

# Altamira



## ALTAMIRA **EMPLOYEES**

[www.altimirahrm.com](http://www.altimirahrm.com)

# ALTAMIRA EMPLOYEES FUNCTIONS

**Altamira Employees is a cloud software enabling you to manage information and documents relating to your employees and to the key business processes in which they are involved.**

## DIGITIZE HR DATA MANAGEMENT

Altamira Employees' employee database stores all the information and documents related to company co-workers, both internal and external.

It can easily handle large numbers of co-workers: thanks to the system of filters and advanced searches, finding the person you are looking for within the database is quick and easy.

The main view of the DB, just like every other element of the platform, can be customized to highlight the information you want.

## ORGANIZE ALL THE INFORMATION THE WAY YOU WANT

Within the personal files and the different views, you can store a virtually unlimited amount of information.

By default, we provide sections for:

- personal information
- documents
- pay
- position held
- skills

## ENABLE DIFFERENT LEVELS OF ACCESS

The client company can determine the access level to the platform of each employee.

It may, for example, decide that:

- an employee may access only his own file;
- a manager may view the files of all the employees in his/her team;
- the HR office has full access to all documentation.

## PROVIDE AN EMPLOYEE PORTAL

Altamira Employees is also a convenient employee portal, accessible to all colleagues from any device.

Once logged in, each employee can view, organize and update their data and documents.

## ARCHIVE ALL DOCUMENTATION

Altamira Employees allows each employee and the HR office to upload all kinds of useful documents, regardless of their format or size.

Documents can be categorized according to different parameters and an expiry date may be applied, which is useful, for example, with employment contracts.

The platform's search engine can also search inside uploaded documents, which can be previewed on the platform itself.

## BUILD ORG CHARTS AUTOMATICALLY

Maintaining organizational charts manually is time consuming and error prone.

Altamira's Human Resources software dynamically generates the organizational charts you need with a customizable graphic layout.

## INTEGRATE WITH PAYROLL

Altamira Employees integrates with payroll software.

Thus, it imports all the information and documents (payslips) managed by these applications, presenting them to each employee and to the HR office, in a clear and intuitive manner, in the salaries section.

These data are also useful in creating detailed reports.



## MAP EMPLOYEES' SKILLS

With Altamira Employees, trace and monitor the skills of your human capital.

For each skill identified, you can enter the desired level and the current one: the platform then automatically generates a skills gap, providing valuable information for the HR office.

Performance management processes are handled in a thorough manner in the Altamira Performance module.

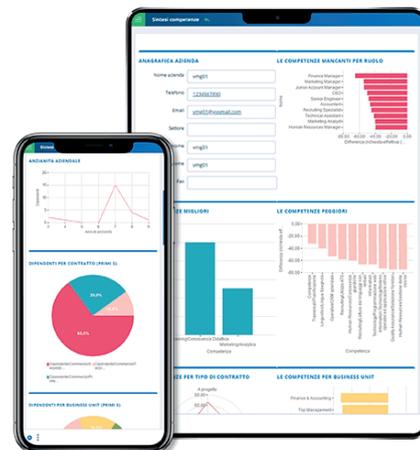


## ORGANIZE DATA INTO REPORTS

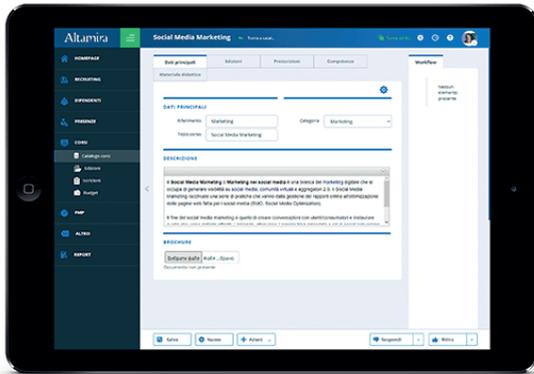
The Altamira Employees reporting function allows you to organize all the data managed by the platform in charts, tables and various kinds of report.

Upon set-up, you will already find several reports of the kind in daily use by the HR offices of most companies.

You can also create other reports, independently or with the support of our customer service, customized to client needs.



# WHY CHOOSE **OUR SOFTWARE**



## READY TO USE AND **CUSTOMIZABLE**

Altamira HRM is configured according to the latest HR best practices and it comes ready to support your business.

At the same time, the customization system allows you to replicate your already established processes on the platform, adapting it to your needs.

