

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 Employees |

| Altamira Employees |

| Part 1 Employee Form |


Employee Form

Summary

- The Employee Form is organized in several views
- The main view displays a summary of the employee's data

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

Employee Form

Personal Data

- The personal data view contains the employee's personal information and includes:
 - Personal data
 - Platform account details
 - Contact information

Vespucci Simonetta - Personal Data

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

Personal Data **Contact** **Account** **Other Info**

Personal Data

Employee title:

Employee Name* :

Employee surname* :

Email/Username* :

Date of birth* : Age: 32

Sex:

Fiscal code:

Network login/ID:

Customer ID:

Family Status

Marital status:

Spouse job:

Children:

Notes:

Employee Form

Compensation

- The compensation view contains :
 - Employee compensation and pay slips
 - Employee benefits and bonuses
- Altamira Employees can be linked to payroll applications

Vespucci Simonetta - Compensation

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- Compensation**
- Benefits
- Payslips
- Bonus

Current compensation

[New Compensation](#)

Start date	1/1/2008
	Edit
End date	
Frequency	Annual
Contract / job level	Level 04
Working hour	
Currency	€
Fixed gross	50,000.00
Variable gross	0.00
Other gross	0.00
Total	50,000.00

Compensations history

No Compensation found

Employee Form

Position

- The application tracks the current position and the history of previous positions
- A position is defined by the employee's role, their manager and starting date in the new position
- These three information update the organization chart

Vespucci Simonetta - Positions

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

Positions | Direct Reports | Companies | Business Unit

Find Positions

Organization charts:

Current Positions

[New position](#) [Assign position](#)

	Role	Manager	Manager role	Start date
	Admin & Finance	Capulet Juliet	Sales Account Manager	04/05/2009

Positions history

	Role	Manager	Manager role	Start date	End date
	Customer Care	Bocagrande Rafael	Software developer	01/06/2008	04/05/2009
	Account Manager	Bonaparte Napoleone	Software developer	01/01/2008	01/06/2008

Resign employee

Resignation date:

Employee Form

Direct Reports

- Managers can view the list (or the diagram) of their direct reports
- Managers can access the form of their direct reports

Vespucci Simonetta - Positions

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

Positions **Direct Reports** **Companies** **Business Unit**

Direct Reports

Organization charts:

[Show table](#) [Show graph](#)

My direct reports

	Surname and name	Role	Location	Start date
	Lucia Mondella	Sales Sales Assistant		01/01/2008

Employee Form

Competences

- Competences can be associated with specific roles or be required by all employees in the organization
- The gap between the employee's competences and the required competences is easily monitored

Vespucci Simonetta - Skills

[Back](#) [New](#) [Actions](#) ▶

[Summary](#) [Personal Data](#) [Compensation](#) [Other](#) ▶

[Add skills](#)

