



Supervisor Panel

Are you on a business trip? Don't waste your travelling time and schedule your reports' work.



Employee Panel

It's holiday season and you would like to plan your vacation time. File a vacation request on-line.

The Employee Panel internet platform in combination with Supervisor Panel are a useful employee self-service tool. It helps generate and **manage employee requests and work time online** any time, anywhere, including from mobile devices.

Requests are never lost

The key functionality of the platform is the processing of requests defined in the system. An employee submits an e-request, such as for a vacation leave, which automatically generates a task for the supervisor or his replacement. The employee may view their personal file, work time data and use of vacation limits. From the panel level they can view their pays and tax returns.

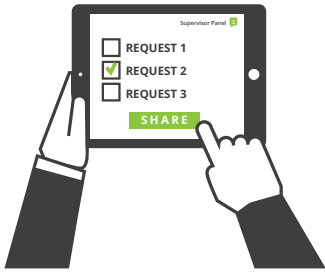
This solution resembles an electronic archive, streamlines HR operations and reduces the load of paper documents that need to be processed.



Assign a replacement

This platform gives you a full picture of employee attendance fast. The scheduled absences data make it easier to organise work time and designate replacements. Custom definable time-sheets are designed so as to introduce the actual work time ergonomically for multiple employees. The supervisor may modify such data individually for a specific employee or for a group. Access to statistical data helps control overtime while check-up and OSH training list viewing functionality help make sure the staff have adequate qualifications.

Personnel can be managed efficiently by the supervisor based on an organisational structure defined in the system. The organisation may copy a multiple-level reporting structure.

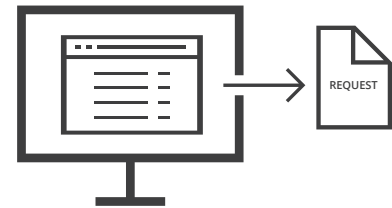


Document distribution

Having logged into the Panel, the supervisor can see all the employee requests to be managed. A list of notifications will help verify the status of each request. The documents, including those requiring multiple approvals, go through a sequence of stages according to the path defined for them on the system, from waiting to approved or rejected. Documents are assigned appropriate statuses: waiting, approved or rejected. The document feeder is a functionality for storing documents and sharing them in the form of attachments (such as scans). The employee can access enova365 to see their documents that are added to their account by HR and those they attach themselves via Employee Panel. The documents are downloadable and printable.

If your organisation uses time tracking cards the supervisor and/or employee can see a record of clock-in and clock-out times.

The key functionality of the platform is the processing of holidays requests. Customised requests and their paths can also be defined on the system (it requires appropriate set-up). Example:



Request for bonus

The supervisor requests bonuses for his reports. After his request is approved by his supervisor, information about the award is displayed as a task for HR, which adds the bonuses to the salaries. The employee see the amount of pay.



Request to update address data

The employee submits a request to update their address data. The HR Department updates the data on the system and a message displays on the employee's Panel that the address details have been updated and can be viewed.



Request to update bank account

The employee submits a request, the HR Department does the update in the window version, and a message is sent to the employee that the details have been updated and can be viewed from their Panel.



Request for salary certificate

The employee submits a request for salary certificate along with information about which bank is going to contact HR to confirm the certificate details. HR issues a certificate and a message is displayed on Employee Panel that the request has been processed and the certificate can be collected. If your organization uses e-signatures, HR attaches the document to the employee file on enova365 so the employee can access it and print it out from the document feeder.



Request for compensatory time

The employee submits a request indicating the date on which they wish to take time off in lieu of overtime. A notification of the submission is sent to the supervisor who either accepts or rejects it, and the decision is displayed on the employee's panel.