

# Altamira

| Altamira HRM |

| Human Resource Management |

# A selection of our Clients



# Main Features of Altamira HRM

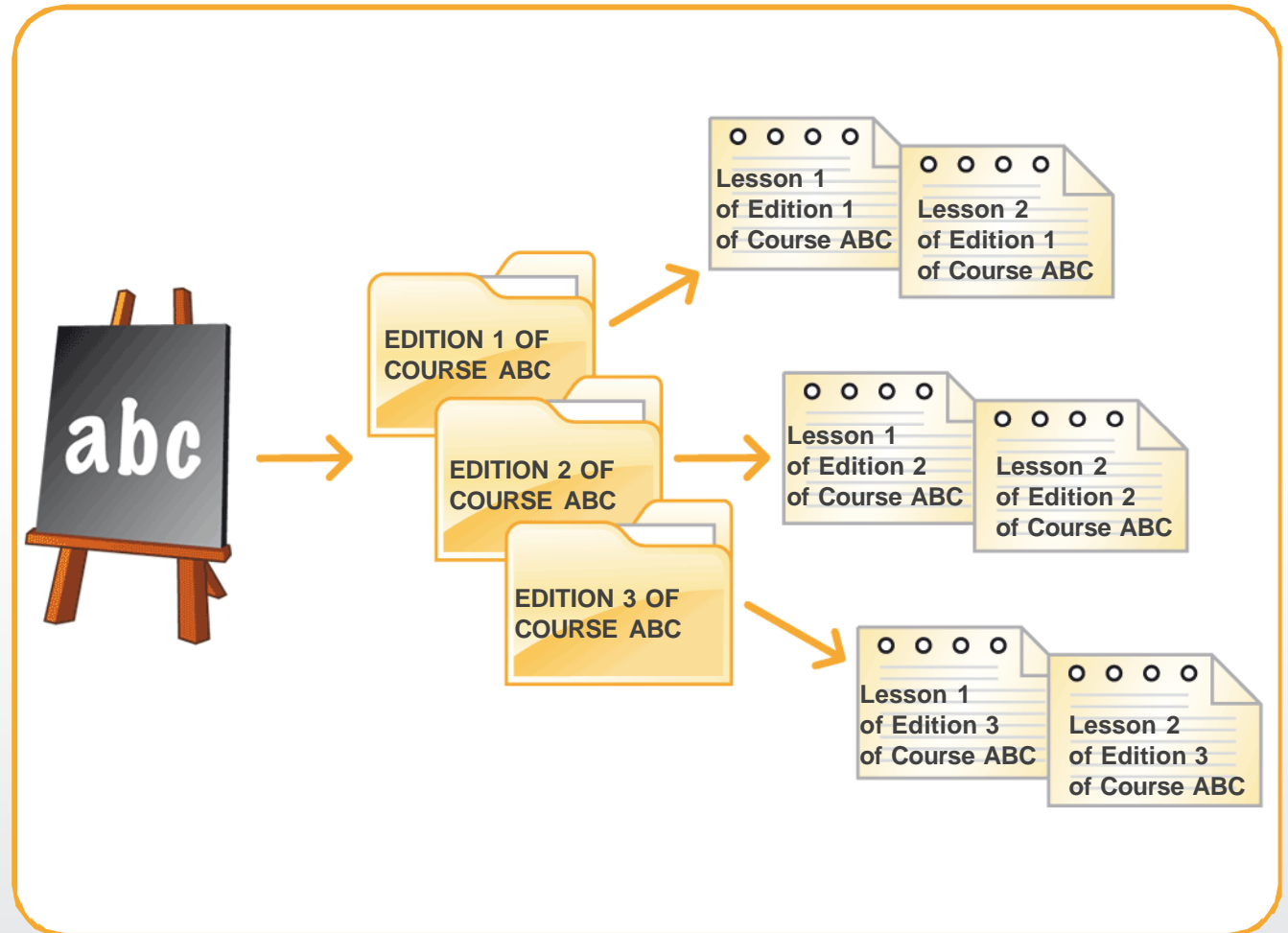
- Web Based Platform
- Accessible to all employees
- 4 applications:
  - Altamira Employees
    - Altamira Performance
    - Altamira Learning Management
    - Altamira Budgeting
- Communicates with other platform including payroll