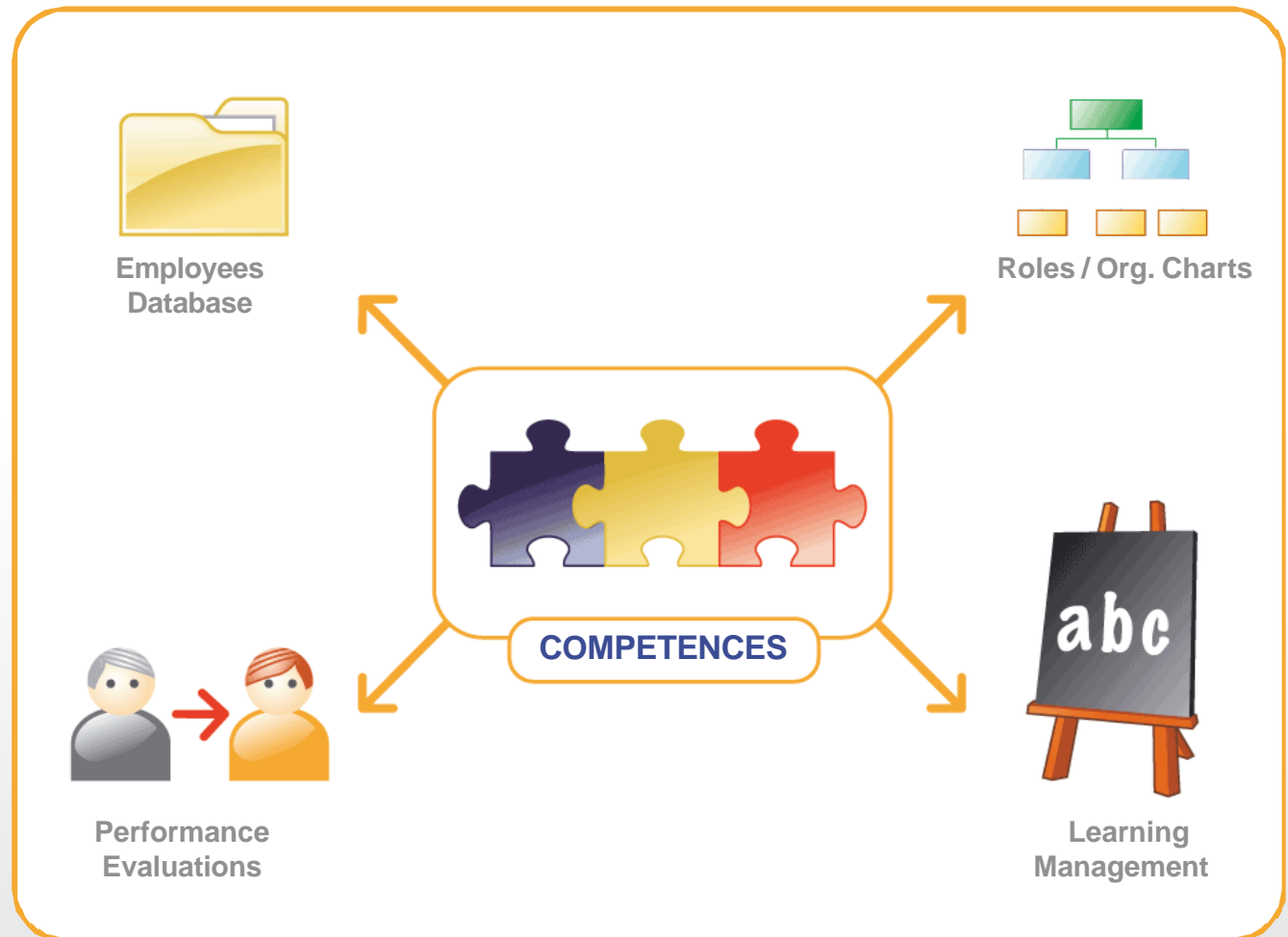
Core **Role** **Other**

Skill	Level	Required	Mode	Edited by	Updated	
English	Intermediate (50% ▼)	Working knowledge (25%)	Data entry	Administrator Demo	1/20/2009	

Employee Form

Competencies

- Competences are integrated in the following Altamira HRM applications :
 - Altamira Learning
 - Altamira Performance
- This allows organizations to track, assess and improve competences in an integrated approach



Employee form

Learning management

- The application tracks the employee's training, as well as their previous education
- Courses required by the employees specific role or required for the whole organization are managed

Vespucci Simonetta - Training

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Training **Studies** **Languages**

Current courses

[Course Enrollment](#)

	Course Name	Edition name	Start date	End date	Hours	Location	State
	Telesales	Sett. 2009	9/1/2009	9/5/2009	24		Request
	Basic English	Basic English June	6/20/2008	6/22/2008	13		Accepted

