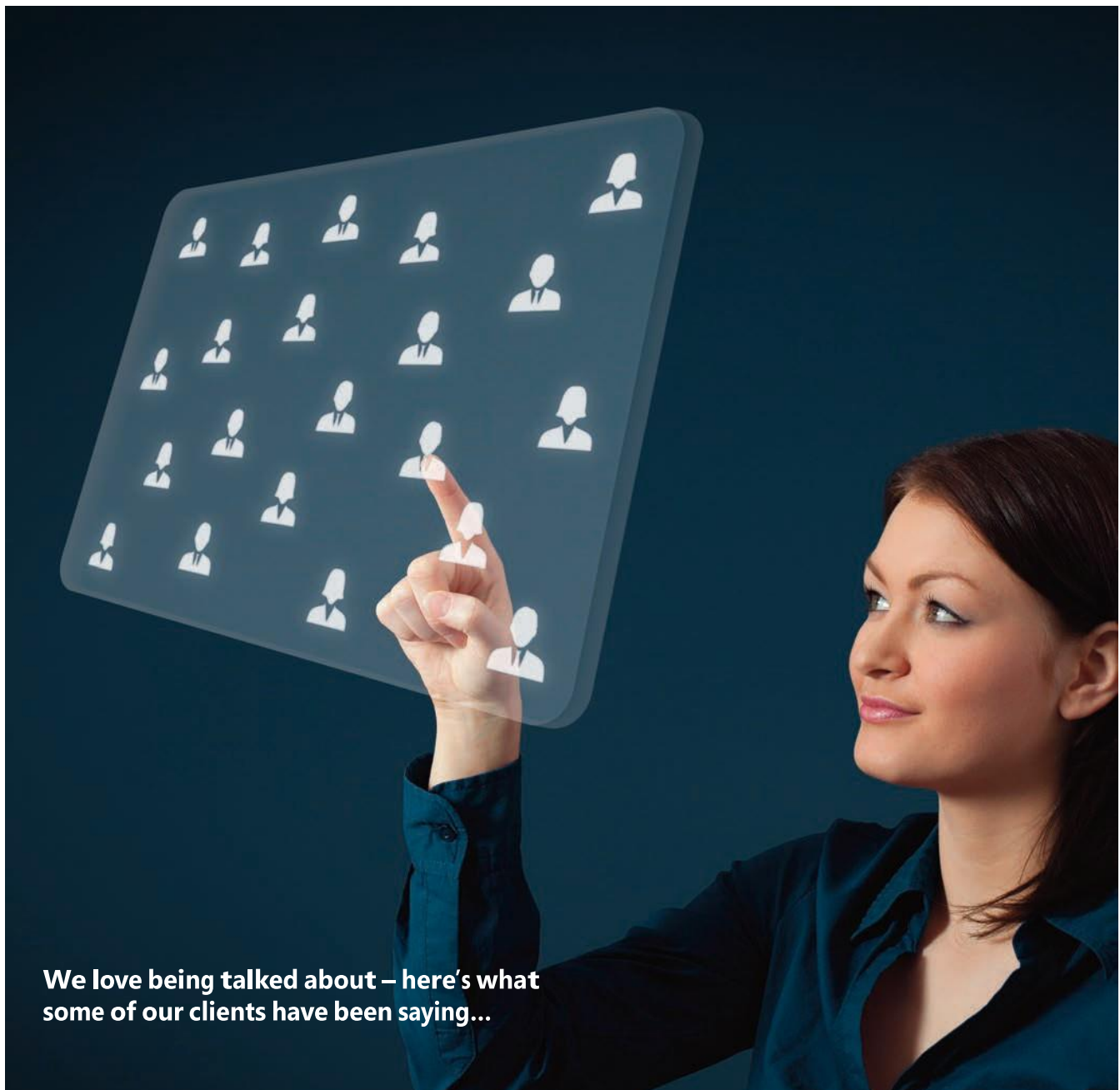

Keep the IT department happy!

Exelsys will not be a burden to your already busy and probably overloaded IT department! Delivered securely over the Internet using the Microsoft Azure Cloud, you don't need to maintain software or hardware infrastructure to benefit from Exelsys. Neither do you need to worry about making backups or securing your data. Configure the system with the help of a certified consultant to be in accordance to your needs and just start using it, from anywhere and any device! That's the power of Cloud computing!

Make the Finance Director smile!

Scalable and flexible, with Exelsys you only pay for what you use, making it an extremely affordable solution, and one that will generate a fast return on your investment.

We love being talked about – here's what some of our clients have been saying...

"Working closely with Exelsys, we have managed to configure the various modules to meet our organisation's requirements – from managing employee information and absence, through quarterly performance evaluations to proper cost allocation of our services towards our different customers."

Mincho Donev, HR Business Partner, Ingram Micro SSC

"I am amazed at how powerful Exelsys can be and I would gladly recommend it to others."

Maria Sergiou, Vice President of HR, Hyperion Group

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