Lanteria

SharePoint
HR and Financial Software

HR

Core HR

Managers

Career and Succession

Time and Attendance

Lanteria HR

Learning

Compensation and Benefits

Performance

Recruiting

Employees

Overview

Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information, while supporting HR processes and increasing the performance of each employee and organization as a whole.

The distinctive feature of Lanteria HR is establishing a collaborative environment between the HR department, line managers and employees in a company. This system offers unique features for all company members that help them to work as a solid team, increasing performance and efficiently achieving company goals.

Why Lanteria

- Comprehensive solution from Hire to Retire
- Collaborative environment for all employees
- Customizable HR processes and workflows
- Increases employee and business performance
- Built-in document management
- Analytical reporting, dashboards and visual charts
- Automatic reminders and email notifications
- Easy to use user interface
- Developed with the latest Microsoft technologies

Roles

HR Pro

The HR role allows for the management all HR processes in a company, accesses all the information company wide, has the full analytical reporting and coordinates all HR areas.

Manager

Manager accesses the information about his/her team, tracks employee objectives, KPIs and competencies, assesses employees, runs performance reviews, plans and tracks the learning and development.

Employee

Employee accesses personal information, absence records, objectives, KPIs, competency assessment results, development plan and public company information.

Custom

Lanteria HR allows creating custom user roles based on the customer's need. Those may be: training managers, recruiting managers, local HR managers and other.

Core HR

Core HR is a base solution for managing the company's structure, employees, HR processes, documents and more.

It offers comprehensive access to your staff and an unlimited number of departments and locations.

- Have a centralized storage of all employee data
- Design and track the HR processes and approval workflows
- Maintain all HR documents in one place
- Visualize the organizational chart

Time And Attendance

Time and Attendance is a solution that enables managing the global absence policies, employee time sheets, and absence records such as vacations, sicknesses, and business trips.

Employees can request time off and the managers approve them. HR can track all the absence statistics, record and modify the absences, and approve or reject them.

- Define the company-wide leave policies and rules
- Set up comprehensive approval workflows
- Have a global absences calendar
- Increase productivity with project-based time tracking

Compensation and Benefits

Compensation and Benefits is used to plan, track, and analyze the compensation and rewards company-wide. You can manage different components of the employee compensation packages such as base pays, bonuses, benefits, additional payments, and allowances.

Included is the ability to manage and track the compensation changes with collaborative salary reviews.

- Define and analyze the compensation components
- Launch salary reviews
- Easily analyze the salary budgets
- Stimulate productivity by connecting the compensation to performance
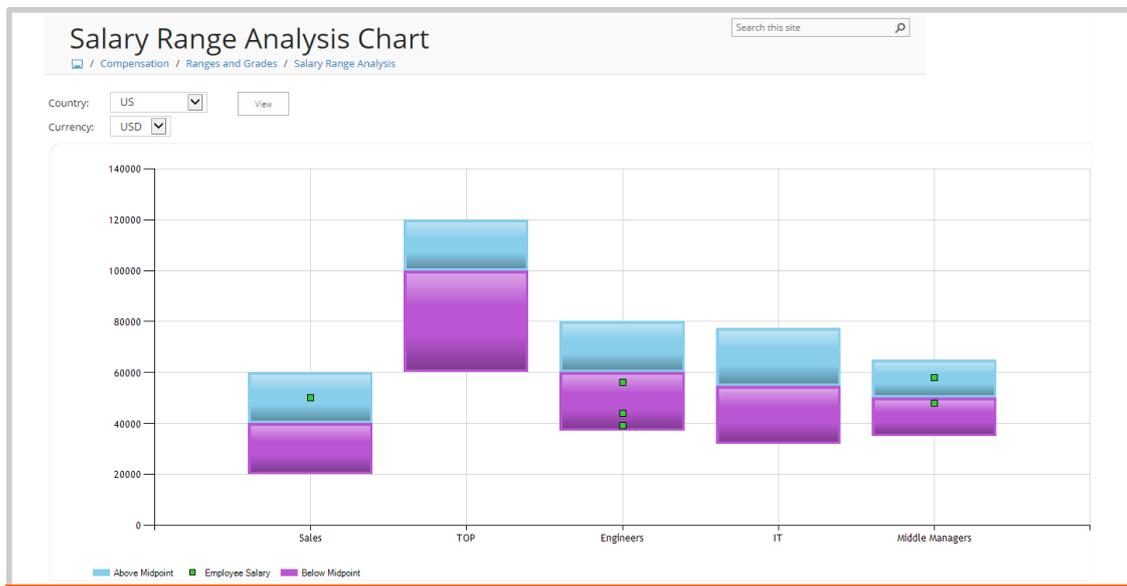
Recruiting

Recruiting is used to unify and automate the entire recruiting process and ensure you get the right people onboard.

The module can be connected to the company web-site and receive the new candidate applications directly, eliminating the need of double-entry.

