“HRM should really be about people, rather than data.”

Your employees are your most important resource. Every day more organizations are realizing that flexible, accurate Human Resources Management (HRM) is critical for retaining employees and getting the most out of their HR dollars. The HRM solution from Exact Software offers the best complete answer for your employees and management.

From entering employee data to processing training requests and registering absences, the Exact solution helps you keep track of all processes within HRM. Don’t spend any more time on collecting data for each separate report—Exact Human Resources places a wealth of information at your fingertips.

**Competency Management** helps you to make sure you have the right person in the right job and gives your employees clear guidelines on what is expected of them.
- Define skills and competencies and link them to job groups and levels
- Make personal results measurable and available for feedback
- Compare competencies within cost centers, job groups or the whole company

**Document and Knowledge Management** provides central storage of information and gives your employees access to information.
- Centralize data storage, making it available online anytime, anywhere
- Access can be restricted through security levels, showing only information to those people who have designated rights
- Create online training and testing, with results available immediately
- Documents can be saved and accessed digitally, working towards a paperless office

**Workflow Management** helps your employees set priorities and work more efficiently.
- Define the processes within your company into workflows
- Entered requests automatically appear in the workflow of the person involved in the process
- Keep track of requests by checking their status and knowing who is responsible for the request
- Run reports on workflow about running time, resources and results

**Exact HRM business benefits:**
- Enter and maintain employee’s personal data
- Support your employees with Knowledge Management
- Help employees improve skills with Competency Management
- Streamline your recruiting process
- Manage performance by getting the right person in the right job
- Keep track of inflow and outflow
- Integrate HRM data with other processes within Exact, like payroll or hour entry
The recruitment process is facilitated with one time entry and storage of vacancies and applicants, and the possibility to link both together:

- Check in-house knowledge and resources and link this information to vacancies
- Create vacancies and make them available online via your website
- Match applicants with vacancies either manually or automatically based on skills
- Applicants enter their personal data online, automatically creating a resource in your administration of the type ‘applicant’

Absence registration becomes more efficient with one time entry, automatically sending a task to the responsible person for authorization and immediately updating the absence balance:

- Managers can enter or authorize absence requests for their own subordinates
- Clear planning based on availability in the past and future
- Employees can check their own absence balance and enter requests for vacation or special leave

For more information on Exact Human Resources, please visit us at www.exactamerica.com or call 1 800-468-0834.