Courses history

No courses found

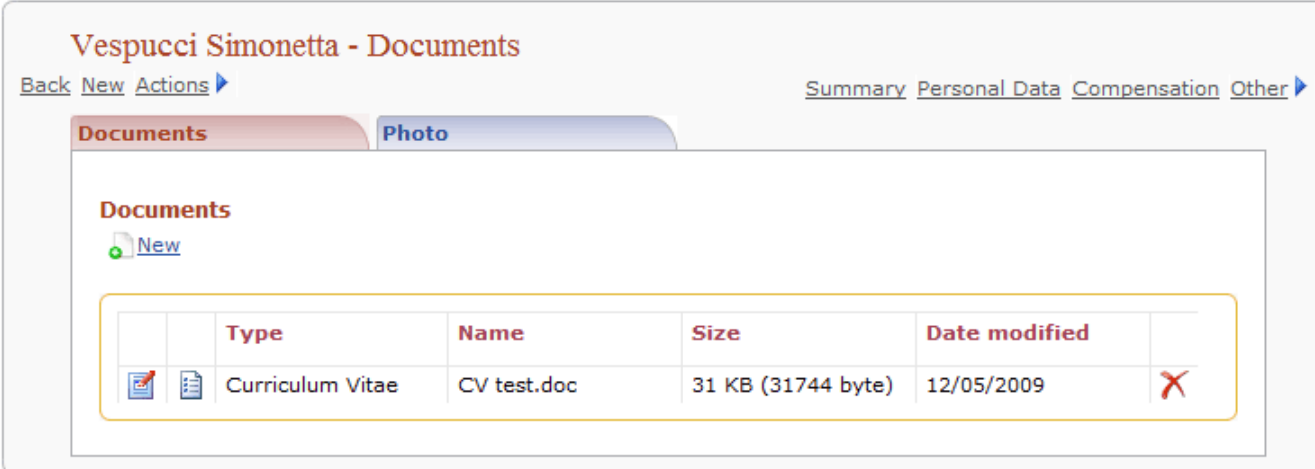
Courses required by the role

Course Name	Course Category	Active	
Basic English	English	Yes	Revoke

Employee Form

Documents

- Documents can be uploaded and attached to the employee's form






Vespucci Simonetta - Documents

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

Documents Photo

Documents

[New](#)

	Type	Name	Size	Date modified	
 	Curriculum Vitae	CV test.doc	31 KB (31744 byte)	12/05/2009	

| Altamira Employees |

| Part 2 Organizational Charts |

Organizational Charts

Navigation

- You can navigate the Organization Chart by opening the positions folders
- The platform can manage several Organizational Charts

The screenshot displays a web-based interface for managing organizational charts. The main window is titled "Main organizational chart - Position's Tree" and includes navigation links for "Back", "New", and "Actions". Below these are buttons for "New position" and "Delete Position".

The left pane shows a hierarchical tree structure under "Shareholders":

- Shareholders
 - Du Lac Lancelot - CEO
 - Skywalker Luke - CFO
 - Bovary Emma - Software developer
 - Capulet Juliet - Account Manager
 - Brutus Marcus - Software developer**
 - De la Mancha Quijote - Sales Assistant
 - Vespucci Simonetta - Admin Staff
 - Caulfield Holden - CFO
 - Del Toboso Dulcinea - Account Manager
 - Yoda Jedi - Enterprise Architect
 - Charlus Mémé - Technical Support
 - Hood Robin - Software developer
 - Pan Peter - Field Technicians FC

The right pane, titled "Move Position", shows a detailed view of the selected position:

- Name*:** Brutus Marcus - Software developer
- Automatic naming of the position (surname and name - role):**
- Role*:** Software developer
- Location:** [Empty field]
- Description:** A software developer is a person or organization concerned with facets of the software development process wider than design and coding, a somewhat broader scope of computer programming or a speciality of project managing including some aspects of software product management. This person may contribute to the overview of the project on the application level rather than component level or individual programming tasks. Software developers are often still guided by
- Created by:** Administrator Demo
- Save** button

Organizational Charts


New Employee

- A new position requires only three pieces of information to automatically update the Organization Chart: the employee's role, the name of their manager and the starting date in the new position
- These three elements generate a new position in the Organizational Chart

