# HR
## INFINITY
### GLOBAL SOLUTION

## TALENT MANAGEMENT

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Managing human resources well is a key to increasing market competitiveness and reaching company objectives.

**Talent Management** is placed in this context as the right tool to provide the human resources department and management with the information needed to support decisions; the Zucchetti solution enables you to:
- determine critical areas in terms of duties and know-how;
- streamline recruitment processes;
- make information immediately available over the Web with different access levels according to user profile;
- plan the right training programmes;
- define incentive plans and salary policies;
- distinguish high potential resources;

**Talent Management** is the ideal solution for companies that need a tool to manage:
- the directory;
- company organization;
- recruitment;
- positions and duties;
- assessment;
- training;
- salary policies;
- objectives;
- administration processes;
- reports and statistics.

**Thanks to the Workflow solution, Talent Management enables you to decentralize the management of processes such as employee assessment, salary revision plans, performance assessment, management of requests for training and registrations, management of employee requests, etc.**
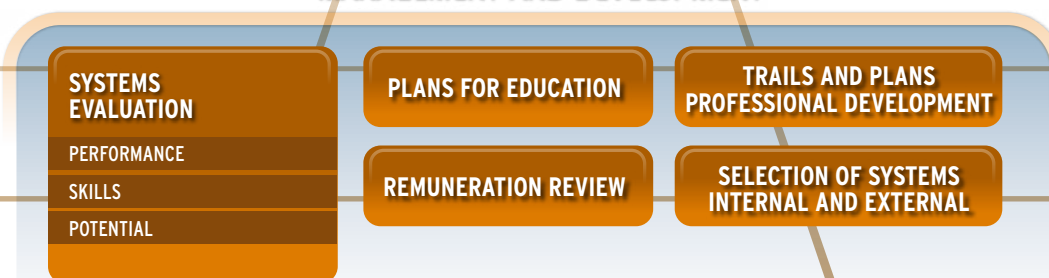
## ORGANIZATIONAL STRUCTURE/JOB SYSTEM

### TRAINING SYSTEM ARCHITECTURE

A — AREA DEPTH
B — AREA DEPTH
C — AREA DEPTH

**ROLES AND RESPONSIBILITIES**

### ARCHITECTURE COMMUNITY BUSINESS

TALENTS
HIRES
MIDDLE MANAGEMENT
MANAGERS

### MANAGEMENT AND DEVELOPMENT

**SYSTEMS EVALUATION**
PERFORMANCE
SKILLS
POTENTIAL

**PLANS FOR EDUCATION**

**REMUNERATION REVIEW**

**TRAILS AND PLANS PROFESSIONAL DEVELOPMENT**

**SELECTION OF SYSTEMS INTERNAL AND EXTERNAL**

## MAIN FEATURES

**Directory**

The archives available to users define "subjects", indicating the various relationships each one has with the company.

The architecture of the database puts the subject (such as employees, candidates, trainers, interns, etc.) at the centre of the information system making them available to other application areas according to the relationship with the company.

**Organization**

This module enables you to define company organization units and consequentially hierarchy and functions and you can associate company personnel to various units.

At any given time the system enables you to see where resources are located, who they answer to, which position they cover, the required and actual workforce, long-term replacements and other information useful to the entire company.

**Recruitment**

Information from each CV is entered on line using a form available over the Web, where the candidate connects and provides all the information deemed useful for the company (personal details, professional experience, educational experience, etc.).

Working constantly with management, the human resources department is able to determine staffing requirements and can then start recruitment campaigns defining any acquisition channels and use the solution's search engine to select the candidate that is most suitable for the campaign in question.

After contacting and calling the candidate the system keeps track of all the steps relating to each candidate (interviews, tests, outcome, etc.) until hiring with all the relative procedures required.

**Positions and duties**

Talent Management enables you to define and monitor position profiles and the relative duties following the development of the company and its strategies.

Every position can be defined indicating the professional role, fundamental duties and prerequisites required (minimum requirements and ideal), average market salary (to study market positioning), weight, points, objectives and general characteristics.

Management of positions and duties plays a central role in the system and are useful to define any training requirements, to study shifts in the position profile covered or that may be covered, for any replacements necessary, for the assessment process and for salary reports.

**Employee assessment**

The features of the "Assessment" module enable the company to draft several questionnaires with periodic reporting systems or on an individual basis.

Assessment questionnaires are automatically generated by the system starting from the position profile, when dealing with duties, or defined and created by the company, when dealing with performance assessment, training courses, and expiry date of a temporary contract or a trial period.

The system provides support to the human resources department in monitoring the entire process and it sends reminders to assessors who have not yet sent assessment sheets.

**Training**

The "Training" module is able to adapt to the different needs of the company from simply managing course outcome and participants to

## MAIN FEATURES

detailed management of registrations decentralized to management.

The study of training needs can be the result of studies on skill gaps or training requests received from management.

The main features are:

- a catalogue of training activities and management of costs and invoices related to training;
- management of training rooms, material and equipment;
- forecast of costs, training hours and sessions to organize;
- defining the training programme;
- attendance records of training activities;
- assessment of training effectiveness.

### Salary policies and incentive programmes

This module enables you to manage the entire process of salary revision plans companies regularly implement.

Managers can provide salary proposals in terms of percentage increase, amount or new annual value and/or lump sums for bonuses and/or indicate a promotion (passing from one position or level/category).

At the end of the process the human resources department can collect all the amounts proposed and check the total amount of the salary revision, define payment methods and scheduling and make information available to management.

The salary policy module is also a fundamental tool for the human resources department to make comparisons with market trends and to check internal fairness; with the graphical diagram "point clouds" it is possible to track averages, medians, regression curves and shifts.

