

# Altamira Employees



Altamira

[WWW.ALTAMIRAHRM.COM](http://WWW.ALTAMIRAHRM.COM)



# Digitalize your employee management processes

Altamira Employees is a cloud-based software that allows companies to manage employee information and documents along with all the HR administrative processes.

## Organize employee information

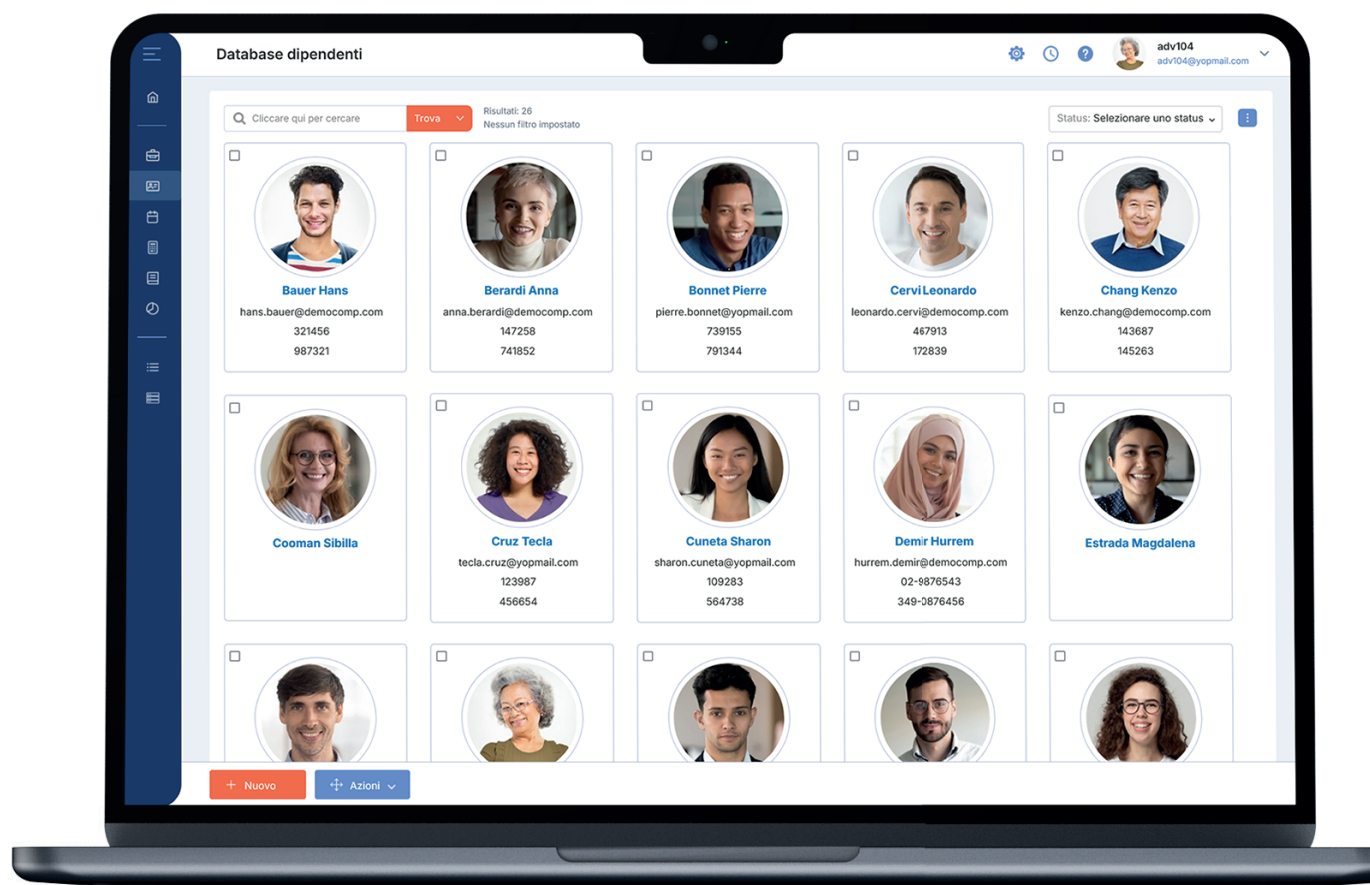
The Altamira Employee database stores and organizes internal and external personnel's data into customizable tabs.

