

**Boosting
workforce
productivity with**
 **HRB Portal**

AGroup is the leading innovative s/w development company in Baltics and Eastern Europe.

We help you move beyond process automation, effectively closing the gap between your business strategy and your results and engaging your workforce.



«HRB Portal saves resources of HR and lets company work paperless. We achieved our dream of paperless HR.»

- Skirmantė Juknė, Telia Lithuania



«There is definitively a decrease in paperwork. If we needed to make lots of documents manually previously, now we don't have a need for that.»

- Olga Pleyer, Bosch



«The system is very user friendly. We didn't need to train employees on how to use it or send long emails with process descriptions.»

- Raivis Lucijanovs, Latrostrans

MISSION, GOALS

WHY?

We believe in People – the most valuable asset of any company, vital for company's success and overall economic growth

We believe in Technology. Being used in a smart way it gives competitive advantage, increases efficiency and makes world better place to live

We believe that key to success of any company is efficient and effective People-to-People (P2P) interaction

That's why all we do is targeted to improve the meaningfulness and efficiency of P2P collaboration using the best technologies available

HOW?

We host Professional community based on constantly evolving HRB Portal – Human Resource Management Solution (HRM), the platform for People companies

WHAT?

Come and join our community – HRB Portal – best-of-the-breed HRM Solution for distributed workforce



OUR Unique value proposition

HRB Portal – the best-of-the-breed HRM Solution for companies with distributed workforce delivered by professional accessible local vendor.

1

WE SUPPORT YOU IN ACHIEVING TARGETS AND GROWING YOUR REVENUE BY MINIMIZING LOST SALES AND ENSURING PROPERLY STAFFED OPERATIONS

Automatically creating schedules according to projected work load that ensure maximum filling of all open timeslots

Enabling you to build processes for smooth business operation

Enabling back-office and routine process automation

Reducing time spent on compliance allowing you to focus on growing your business

2

WE SAVE YOU MONEY AND DECREASE COSTS BY REDUCING OVERTIME AND IDLE TIME, AND ENSURING REGULATORY COMPLIANCE

Enabling cost effective (minimal overtime and idle time) workforce schedules in compliance with local legislation

Involvement of all employees in personnel administration processes

Reducing HR professionals workload on routine tasks & freeing up time for strategic tasks

Automating controls and reducing costly errors in HR administration and payroll

Ensuring and supporting regulatory compliance

3

WE HELP YOU TO INCREASE YOUR EMPLOYEES MOTIVATION BY GIVING THEM AN INTUITIVE TOOL FOR ALL THINGS PEOPLE-RELATED

Enabling employees to self-service at their own pace & automating routine tasks

Reducing anxiety of compliance tasks

Providing easy access to personal work related information

4

ALL ENABLED BY SAFE AND RELIABLE SOFTWARE SOLUTION

Easy to integrate with other systems using modern integration technologies

Possible to customize and extend the system without vendor using flexible customization tools

IT'S ALL ABOUT PEOPLE... IT'S ALL ABOUT ROI

HRB Portal is designed to support a broad range of human centric processes and activities. Modular, scalable components are designed to work together without expensive rework or interface development.

HRB Portal helps companies achieve three objectives central to closing the execution gap

Run

mandatory functions

Optimize

workforce performance

Increase

results using collaboration tools

HRB PORTAL PLATFORM

WORKFLOW ENGINE

Robust and adaptive workflow engine
BPMN(*) based graphical workflow editor
Easy to use graphical monitoring tools
Problems detection and resolution tools

INTEGRATION SERVICES

Advanced export / import facilities
Easy to implement usage of external systems web-services
HRB Portal functions can be exposed as web-service for use by external systems

PRO-ACTIVE MESSAGING SERVICES

Configurable event based alerts, notifications and reminders
Built-in messenger with several channels support: internal, e-mail, SMS

CUSTOMIZATION TOOLS

Interface translation tools
Generic functions customization tools, including presentation and business logic customization
Integrated reporting and analysis tool
Custom functions development tools

DEPLOYMENT OPTIONS

On-premise
Hosted

* BPMN = Business Process Management Notation



Adaptive calculation

Payroll control reports

Complete set of tax and statistical reports according to legal requirements

Configurable interfaces with legacy systems and legal authorities

HRB® Payroll enables automatic generation of accruals and deductions based on the information of HRB® Human Resources and HRB® Time Recoding modules. During payroll calculation, additional analysis of the data maintained in these modules is **carried out**, and required values are entered in the transaction options. Also, corporate taxes and payments are calculated automatically.