| Altamira Learning Management |

# Learning management

## Three Levels

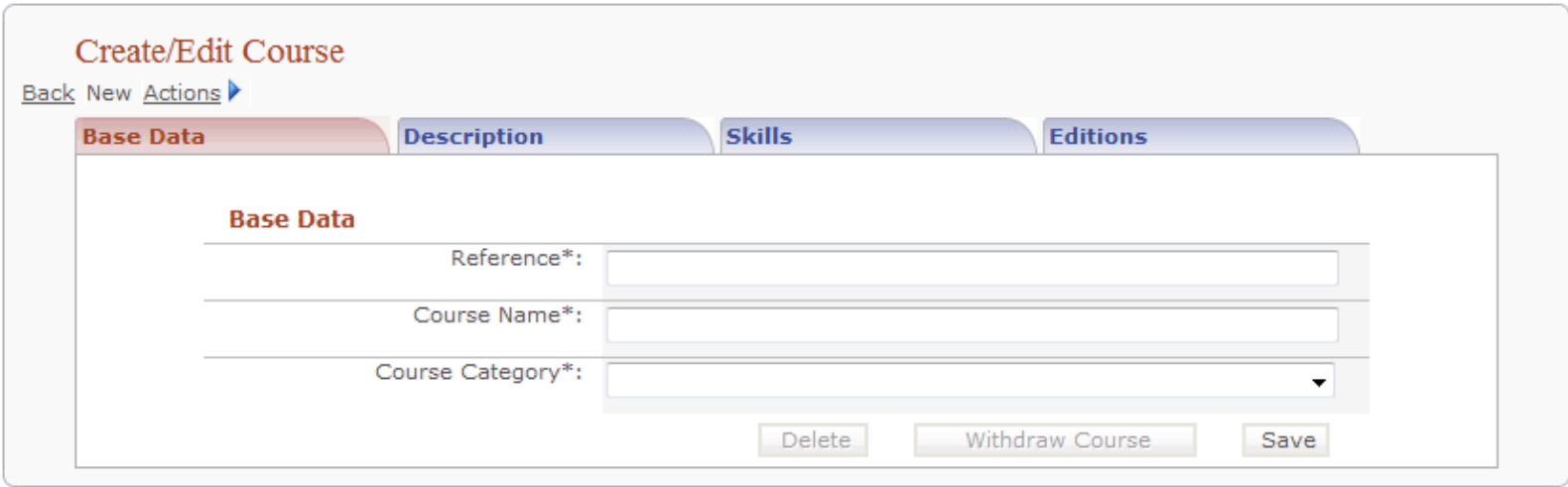
- Training is logically divided the following way:
  - Courses
  - Course editions
  - Lessons of the course edition



# Learning management

## Course Settings

- Configuring learning management starts from the course settings



The screenshot displays a web interface for course management. At the top, it says "Create/Edit Course" with links for "Back", "New", and "Actions". Below this are four tabs: "Base Data" (selected), "Description", "Skills", and "Editions". The "Base Data" tab contains three input fields: "Reference\*" (text), "Course Name\*" (text), and "Course Category\*" (dropdown menu). At the bottom of the form are three buttons: "Delete", "Withdraw Course", and "Save".

# Learning management

## Competences

- Competences can be associated with a course
- These competencies will be automatically assigned to the employees who successfully attend the course

**Create/Edit Course**  
Back New Actions ▶

Base Data Description **Skills** Editions

**Skills**  
Add skills

Code	Skill	Core	Level	Updated	Edited by	
Eng	English	Yes	Working knowledge (25%)	2/10/2009	Administrator Demo	X

Save

# Learning management

## Editions

- A course is provided in one or more editions (for example, the spring edition and the summer edition of the Chinese course)
- Each edition contains several aspects: number of lessons, the lesson calendar, enrolment and roll call