New employee

[Back](#) [New](#) [Actions](#) ▶

Personal Data

Employee Name*:	<input type="text"/>
Employee surname*:	<input type="text"/>
Email/Username*:	<input type="text"/>
Date of birth*:	<input type="text"/>  M/d/yyyy


Position

Select the manager*:

Use the browse button to find the manager	<input type="button" value="Browse..."/>
<input type="text"/>	

Select a role*:

<input type="text"/>
<input type="text"/>

Start date*:	<input type="text"/>  M/d/yyyy
Company*:	<input type="text"/>

Organizational Charts

Management

- Through the Organizational Chart users can manage positions, employee data and security in a simple and dynamic manner

Position **Employees** **Hr managers**

Move Position

Name*: Bovary Emma - Software developer

Automatic naming of the position
(*surname and name - role*):

Role*: Software developer ▼

Location: ▼

Description:

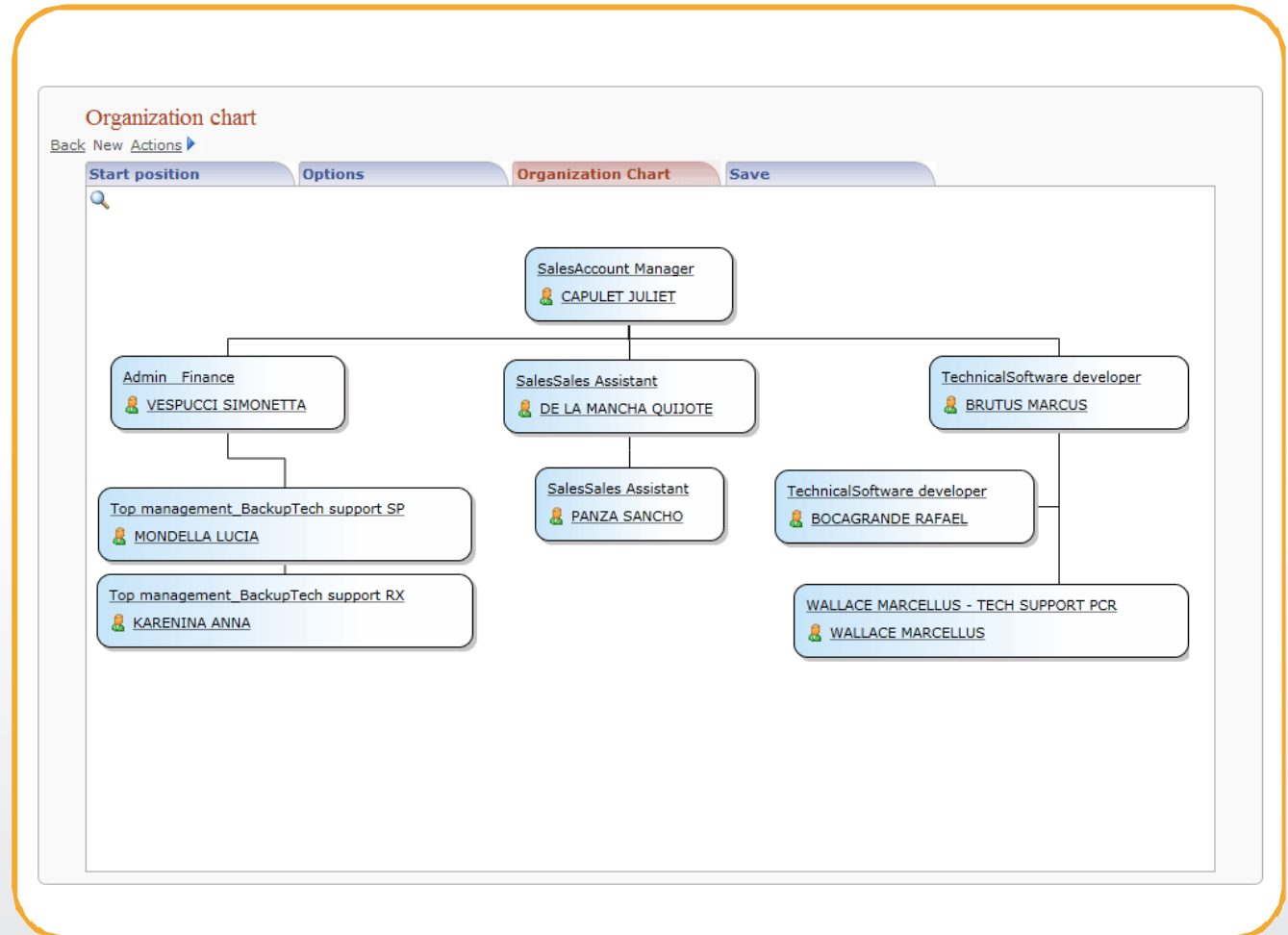
Created by: Administrator Demo

Save

Organizational Charts

Diagrams

- Organizational Chart Diagrams are generated automatically by the platform
- Employees/Position boxes can be customized with additional information (for example the employee photo, e-mail address etc...)



| Altamira Employees |

| Part 3 Reporting |

Reports

Tables and Charts

- Altamira Employees provides a riche default set of reports divided by categories
- Reports can be either tabular or graphical
- Reports can be exported to several formats with one click

The screenshot displays the Altamira Reports interface. On the left, a 'Browse...' window shows a hierarchical tree of report categories under 'Employees', including 'Accounts', 'Benefits', 'Bonus', 'Business_Unit', 'Citizenships', 'Companies', 'Compensations', 'Contracts', 'Data_usage', 'Documents', 