

LESLEY GRANT | PAYGLOBAL BUSINESS ANALYST

## OVERVIEW

Exolvo Self-Service is a web application designed to empower staff and provide practical day-to-day solutions for employees and managers. Self-Service provides a framework to facilitate the collection, processing and dissemination of employee information throughout your organisation. It allows your workforce to perform functions traditionally performed by the HR or payroll departments.

### EXOLVO SELF-SERVICE

Self-Service can be accessed online, anytime, with only the need for a standard website browser so it provides managers and staff with HR information at their fingertips.

- Access and update personal information
- Manage leave applications, view balances (current and projected)
- Enter expense claims
- Access company policies and other company documents
- Complete/manage accident details
- Monitor team leave calendars
- View payslips
- Manage/apply for training courses
- Complete/authorise timesheets
- Administer employee transfer and promotion
- View/manage training plans
- Manage promotion details

### ESS AND WORKFLOW

Exolvo Self-Service utilises the Exolvo workflow engine which allows you to customise standard processes, form flows and approvals to suit your specific business requirements.

The use of PayGlobal Exolvo's new workflow technology allows for extensive configuration of the solution, enabling it to be configured to fit the needs of your company, managers and employees. Coupled with the Exolvo HR module, you will be able to decentralise your processes while maintaining consistency and adherence to company-wide policies.



## NEW EMPLOYEE



Ralph is hired as a new employee. His manager enters his personal details along with details of his position online and submits the new employee request. HR reviews the request and adds extra details before confirming the hire and pushing the details automatically into the core database. On Ralph's first day his manager issues him with a laptop and security card and logs that these items have been issued to him.

First names *	Ralph
Last name *	Jones
Location *	Wellington ▼
Department *	Consultancy ▼
Position *	System Consultant Wellington ▼
Start date *	01/02/2011

## LEAVE

2

Ralph is planning to take a holiday and so checks his leave balances. He projects what his balances will be in three months' time and then submits a leave request. The Exolvo workflow set up means that the approval for the leave in advance goes to the right managers for checking. The leave is then approved and both Ralph and his manager can see the leave on their respective calendars. Ralph's manager has 15 direct reports so using the team calendar he can easily see and plan when his staff take leave.

balances	New Request	View Requests	Projected Balance	Calendar																																																																				
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## TIMESHEETS

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At the completion of his first week Ralph fills out his timesheet which his manager then approves. Ralph is able to also record for approval his meal and petrol allowance. Once approved the timesheet is sent to the Time and Attendance module and the Award Interpreter calculates the appropriate entitlements. The timesheets can also be used for job costing. After the payroll team have processed the pay, Ralph can view his payslip online.

Date	Hours	Actions	Start *	End *	Break	Hours	Department
Mon 7/2	8.00		08:30	17:00	30	8.00	05 Consultancy
Tue 8/2	8.00		08:30	12:00	0	3.50	01 Administration
			12:00	17:00	30	4.50	05 Consultancy
Wed 9/2	8.00		08:30	17:00	30	8.00	05 Consultancy

## LEARNING AND DEVELOPMENT

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Ralph requests to go on a first aid course which he chooses from the courses available to him in ESS. The workflow engine kicks in and the course is approved by his manager and then by the company's learning administrator. The Learning and Development Administrator is able to fully manage all courses, attendees and course costs and allocations through ESS. After Ralph has attended the course, the learning administrator updates his record to indicate that Ralph passed the course. Ralph's manager is able to view his progress against his training plan and required competencies.

<b>Course type description:</b> First Aid	
<b>Course category:</b> Health and Safety	<b>Venue:</b> St John
<b>Start date:</b> 1/04/2011	<b>End date:</b> 1/04/2011
<b>Total places:</b> 15	<b>Available places:</b> 14
<b>Cut off date:</b> 20/03/2011	





## HEALTH AND SAFETY

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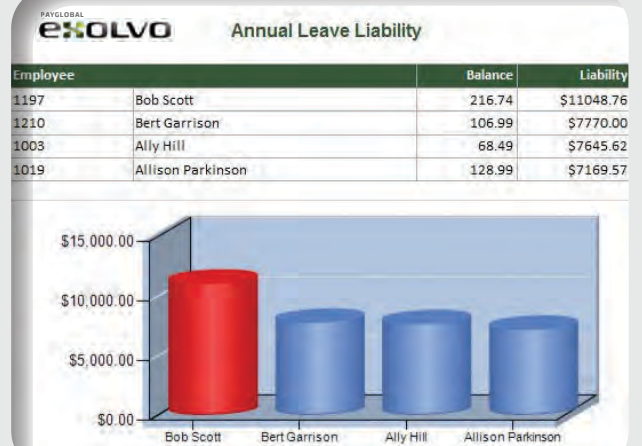
Ralph is appointed the Health and Safety Co-ordinator for his location. One of his colleagues is involved in a work accident and through ESS Ralph is able to complete an incident report, attach photos of the incident scene and submit knowing that the right people will be notified because of the workflow in ESS. The information entered through ESS is then able to be used to track the incident and associated costs, updates and leave associated with the employee incident.

Brief description *	Slipped in water on roof
Incident date *	10/05/2011
Incident time *	12:30
Location *	02 Wellington
Physical location	Roof

## REPORTING

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In his new position Ralph can see information relating to the employees who report to him. He can also run SSRS reports from ESS such as leave liability and demographics to provide him with current and accurate information to assist with his workforce planning.



## EMPLOYEE TRANSFER

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After showing leadership potential, Ralph is promoted to a managerial position. His new manager submits a transfer request which is approved through ESS then signed by HR. Ralph can see his new position and relations with other positions within the company as the organisation chart has been automatically updated. Workflow has sent out emails to notify relevant people in the organisation about Ralph's promotion.



## CESSATION

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An employee who reports to Ralph, resigns. Ralph completes the cessation details in ESS. The employee then completes an exit questionnaire online providing feedback to HR. On the employee's last day he returns his laptop and security card and Ralph logs that these issued items have been returned.

Exit questions	
Would you recommend working here?	Agree
I understood the company's strategic roles?	Strongly agree
What is your main reason for leaving?	Moving overseas



**KEY BENEFITS**

**COST SAVING**

- Information such as payslips, reports and calendars are available online. This removes the costs associated with printing and distributing this information.
- Reduce the number of enquiries to payroll & HR - allowing them to focus on strategic initiatives.
- Ensures that no data is lost and that items awaiting attention are visible at all times. This makes certain that requests are processed and actioned in a timely manner.
- Eliminates large amounts of HR and payroll-related paperwork and makes it easier and quicker to retrieve the information required to make important decisions.

**ONLINE, ANYTIME, ANYWHERE**

- All a user needs to access Self-Service is a web browser - no special applications or technology are required.
- If hosted on the internet, can be accessed from anywhere in the world and anytime of the day or night.

**DECENTRALISE HR AND EMPOWER STAFF**

- Empower employees to make their own decisions by giving them easy access to information and control over their own data.
- Pushes HR functions out of the backrooms and onto the frontlines. Thus allowing the best-placed person to perform the action. This leads to streamlining of processes, reduction in errors and the elimination of unnecessary steps.
- Validation and approval paths can be used to ensure that data entered is correct and actions are signed off by the appropriate people before changes are committed - based on the requirements of the organisation.

**EASY AND INTUITIVE TO USE**

- Follows standard web application design principles and concepts.
- Can be rebranded and renamed to reflect your organisation's corporate branding and image.



