

EXACT FOR HRM

from HR administrative
support organisation
to strategic business
partner



IN SHORT

EXACT FOR HRM

With leave registrations, declarations and sick leave, are you struggling to find enough time to be there for your employees? Getting your personnel administration properly in order is the essential first step towards strategic HRM. From onboarding to staff outflow, **Exact for HRM** streamlines your entire HR cycle. Directly involve the business and work together within a single, transparent and centralised HR system.

OPERATIONAL BENEFITS

1. Gain quick and easy access to all HR and staff member data with the employee card.
2. Manage payroll processing with ease.
3. Define roles for each phase in the HR process and check the status.

STRATEGIC BENEFITS

Become a partner to the business: create clear reports, use workflows, documents and personnel data and take strategic decisions based on reliable figures.

OPERATIONAL FUNCTIONS

- Transparent support and organisation for all your key HR processes.
- All staff information can be accessed anytime, anywhere via mobile apps.

HR DASHBOARD

Make strategic and data driven decisions. View, analyse and visualise data from multiple perspectives.

SIMPLIFY YOUR HR PROCESSES

EXACT FOR HRM

Exact for HRM is a proven system offering insight into all staff-related matters. Reduce your workload by enabling staff members to organise their own HR issues via a portal or mobile app. With Exact for HRM, you're free to invest your time in the activities that genuinely deliver value.

1 COMPLETE DIGITAL DOSSIER

Develop a complete digital dossier including legally mandatory information, contracts and other personal documentation. This ensures you always know what's going on: all employee activities are visible and can be checked.

2 SEAMLESS AND RELIABLE PAYROLL PROCESS

Connect Exact for HRM to our payroll module and easily process periodic changes, like file wage tax returns or create payment files. What's more, you can instantly compile payslip reports, journal entries or overviews of expense allowances.

3 DETERMINE WORKFLOWS

By adding relevant documents (Excel, SSRS, Forms) and automated alerts, it's easy to alert specific employees to perform certain tasks. Current users confirm the power of this workflow functionality.

ADDITIONAL PRACTICAL BENEFITS:

- All employees have access to the system in order to view dossiers, news, address books, etc.
- Quickly and easily submit declarations.
- Easily check holiday balance and request leave.
- Work via our cloud solution and our mobile HR Self Service app to work any time and anywhere.

BECOME A PARTNER FOR YOUR BUSINESS

EXACT FOR HRM

Take strategic decisions with **Exact for HRM** based on reliable figures, and make use of transparent reports and information from workflows, documents and personnel data.

As a strategic partner, you can support the efficiency and organisational development of the business. Substantiated insights enable you to discuss the improvement of areas such as sick leave, onboarding, exiting and staff development. Make strategic decisions based on reliable figures, with transparent reports and information from workflows, documents and personnel data.

ANSWER STRATEGIC QUESTIONS

Exact for HRM enables you to answer managerial questions. For example:

- When is the best time to increase the sales department?
- What trends are visible in sick leave data?
- Do expenses reconcile with budgets?
- What skills do my staff have and are they being deployed accordingly?
- Is there a trend in salary development?

ENGAGE YOUR STAFF

Exact for HRM also helps transform staff members into digital staff members. They're in control and responsible for entering HR data such as days off and declarations. They can also view payslips, remaining leave hours or annual statements- all via the Self Service App or HR portal.

MORE TIME FOR MANAGEMENT

It works both ways. By giving your staff members responsibility, you can focus more on management and advice. With the same system, you always have access to real-time and reliable insight thanks to standardised dashboards. By engaging your staff, they relieve you of extra work, enabling you to be a sparring partner for the rest of the organisation, the Board, the management or the staff.

UP-TO-DATE, POWERFUL AND FLEXIBLE

EXACT FOR HRM

With **Exact for HRM** you make your own decisions regarding which HR processes you want to digitise in your organisation. You can approach and expand this step by step. We let you take the lead!

DIGITAL EMPLOYEE CARD

In Exact for HRM, staff data is the basis of all processes. The employee card is easy to set up and immediately available for staff members, colleagues and HR.

DOCUMENT MANAGEMENT SYSTEM

The digital registration of personnel files is fully integrated in Exact for HRM. Documents can be issued with a period of validity, so that prompt action can be taken if an expiration date is near. Documents are protected for all individuals unless they receive specific permission. The Document Management System works in combination with Microsoft Office.

EMPLOYEE SELF SERVICE & MANAGER SELF SERVICE

Exact for HRM is built on a series of portals for staff and managers. They can both request HR information within the portal: e.g. leave, absenteeism, staff documents and payslips, as well as the actions to be viewed and processed in to-do lists.

HR FORMS

The flexible form module makes it easy to compile forms. By selecting a field, available information will be used immediately.

LEAVE REQUESTS

Leave requests are created by staff members themselves. Upon receiving requests, managers can immediately see the impact on (department) planning and approve the request.

PLANNING OVERVIEW

A planning card is available for all staff within Exact for HRM. This allows a comprehensive integration with Microsoft Outlook: every agreement is synchronised from Exact to Outlook and vice versa. This enables all staff to have insight into each other's planning, and means that planning can occur centrally.

DECLARATION PROCESS

Via the user-friendly app, receipts can be scanned and information can be added and submitted. It's easy for the staff member, and the manager receives a notification immediately. Thanks to the flexible workflow, the organisation can adjust the approval procedure to its own needs.