Extensible time types definition

Flexible working time schedules and timesheets definition

Adaptive time validation rules

Interfacing with clocking systems,
captured raw time cleansing

Absence registration and management

HRB® Time Recording streamlines time recording processes while excluding paper based timesheets from the standard payroll calculation procedure. Payroll personnel are freed from redundant data entry. Probability of mistakes is minimized and the process can be performed with less resources and time involved.



CORE HR

Employee record maintenance

Personnel administration (incl. hiring/onboarding, contract changes, contract terminations/liability clearance)

Organisational structure and position management

HR compliance (policies, legal reporting)

HRB® HR Management is designed to efficiently input, store and analyze all information about company personnel as well as streamline all basic business processes related to staff management. Workflow of your daily HR operations is defined as a set of customizable business processes. The system is tuned to the business logic of organization, enabling you to maintain a predictable workflow for processes such as hiring, firing, promotions, and department transfers.

Multilevel company structure

Employee search using customizable criteria

Automatic control of employee count per department

Vacancies and new hires

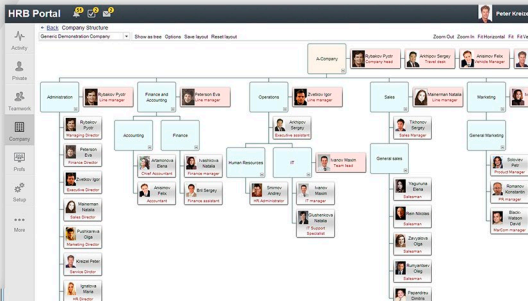
Planning and control of salary levels

Training

Business travel budgeting

The logic of Time Recording module relies on "deviations" tracking. Based on embedded algorithms the system generates electronic timesheets automatically by extracting the information already stored in the system.




This automated linkage enables the user to dramatically reduce labor costs previously spent on generating manual timesheets.

[illegible]



Performance review

Performance Evaluation (PE) module will bring the work of personnel managers to a new level. The process of setting goals, evaluating personnel and developing competencies will become more efficient and transparent for all involved parties.

Competency goals	Required level	Start date	Due date	Progress
Communication skills		01/04/2013	20/04/2013	0%
English language		01/10/2012	01/12/2012	0%
Performance Planning, feedback & Evaluation		06/12/2012	21/12/2012	0%

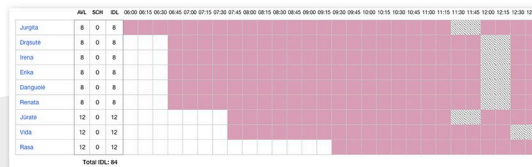


Integration with benefits vendors (coming soon)



Optimal employees scheduling by workplaces based on profiles matching analysis, employee availability and workplaces working time schedules

Minimize workers idle time (and/or overtimes) as much as possible to decrease cost of solution.



LEARNING & DEVELOPMENT



Training courses management, including training content

Training events management, including e-learning and class based trainings

Post training testing (certification)

Integration with course contents providers, using industry standards like SCORM and others

BUSINESS TRIPS & EXPENSE REPORTS



Business travel requests (incl. transportation and accommodation booking, travel desk involvement)

Business travel reports

Expense reports processing

FLEET MANAGEMENT



Corporate vehicle register maintenance, responsible person, fuel type, fuel consumption norms.

Itinerary lists entry by responsible persons, including traveled distance, motor hours, norm based fuel consumption, GPS and board computer integration.