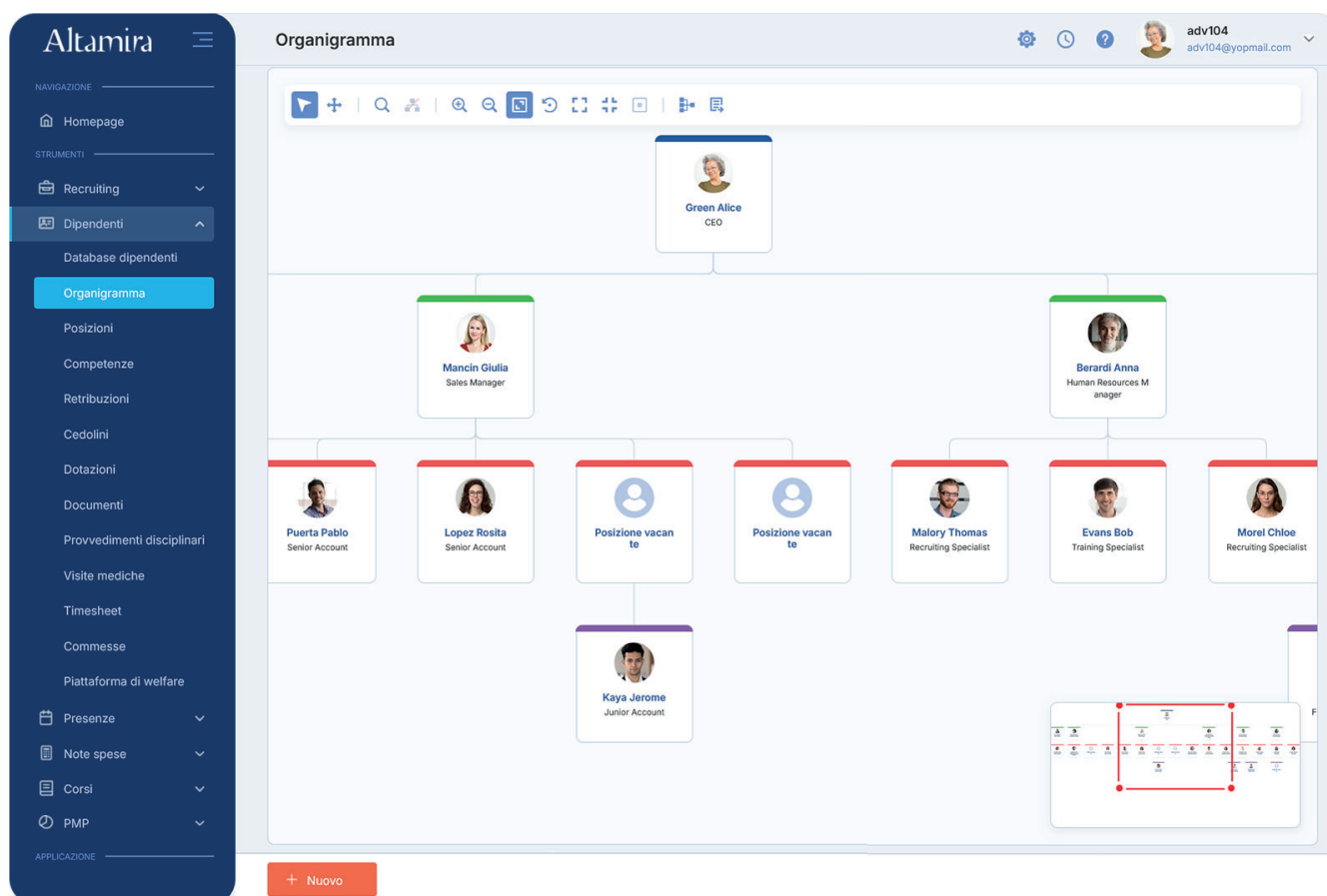
The database manages a large number of resources, while the advanced filter and search tools make looking for the right person quick and effortless.