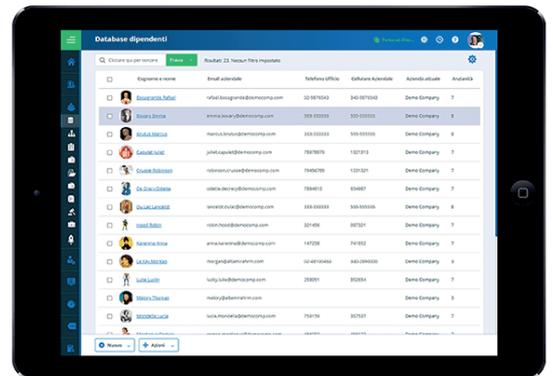
After the initial configuration carried out by our team, you can continue to make changes in full autonomy, thus protecting your investment.

## EASY TO USE

The user experience lies at the heart of our development process: that's why using Altamira HRM is easy from the very first minutes.

Access is by a simple browser - an environment familiar to everyone - using personal credentials (username and password).

The clear and user-friendly interface is designed to be quickly mastered, even by those who only occasionally use the platform.

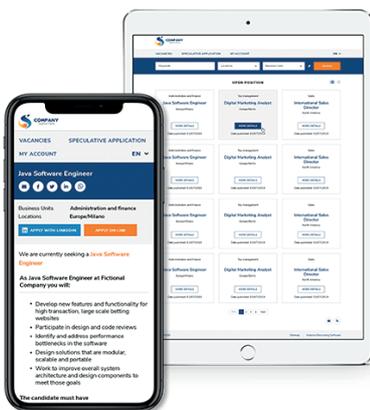


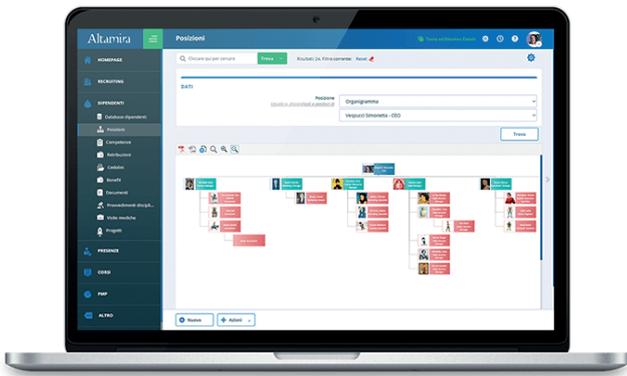
## ACCESSIBLE FROM ANYWHERE

All products in the Altamira HRM suite are provided via Cloud and available in self-service mode.

This means that you can access them from anywhere and using any device with a browser!

The responsive design of our platform makes for easy use and excellent browsing experience with any smartphone or tablet.





## EASILY INTEGRATED

Altamira HRM integrates easily with other business software, such as payroll systems, attendance tracking, CRM etc.

Through the API or a simple file exchange, you can import and export data in commonly-used formats and take advantage of the powerful reporting features available.

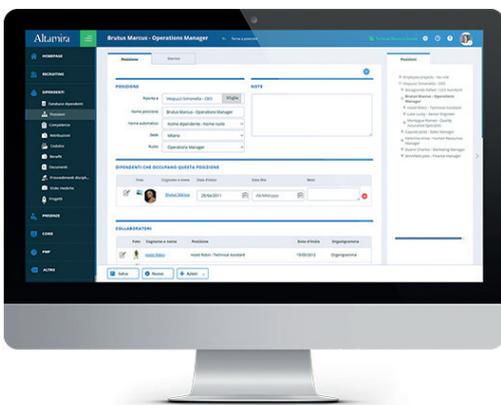
Any changes which arise in HR and IT strategy will be managed in a simple and painless way!

## SECURE AND COMPLIANT

The security of our platform is guaranteed by our advanced technologies and proven procedures.

Even more, our services are hosted on Microsoft Azure and Amazon Web Services, the 2 most advanced and reliable cloud computing services in the world.

Choosing Altamira also means solving the problem of managing privacy for job candidates and employees, thanks to a special dashboard dedicated to the GDPR.



## CONVENIENT

The Altamira HRM suite does not require the purchase of any licence, nor does it involve complicated installation, maintenance and upgrades or call for IT unit intervention.

Prices are based on company size and requirements: you only pay for what you actually need, through a monthly or annual fee.



## ABOUT US

Altamira Srl is an Italian software company which produces recruiting and human resources software.

Founded in 1999 and based in Milan, it was among the first to deliver its products as SaaS (Cloud-based).

All team members (marketing staff, consultants, programmers, and technical assistance) are highly qualified and have training and experience in human resources management processes.



## OUR PRODUCTS

Altamira offers a suite of software for human resources management consisting of:

- **Altamira Recruiting** to manage the entire candidate selection process.
- **Altamira Employees** for managing employee data and documents.
- **Altamira Learning** to handle corporate training.
- **Altamira Performance** to digitize the performance evaluation process.
- **Altamira Leave Management** to request and approve absences and leave.
- **Altamira Attendance** to track clock-in and clock-out times, extra hours and more.

# Altamira

The full HR Altamira software suite meets the needs of both small and large businesses, as well as those of complex multinational groups.

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