'Driving_licenses', 'Employments', 'Languages', 'Organizational_charts', 'Permits-Visas', 'Personal_Information', and 'Studies'. The 'Benefits' folder is expanded, showing sub-reports like 'Benefits employees list', 'Employees benefits costs list', and 'Employees benefits list'. On the right, a preview window shows the 'Employees benefits list' report. It features a table with columns for 'Surname & Name', 'Benefit type', and an ID column. The table contains several rows of data, including employees like Bovary Emma, Capulet Juliet, Charlus Mémé, and Montague Romeo.

Surname & Name	Benefit type	
Bovary Emma	Computer	DPG67
Capulet Juliet	Company car	111111
Capulet Juliet	Company car	123456
Capulet Juliet	Computer	111111
Capulet Juliet	InsuranceMedical insurance	
Charlus Mémé	Computer	132456
Charlus Mémé	Mobile phone	46579
Montague Romeo	Computer	111111

Reports

Other Tools

- In addition to default reports (tabular and graphical), Altamira Employees contains a Report Builder to autonomously create any kind of report
- Reports can be exported to Microsoft Excel, Word, HTML, PDF or TIFF

The screenshot displays the Altamira web application interface. At the top, a navigation bar contains the following menu items: Home, Employees, Learning, PMP, Salaries, Reports, Print, Setup, Help, and Logout. On the left side, there is a 'Search' widget with a text input field and a 'Find' button, and a 'Recent items' widget listing three items: 'Vespucci Simonetta', 'Basic English February Basic English', and 'Brutus Marcus'. The main content area is titled 'Find' and includes links for 'Back', 'New', and 'Actions'. Below this, there is a section titled 'Find reports' which contains a 'Report name:' label followed by a text input field and a 'Find' button.