## Create an employee portal

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

The portal allows all logged-in employees to review the bulletin board for company communications and update their data and documents.





## Archive all documents

The platform can store all sorts of useful documents with no format or size restrictions.

Files can be categorized according to different parameters and marked with an expiration date, which is particularly handy for time-sensitive documents such as employment contracts. The powerful search tool provided can scan through uploaded files, viewable as previews.

## Map out the company organizational chart

Our employee management software dynamically generates accurate organizational charts made available with customizable graphics.

## Digitalize the HR processes

Our solution is a workflow management system that can digitalize every HR process; with Altamira Employees, you'll be able to organize the onboarding and offboarding processes, assign benefits and PPE, and schedule medical check-ups. Among others, the software also supports the electronic signature of documents and the provision of disciplinary measures, all organized in sequential automated steps.

## Take advantage of the seamless integration with payroll software

Altamira Employees seamlessly integrates with your payroll software, allowing you to import data and documents (payslips) generated by third-party software and present them to employees and HR personnel in a clear and easy-to-read manner.



## Map out your employee's skills

Altamira Employees allows you to track and monitor your human capital.

A desired and current level can be set for each identified skill: the platform will then automatically generate reports on the skill gaps, providing valuable insights to the HR department.

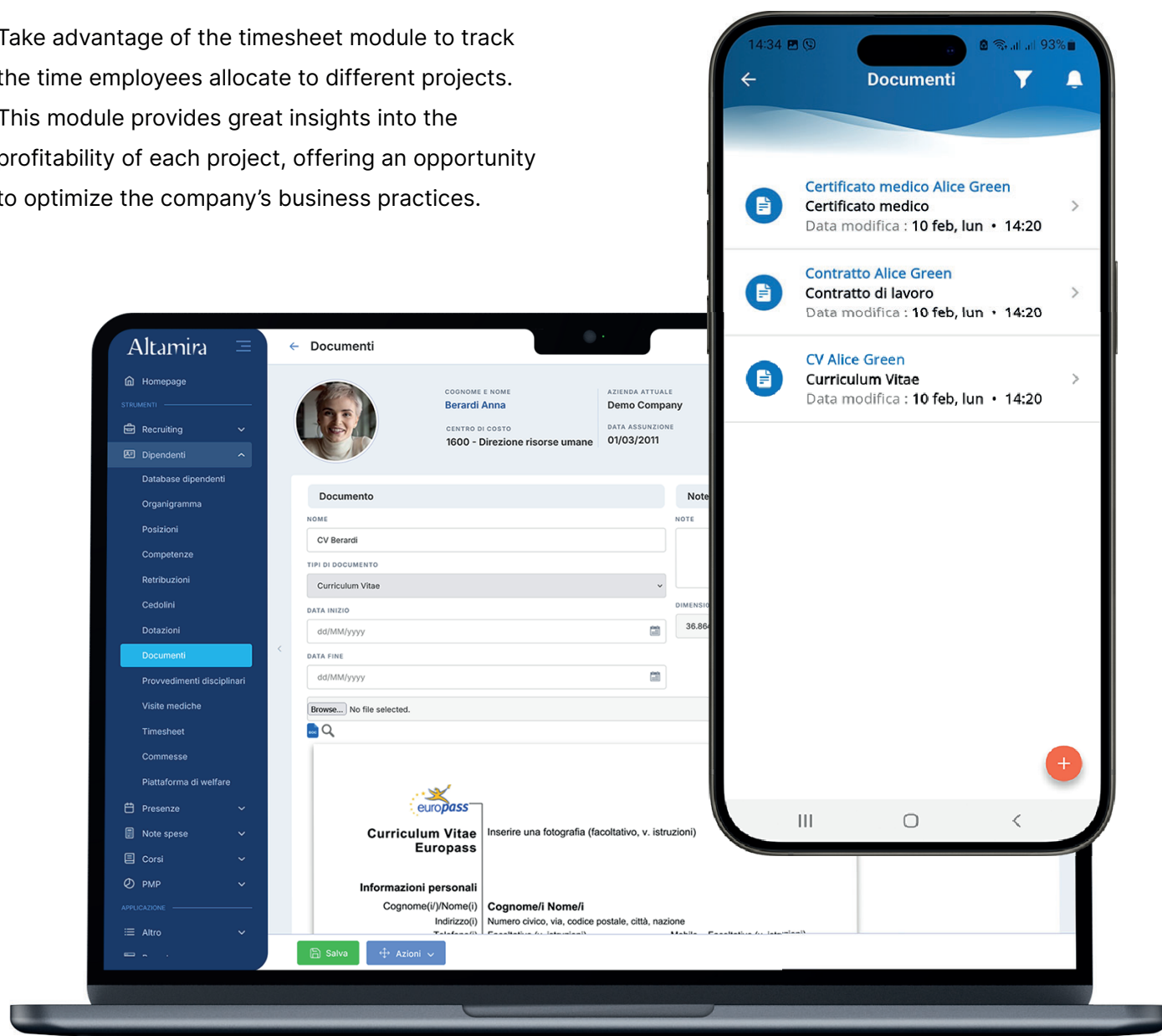