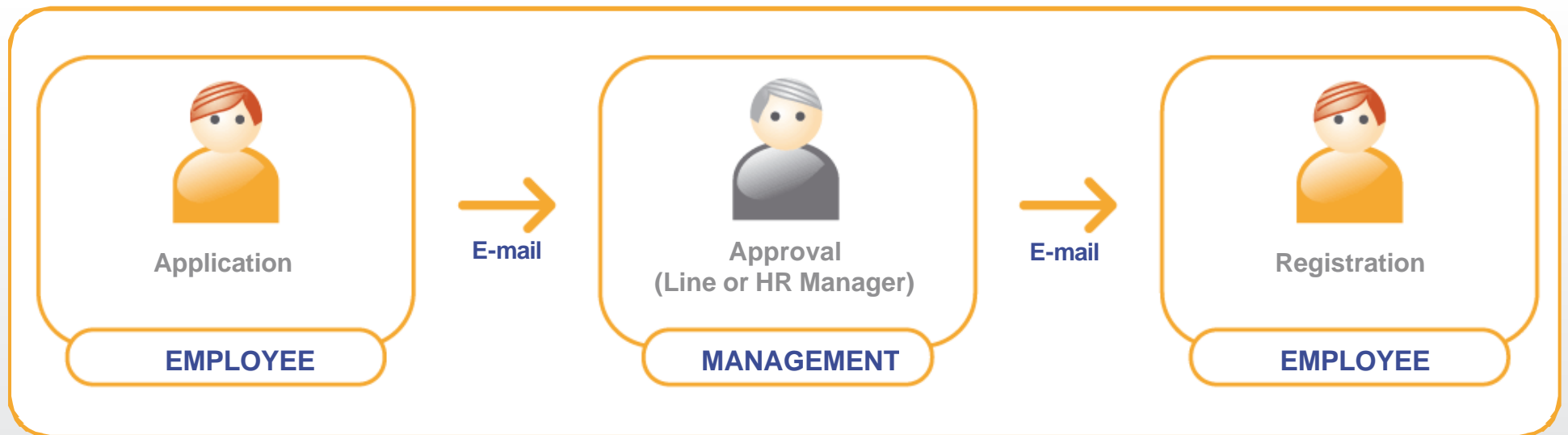
The screenshot displays the 'Editions Edit' interface with the following sections and fields:

- Navigation:** Back, New, Actions
- Tabs:** Edition data (selected), Lessons calendar, Registrations, Roll call, Close edition
- Base Data:**
  - Reference\*: Basic English February
  - Start date: 3/9/2009
  - End date: 3/10/2009
  - Duration (hours): 16
  - Registration deadline\*: 5/15/2009 (with a calendar icon and 'M/d/yyyy' format)
  - Deny employee self enrolment:
- Other Info:**
  - Institute: English School of Milan (dropdown)
  - Location: (text input)
  - External Location:
  - Course organizer (email): (text input)
- Costs:**
  - Cost per person: (text input)
  - Cost Note: (text input)
  - Funded training:
  - Fund budget: (text input)
  - Fund comments: (text input)
- Buttons:** Delete, Withdraw edition, Deactivate, Save

# Training

## Course Enrolment and Approvals

- Employees can request to be enrolled to a course
- Their request generates an e-mail for approval to their line manager or to the HR Department
- Alternatively enrolment can directly managed by the HR Department



# Managing Salary Increases

## Approval

- The manager making salary increases requests approval for the proposal to their manager and to the payroll staff
- Managers involved in the approval process are notified of pending requests and access the platform to approve or reject them

### Salary increases - yoda

Yoda Jedi

**?** Here you will find the list of budgets you have for making salary proposals for your direct reports.

- To view, edit and save a salary proposal, click on the Employee name column
- To propose a saved salary (with status "Pending approval", see step above), select one or more salaries and click on the Propose selected salaries button

The In range column will indicate if the salary is in the range of the salary grade template

Budget of	Jedi Yoda
Role	Enterprise Architect
Currency	Euro
Compensation total	242,000.00

Suggested% increase	5.00
Budget available	12,100.00
Budget used	12,100.00
<b>Budget remaining</b>	<b>0.00</b>

**Salary definition** [Budget history](#)

Do not have the salary increase templates

The salary is outside the salary template

The salary is within the salary template

<input type="checkbox"/>	Employee Name	Budget of	Company	Role	Date	Contract / Job level		New Salary	In range	Status
<input type="checkbox"/>	<a href="#">Pan Peter</a>	Jedi Yoda	Altamira EU	Field Technicians FC	01/01/2010	Level 03	90,000.00	94,500.00 (5.00%)		Salary definition
<input type="checkbox"/>	<a href="#">Charlus Mémé</a>	Jedi Yoda	Altamira EU	Technical	01/01/2010	Level 03	87,000.00	91,350.00 (5.00%)		Salary definition
<input type="checkbox"/>	<a href="#">Hood Robin</a>	Jedi Yoda	Altamira EU	Software developer	01/01/2010	Level 01	65,000.00	68,250.00 (5.00%)		Salary definition


# Altamira Employees

## Required applications

- Altamira Learning requires Altamira Employees where all employee data and relationships are managed

### Vespucci Simonetta - Summary

[Back](#) [New](#) [Actions](#) [Summary](#) [Personal Data](#) [Compensation](#) [Other](#)

Personal Data	
Photo	
Surname or name	Vespucci Simonetta
Business Email	simonetta.vespucci@altamira.it
Business telephone	3333333333
Extension no°	2222
Corporate mobile no°	2222222222