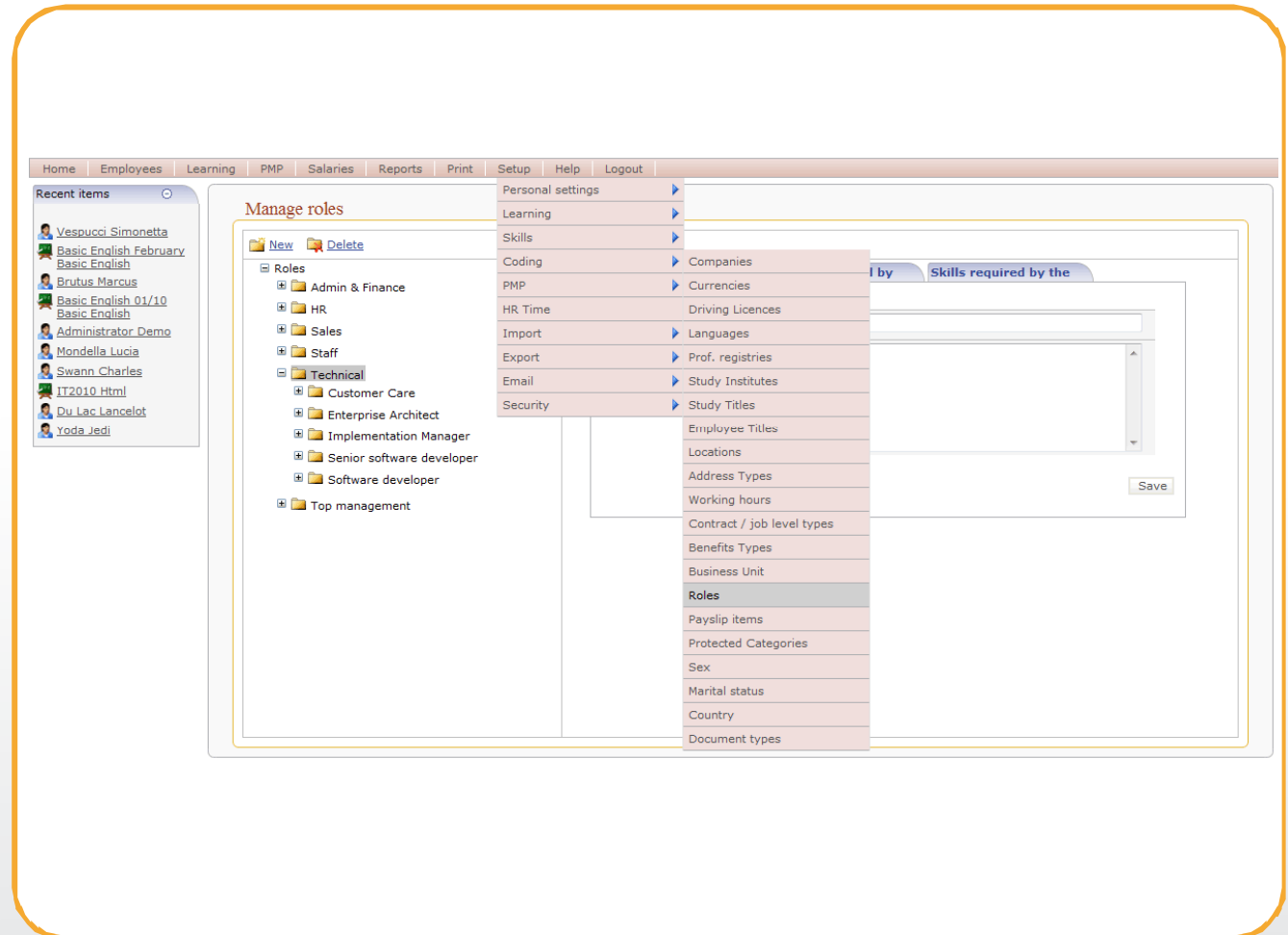
| Altamira Employees |

| Part 4 Setup and Security |

Setup and Security

Setup

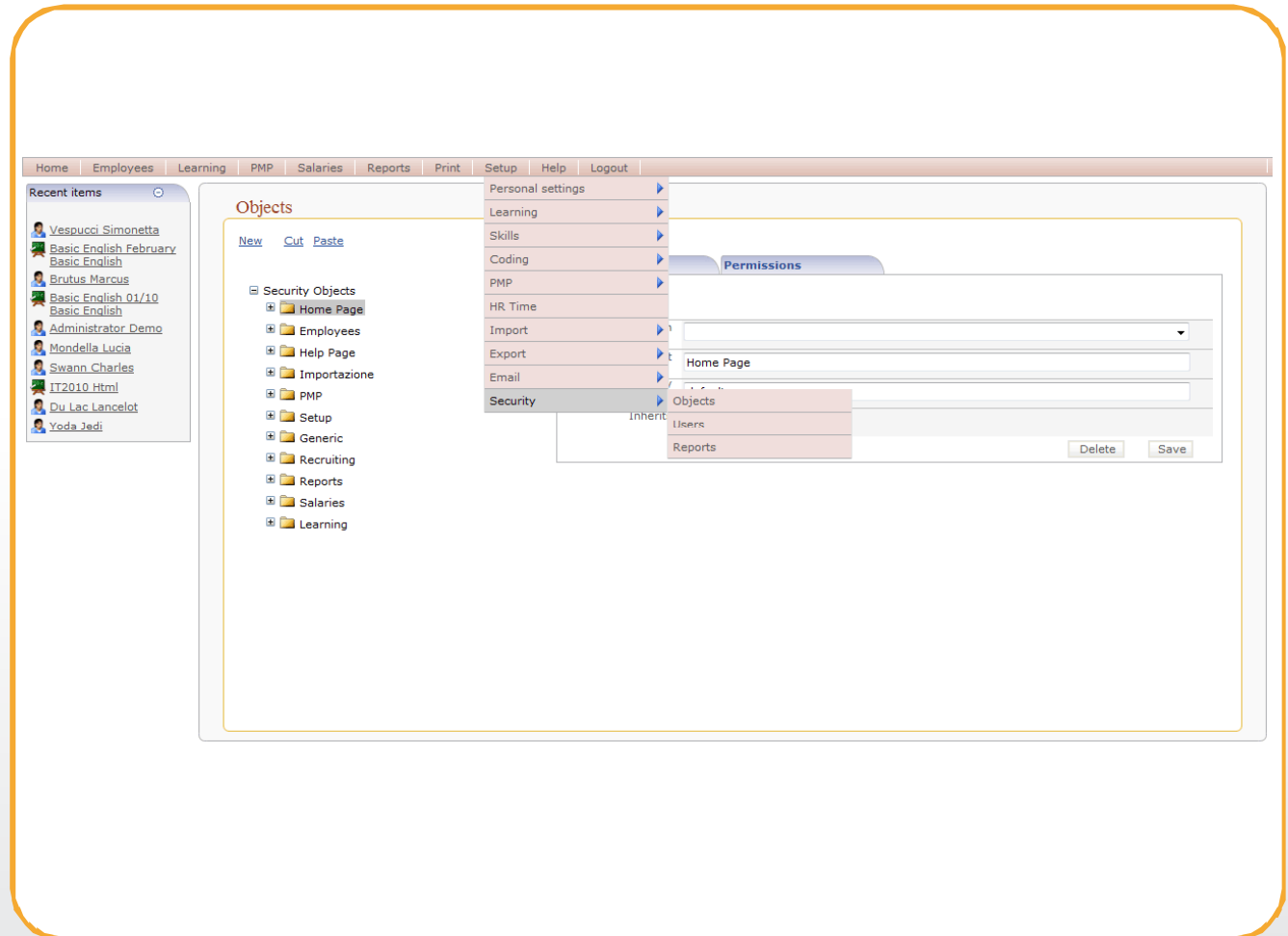
- The platform allows users to dynamically customize a large number of items: competences, pick lists, data import and export etc. ...