Fuel purchases import (integrating with fuel merchants)

Consumed fuel reconciliation based on reported by responsible persons versus reported by merchants

Set of management reports

RECRUITMENT



Recruitment requests management

Candidates resumes and applications registration, including through self service portal

Recruiting events management (interviews, testing sessions, etc)

Integration with recruiting agencies, using industry standards like HR-XML



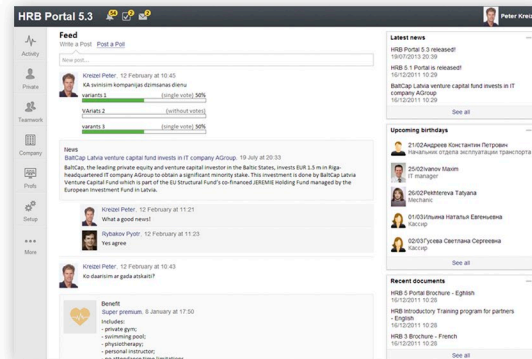
SOCIAL NETWORKING TOOLS

Enables teamwork efficiency across departments and geographies

Facilitates performance reviews, recruiting and other processes

Improves employee development and learning by building communities around professional leaders

Social media has dramatically changed the way we collaborate now, and it will have an even more profound impact on the way companies operate. Giving your organization the advantage of a social foundation is critical for success in today's fast-paced environment. HRB Portal empowers employees to be more productive and successful by enabling them to collaborate easily, make smarter decisions faster, and self-organize into teams to take on any business challenge.



SELF-SERVICE

HRB Portal – solution that increases companies' human capital management efficiency. By including large scope of non-professional users HRB Portal decreases expenses of information preparation and processing, increases its quality, and, most importantly, increases employee engagement in the processes of the company, their motivation and sense of responsibility for achieving results.

EMPLOYEE SELF-SERVICE

HRB Portal Employee Self-Service allows individual employees to perform a variety of functions independently.

Personal information. Review personal information and request.

Review the number of remaining vacation days, submit vacation requests, create/ change/review vacation schedule for the current year.

Payments. View and print copies of past pay slips.

Business trips. Prepare and submit business trip applications.

Reports. View various customized payment reports, business trip and vacation reports.

Review individual work schedule; log and submit time-sheets for supervisor approvals.

Position Assignments. HRB Portal allows individual employees to view their position assignments and compensation / bonuses associated with each position.

Review current compensation package and request for changes.

Carrier growth. Review the history of individual's career path within the organization.

MANAGER SELF-SERVICE

HRB Portal Manager Self-Service helps managers independently perform various functions.

In addition to all the same functions available to line employees in HRB Portal Employee Self Service, managers can perform the following functions:

Working schedule. Manage employees' working schedules: review, create, change, and approve working schedules; allocate time worked to various projects.

Absences. Manage employees' absences, review and approve of requests for vacation or business trips; run reports on employees' absence history.

Organizational Structure. A manager can view and perform limited modifications to the organizational structure of company divisions under his/her control. View a list of all individual employees under his/her management, their assignment to roles, compensation schemes etc.

News and events. Managers can post various documents, news updates and internet links available to any subgroup of his or her subordinates.

AUTOMATIC MESSAGING SYSTEM

Custom messages. HRB Portal users can receive messages of any type which were previously set up, as well as notices, notifications, and reminders. Managers can setup rules to distributed messages by subscription or force messages via email with no subscription.

Custom questionnaires. HRB portal user can create various questionnaires and request their completion by their subordinates / colleagues to collect any kind of data or opinions.

Task assignments. HRB Portal users can be manually assigned to perform various tasks in the context of certain business processes.

TEAM COLLABORATION

HRB Portal team collaboration module helps increase the efficiency of working teams.

Newsfeed. HRB Portal users can subscribe to, post to, and view newsfeeds from various groups of colleagues.

File / Document Sharing. HRB Portal users can upload and share various files and documents, accessible only to a pre-configured group of colleagues.

Contacts. View list of colleagues, organizational structure, project groups and contacts of all employees within the group.

Absences. View reports and schedules of absences – past and upcoming.

**PLEASE CONTACT US
FOR MORE
INFORMATION!**

LATVIA

+371 6-789-5602

Duntes Str. 3,
Riga, LV-1013,
Latvia

POLAND

+48 (22) 622 09 56

Hogart Data Centre Sp. z o.o.
ul. Kolejowa 5/7
01-217 Warszawa

