



GENEVIEVE HALLOT | MARKETING COORDINATOR

OVERVIEW

Access to accurate up-to-date HR information is critical to making informed business decisions. Collecting and storing relevant data allows for its application in a meaningful way. Exolvo HR allows for collection and reporting meaning decision-makers have the right information to make the right decisions.

The Exolvo HR module is designed to span many HR functions, providing a complete picture of your most valuable asset – your staff. The power of this module is enhanced by access to HR information through the Exolvo Self-Service portal and use of Exolvo workflow means that your specific HR processes and policies can be implemented – you can run your business the way you want to.

Workflow allows decentralisation of some HR functions, meaning staff can turn to strategic initiatives. Peace of mind is accomplished by knowing that the workflow processes are governing consistency and adherence to company-wide policies.

Workflow can be used for processes such as:

- Approvals – leave, promotion, training, expenses and allowances, employee transfer and health and safety
- Processes where notification and attachment of documentation is required – for example new employee notification or expenses
- When you need to co-ordinate processes or policy across multiple departments

PayGlobal has created a standard library of HR process workflows which can be changed to meet your specific business requirements. For more information on workflow benefits, please view the Exolvo Workflow information sheet.

EXOLVO HR COVERS THE FOLLOWING MODULES

OCCUPATIONAL HEALTH AND SAFETY:

Exolvo has a comprehensive health and safety management system that covers hazard management, incident recording, rehabilitation and meetings. Users can log details of workplace hazards and allocate resources to manage them. Full details of all workplace incidents – including those that happen to non-employees – can be recorded, along with associated costs.

POSITION MANAGEMENT:

The ability to clearly define the roles of employees is fundamental to the success of any organisation. In Exolvo HR, you can set up a position with all relevant key result areas, qualifications and competencies. The system also lets you calculate salary ranges and create benchmark positions that can be used to create job evaluations.





RECRUITMENT

Every stage of the recruitment process can be managed – from creating the recruitment centre to appointing the successful applicant. The recruitment centre contains all the information on the vacancy including the details of the position, advertising, applicants and costs.

INDUCTION AND PROBATION

Induction programmes teach new employees about an organisation, its ethos, environment and expectations. The programme can also include training plans for specific skills. Probation reviews can be recorded and the status of the employee changed, as required.

LEARNING AND DEVELOPMENT

The training framework provides tools to easily plan and manage staff development through two aspects – training plans and course management. Users can establish a training framework to manage employee development, monitor capability levels, control training budget and costs, specify learning outcomes and generate required reports.

EMPLOYMENT CONTRACTS MANAGEMENT

Set up employment agreements, irrespective of whether they are individual or collective agreements. A contract can be used to define specific elements associated with an employee’s (or group of employees’) employment agreement, such as terms of contract, hours of work, leave and award entitlements, benefits and bargaining agents.

REMUNERATION PACKAGING

Remuneration packages can consist of cash and non-cash items. Exolvo allows default remuneration packages to be created and includes templates that will save time when creating such packages.

TERMINATION

This process allows users to record the dates, reasons, and details of a termination, and attach a redundancy agreement if applicable. Exolvo can automatically create a recruitment centre for the resultant vacancy.

MEETING MANAGEMENT

You can record every aspect of a meeting, including the attendees, actions and minutes.