Setup and Security

Security

- All employees can access the platform if the organization wishes
- Each employee has a unique account with specific permissions
- The platform is not only a tool for HR Departments, it is also a management and communication tool available to the entire organization

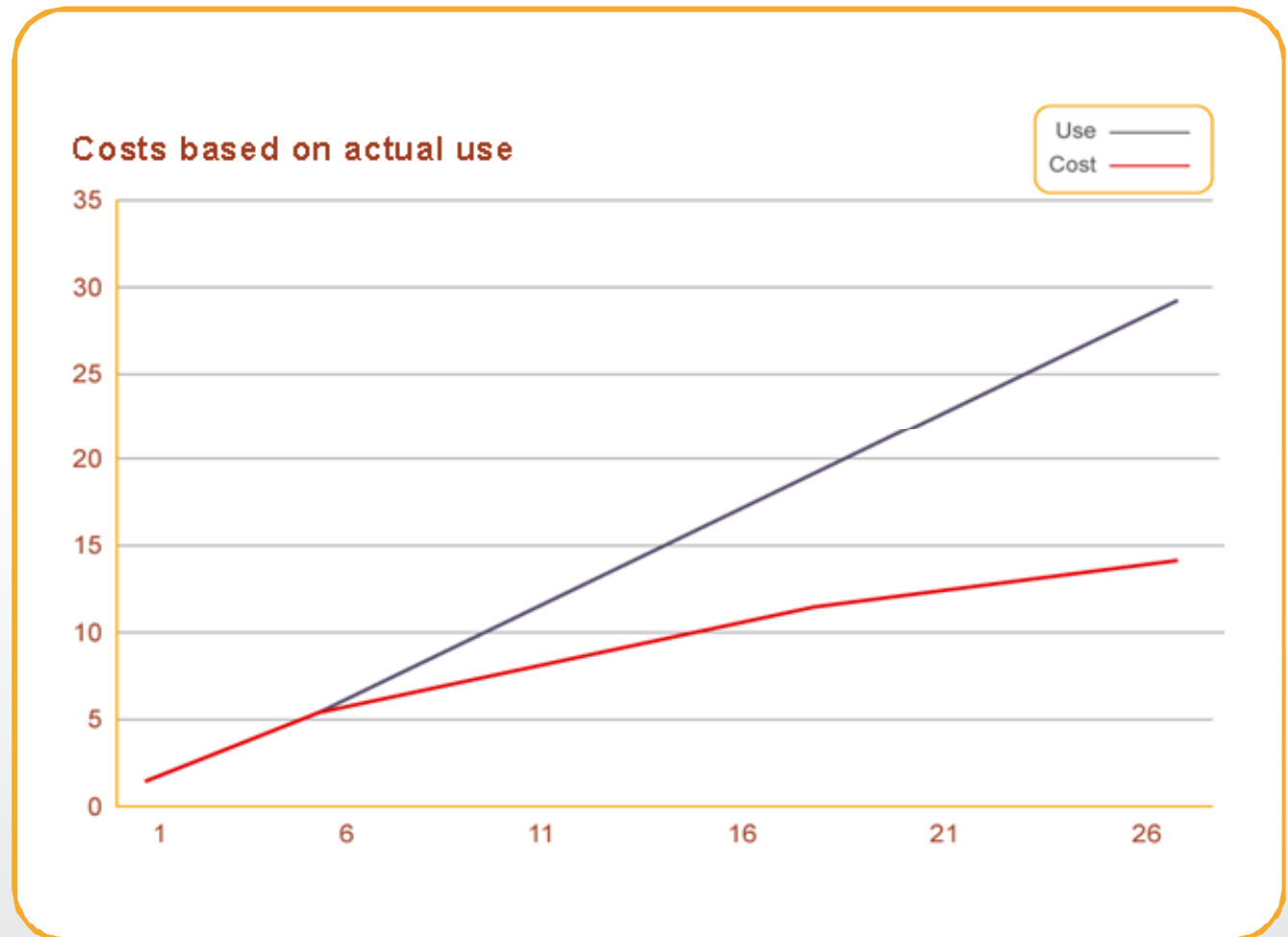


| Altamira HRM Economics |

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



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