Examples of other standard functionalities:

- Recruitment: open job positions and response registration, recruitment and selection
- Employment: contract registration, checklist for commencement of employment and onboarding
- Employer Life Cycle: performance management, talent management, successor planning, transfers and reoccupation
- Exiting: flagging up end of contract, terminating employment and checklist for retirement
- Document Management System
- Workflows

DASHBOARDS AND REPORTS IN EXACT FOR HRM

EXACT FOR HRM

Exact for HRM contains standard overviews from onboarding to staff outflow. All changes are logged and can be requested for each employee.

You can set and adjust the warning system and make actions visible in your to-do list. All information about staff members is transparent. In **Exact for HRM** overviews can easily be requested from the main screen. These include lists and pivot tables such as graphic displays of available data. It's easy to create your own overviews and share them with colleagues. Overviews can be included in the main menu with widgets.

If you're looking for extensive dashboards, then our business intelligence solution **Exact Insights** is a valuable addition to your HRM software. The handy HR dashboard with key figures, trend graphs and detailed overviews provides rapid insight into your situation with regards to leave, recruitment and selection, staff attrition and functioning. Make strategic information instantly available.

STARTING WITH EXACT FOR HRM

EXACT FOR HRM

Exact for HRM is supplied as a total solution for the automation of your HR-related processes.

Once we've received an order, we'll install the software on your server or in the private cloud. We'll also implement the configuration and further design, obviously in close consultation with your company's requirements.

The implementation can be arranged within one day to a week at the latest, depending on the number of staff and processes that you wish to automate. We use best practices in the area of HRM so that you can start work quickly.

During implementation, you'll receive instructions regarding working with Exact for HRM. If required, we can schedule an additional half a day to explain in detail how the solution works, but this is generally not necessary.

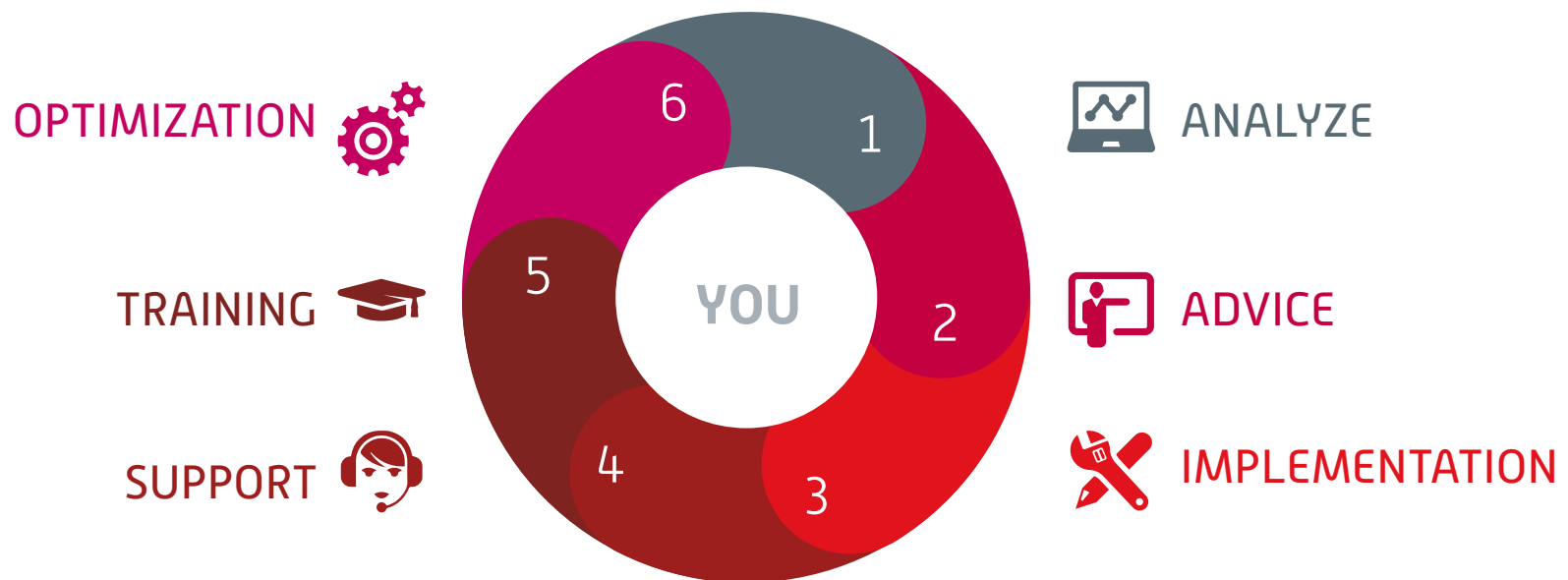
If you're an existing Exact client, you can also use our HR solution in combination with your current Exact Globe and/or Synergy solution. Ask your account manager at Exact or Exact partner for additional information about the HR solution.

EXPERIENCE OUR BEST-IN-CLASS CUSTOMER SUPPORT

EXACT FOR HRM

Exact isn't just about software. We also believe in sharing access to our experience and expertise. That's why we offer best-in-class customer support in addition to our software. We do so with our Service Essentials. This way, we help you get the best out of your software; from analysis and consultancy, to implementation, training and support.

We don't only offer our Service Essentials to new customers. We're also happy to help if you've been a customer for years and your system needs optimising. You can join at any phase of our service cycle. Read more about Exact Service Essentials on our [website](#).



SOFTWARE FROM EXACT

EXACT FOR HRM

Exact inspires SMEs to grow. They support the economy, and we help them do it. Just like SMEs, Exact has no fear of the unknown. We're ambitious and like to lead the way. We're familiar with the challenges and make software to overcome them with innovative solutions focused on the needs of our customers. Exact offers SMEs and their accountants an overview of today and insight into tomorrow. This way, we help our global customers achieve their ambitions.

Exact. Cloud business software.

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 0044 (0)208 396 4058