## Track your carried activities

Take advantage of the timesheet module to track the time employees allocate to different projects. This module provides great insights into the profitability of each project, offering an opportunity to optimize the company's business practices.

## Organize your data and generate reports

The reporting engine of Altamira Employees allows you to organize all the data managed by the platform into graphs and tabs, and to generate all sorts of reports.

You'll be able to use the readily available report templates or create new ones independently or with our support.





# Enhance Altamira Employees with the rest of the Altamira HRM Suite

Managing multiple HR processes with Altamira HRM Suite provides great benefits. You'll only need to create, store and protect one set of credentials that'll give you access to a unified interface where you'll be able to generate all the reports you need.



Improve employer branding and hire the best talent with **Altamira Recruiting**



Develop upskilling and reskilling programs with **Altamira Learning**, and improve the competencies of your employees



Recognize and reward merit with a digital employee evaluation system thanks to **Altamira Performance**



Organize the company's vacation plan and speed up the vacation approval process with **Altamira Leave Management**



Manage working hours, shifts, clock-ins, and overtime with **Altamira Attendance**



Simplify reimbursement management with **Altamira Expense**



# Discover all the features of Altamira software

## Easy and intuitive

The user experience is at the heart of our development process. As such, our platform is easy to navigate, even without training.

## Fully customizable

The customization system allows you to replicate already established processes, adapting the platform to your specific needs.

## Supports remote working

The Altamira Suite facilitates the management of remote and hybrid personnel.