Position	
Role	Admin & Finance
Manager	Capulet Juliet

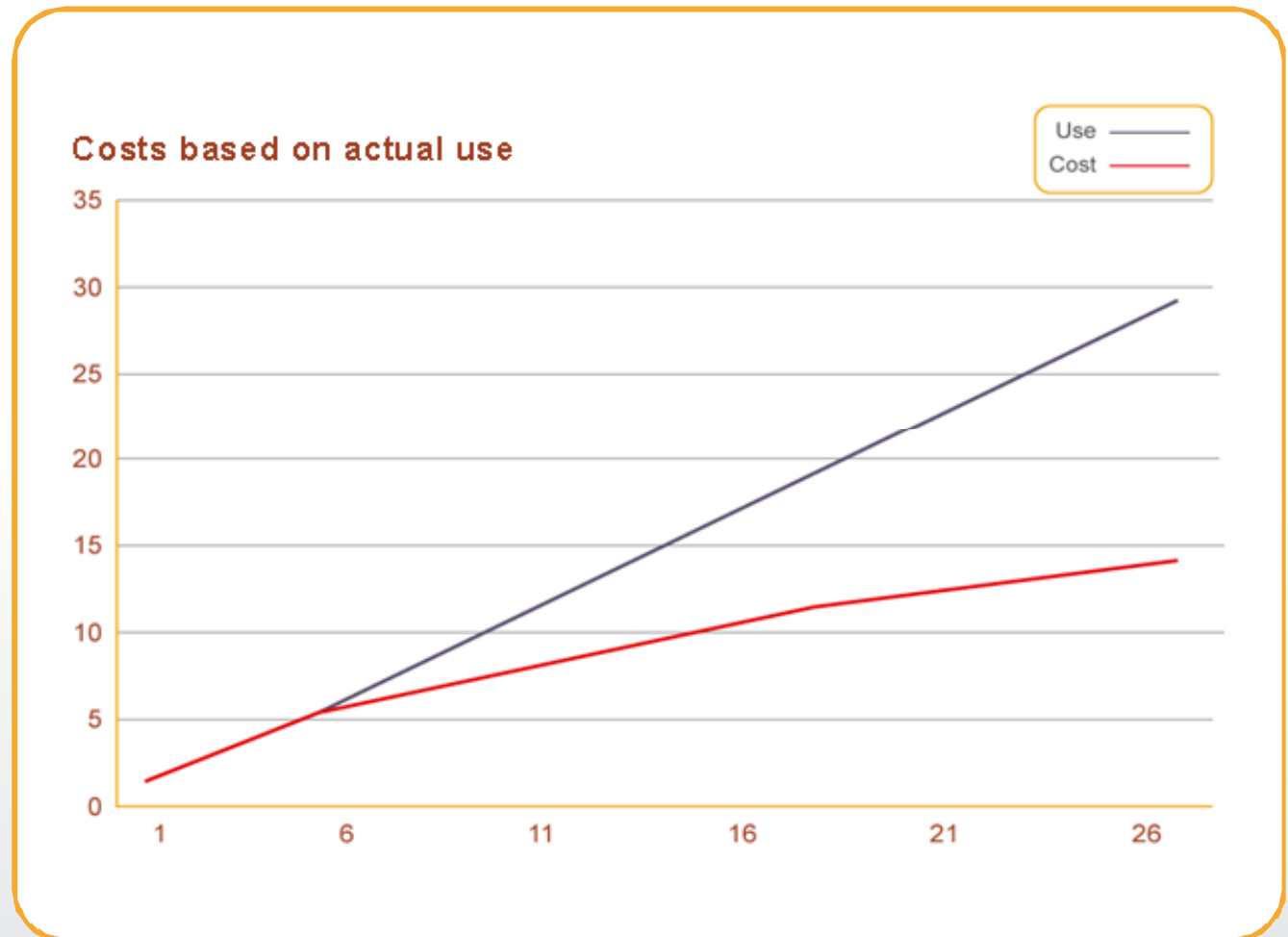
Current compensation	
Start date	1/1/2008
End date	
Contract / job level	Level 04

| Altamira HRM Economics |

# Conclusion

## Cost

- Cost is based on an annual fee which is determined by the number of employees managed by the platform
- Cost may vary depending on the modules acquired



# Contacts



**Altamira S.r.l.**

Corso Magenta, 56

20123 Milano

Tel. +(39) 02 48100463

<http://www.altamirahrm.com>