### Management of objectives

An assessment of mid-term objectives is provided as well as a total assessment at the end of the term (normally at 6 months and 12 months).

During the employee assessment interview the manager checks whether objectives have been met and may assign new ones for the following year.

At the end of the process the human resources department can define the total amount of bonuses to pay and the method of payment.

### Administration processes

The workflow engine enables you to design and define processes according to company needs and trigger applications, document generation and e-mail sending, print-outs, etc. and keeping track of all the active procedures and the state of every procedure.

The application environment of the tool to manage human resources concerns processes for hiring, terminations, transfers and every other type of administration process the company should define.

### Statistics and reporting - Datawarehouse

Advanced reporting and statistics features enable you to monitor the overall workforce, turnover, transfers, promotions, salaries (average, total, increments, shifts), training activities (training hours, participants, costs, etc.) and recruitment services (applications received and filed, recruitment campaigns, costs incurred, personnel hired).

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## BENEFITS OF THE SOLUTION

### Perfect integration

Talent Management is integrated with Zucchetti salary procedures and presence recording, staff budgets and entry control and can be integrated with the same applications from other software developers. The database can be connected to and accessed from any reporting or data warehouse tool.

### Maximum flexibility

The structure of data – directories and tables – is able to adapt to several organization models; the subject (employee, candidate, trainer, intern, etc.), in addition, is inserted in the various application areas according to the relationship established with the company.

### Multi-language

Every user can select the language of choice for displaying fields and messages.

### Multi-company, multi-contract and multi-currency

The database allows you to simultaneously manage several different companies and type of contracts within each one; it is also possible to manage salaries in currencies other than Euro.

### Ease of use

Thanks to the interface designed to be user-friendly, using the programme is extremely intuitive and simple. Indeed:

- the time needed to enter and change data is brought to a minimum;
- on the main page there is a toolbar for direct launching of the most frequently used features;
- it is possible to launch other features from every page and make changes with immediate effect.

## Also in SaaS mode

The solution is available as **Software as a Service (SaaS)** which allows customers to use the applications as a service. The software applications are installed in a server located and managed **by Zucchetti Data Center**. Customers access the applications via **web** with a simple internet connection. SaaS provides **maximum data confidentiality protection** (meets privacy law requirements), a **secure** infrastructure, **up-to-date** software applications, **no software to install**. Saving in economic and organizational terms are some of the additional benefits of using Zucchetti Software Applications with the **Software as a Service (SaaS)** program.

## HR SUITE
## INSTALLATION REQUIREMENTS

- usable through a common browser (Explorer, Firefox, Mozilla);
- completely developed in Java language supporting Ajax technology;
- available for MS Windows 2003/2008 Server 32/64 Bit;

- Linux with Kernel versions > 2.6 (RH Enterprise and derived versions suggested);
- Processors: Intel X86; Intel Xeon; Intel Itanium; AMD Opteron;
- compatible with most common databases: MS SQL Server 2005 /2008; Oracle 10g/ 11g;

- certified servlet containers: Tomcat, BEA Web Logic, IBM WEB Sphere and Jrun;
- min. video resolution 1024x768.

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payroll

time and attendance management

travel expenses management

TALENT MANAGEMENT

employee cost budget

access management

job costing software

HR Zucchetti is a modular Suite for the advanced management of human resources, allowing the HR department to contribute in a new and significant way to obtain strategic and operational objectives in the business organization, enhancing the human capital and improving the productivity of all employees and the efficiency of processes.

**HR ZUCCHETTI** is the only integrated system that enables you to manage all aspects of human resources with ease and flexibility:

**SINGLE DATABASE DIRECTORY** allows you to enter information once, preventing any useless data and time loss
The **WEB-BASED ARCHITECTURE** makes the system accessible from several operating environments and databases and enables data and services sharing
**WORKFLOW** links the human resources department with the rest of the company to manage attendance, expense reports and

assessments, thereby streamlining operations and giving more autonomy to workers and managers
**DATAWAREHOUSE** generates detailed reports to compare different information with several users access levels
**TERMINALS FOR RECORDING** Data on attendance, access and production

## INNOVATION LEADER

With more than 2.700 employees, a distribution network in excess of 1.100 partners and over 450.000 procedures installed for more than 95.000 clients, Zucchetti Group is an undisputed landmark in the ICT sector, with two main guidelines: the pursuit of excellence in all products and services and the development of innovative solutions to support the customers' activity

## ZUCCHETTI AND THE HR WORLD

Our highly professional and qualified skills together with our strong market orientation, the continuous pursuit of excellence and technologically advanced solutions combined with three decades of experience and a deep knowledge of human resources, make Zucchetti Group a leader in providing solutions and services in the HR field.

More than 20.000 HR customers, millions of payslips processed monthly and over 25.700 time & attendance and access control terminals sold every year, are the undisputed market recognition for the HR Suite quality and innovation and witness our ability to meet our customers' needs

Zucchetti Group, software producer and system integrator, is the Italian leading name in the supply of different solutions for all types of applications, with a range of products unmatched in Italy and indeed across Europe.

## INFINITY PROJECT

strategy | technology | applications | solutions

HR Zucchetti belongs to the Infinity Project design, an innovative technological development platform, with a powerful application framework integrating every company solution in SOA (System Oriented Architecture). With the Infinity Project, Zucchetti offers web-based solutions (ERP, HR, Business Intelligence, Document Management and Business Process Management), fully integrated and with a wide and advanced functional coverage, enhancing the virtual workspace. Zucchetti means the widest, most innovative and complete offer in the IT market.

**ZUCCHETTI**
SOFTWARE & ICT SOLUTIONS