## Effortless integration

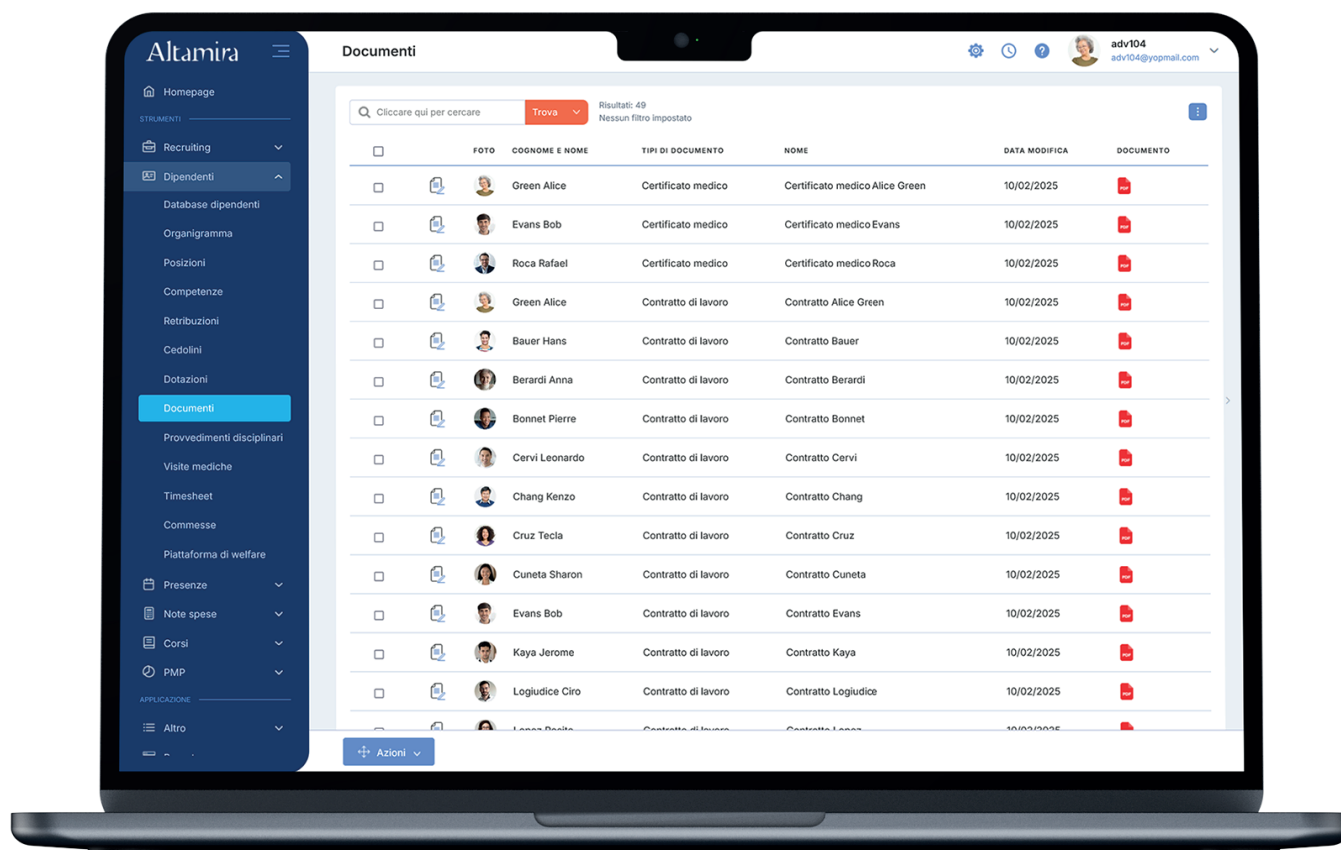
The Altamira HRM Suite is fully open and programmed for exchanging data with other business management software.

## Safe and regulation compliant

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

## Documented and well supported

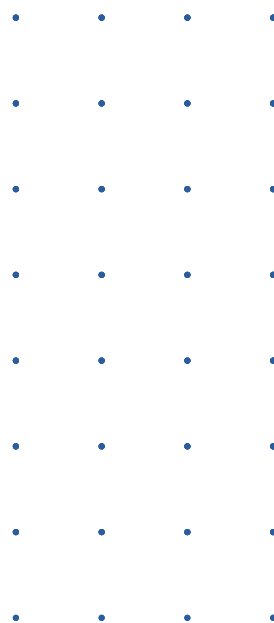
As a partner in the digitalization of Human Resources, we support you in every step of the way with our Help Center full of practical guides.



# At your side in the digitalization of the HR processes

We are an Italian company supporting enterprises in digitalizing their processes since 1999. Our software suite has already been adopted by companies across all sectors, mainly in Italy, Spain, and Switzerland.

Contact us for a free demonstration of our products.



## Our solutions are trusted by the HR departments of...

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# Altamira

Altamira S.r.l.

Tel. +39 02 48 100 463

Via Giovanni Marradi 1  
Milan, Italy

[www.altamirahrm.com](http://www.altamirahrm.com)  
[sales@altamirahrm.com](mailto:sales@altamirahrm.com)