- Easily create and post new vacancies with approval workflows
- Collaborate with the applicants
- Schedule the interviews
- Generate and store the candidate offers, contracts, and more

Performance

Performance is a tool that automates and simplifies the process of employee performance evaluation.

The solution allows customizing the performance review forms, workflows and steps to fit the company needs.

- Define the required competencies and skills
- Select goals and KPIs for each employee, org unit, and the company as a whole
- Generate performance reviews on a scheduled or ad-hoc basis
- Analyze each employee through 360 Feedbacks
- Be aware of the performance trends on every level of the company

Title	Sales Turnover
Best Value	More
OrgUnits	4
Average Target	400000
Average Actual	405000
Average Achievement %	101.25%

KPI Values by Statuses

25.00 %
50.00 %
25.00 %

Achieved   Warning   Failed

Average KPI Values

500000
400000
300000
200000
100000
0

Average Target   Average Actual   Average Warning
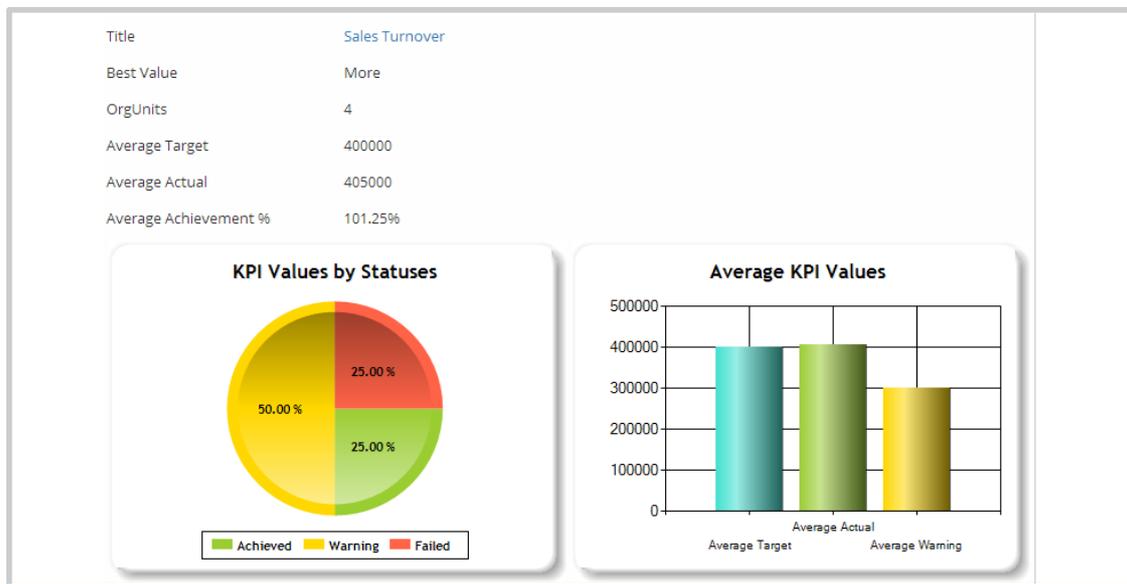
Learning

Learning is a tool that helps to improve the employee knowledge and skills by planning and delivering targeted training programs.

The Learning Catalog allows for storing E-Learning courses, documents, classroom trainings, quizzes, videos and other materials. The Learning Catalog is structured, fully searchable and accessible by all employees in a company.

- Create a storage location for all learning materials
- Plan and track the training process
- Build quizzes and track certification
- Report on the learning results

Brett Martineau

Quality Engineer, Operations

View by Date
View by Development Need

View Active
View All

Assign from Catalog   Assign External Activity   Assign Curriculum

Development Activities

Type	Activity	Status	Start Date	Due Date	Completion Date	Score (Achieved / Required)	Certificate	Launch	Cancel
	EffectiveStaff intro and config Quiz	1 - Not Started	08 Jul 2013	15 Jul 2013				Launch	Cancel
	Leadership Quiz	1 - Not Started	09 Sep 2013	15 Sep 2013				Launch	Cancel

Succession

Succession is a solution that supports the employees' succession, career planning and development, as well as defining the most talented employees and retaining them with the company.

The solution allows employees to set the career goals in collaboration with their managers and HR managers, and to monitor the goal achievement.

■ Define the career paths and goals for employees

■ Indicate and enhance the talents

■ Plan the succession throughout the company

Middle Managers

Members: 3

PERFORMANCE / COMPETENCE	20.00%	40.00%	60.00%	80.00%	100.00%
5 - Excellent	0	0	1	0	0
4 - Good	0	0	0	0	0
3 - Meets Expectations	0	0	0	1	0
2 - Improvement Required	0	0	0	0	0
1 - Unsatisfactory	0	0	0	0	0

Lanteria

Lanteria is the world's leader in developing HR, Talent, Performance and Learning management software for SharePoint. We deliver high-quality software solutions that help our customers improve the efficiency of their business.

Lanteria was founded in 2006 and, since that time, have successfully completed over 150 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

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