

CHRONOS SYSTEMS SOLUTIONS



CHRONOS
systems

Employee Entry and Exit Workflow



Chronos Systems completed a workflow development project to digitize their paper-based hiring and leaving process.

BUSINESS OBJECTIVES OF THE PROJECT

Hiring and leaving processes were totally paper based without any supporting system.

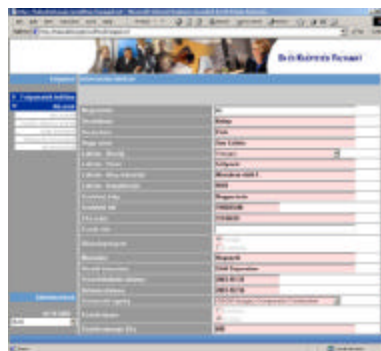
The new digitized workflow system should **speed up** the hiring and leaving processes by eliminating the time-consuming paperwork and **reduce the defects** within the process due to human errors.

THE PROJECT

Hiring Workflow

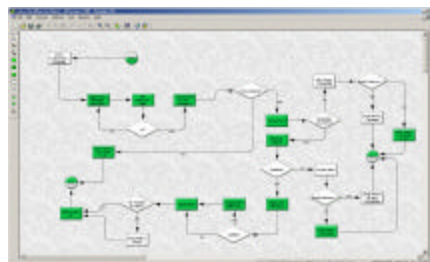
The workflow supports the process of hiring from an HR point of view.

The workflow application is a Web-based solution; the standard graphical user interface of Domino Workflow was customized in frame of the project.



The most important steps of the flow:

- Interview arrangements with the supervisor and other managers
- Medical check
- Completing hiring form
- Decision on benefits
- Document generation (contract, agreements, etc.)
- Sending notifications



HR responsible initiates the process. Participants of the flow get email notifications about different events. If the notified party has to

complete a task in a system (i.e. becomes step owner) the email contains a link to the document waiting for processing.

If the candidate is not hired for different reason, the contact details and other application related information are still stored for later use.

Candidate related information is collected during the entire flow and entered via Web forms.

One of the most important improvement due to the flow implementation is the generation of legal and other documents resulting from the hiring process. HR assistants or HR managers are able to **generate** these **documents** automatically based on the previously entered information. Word merge is used for this functionality.

An application administrator or an HR responsible can change Word templates using an administration tool.

At the end of the process **email notifications** are sent to different functions notifying them about the fact of new hiring and additional related information. They can

proceed with the necessary tasks based on this email message.

Leaving Workflow

The workflow supports the leaving process of existing employees.

The following steps are implemented in this flow:

- HR completes leaving form
- Statements about debts
- Medical check
- Document generation
- Sending notifications

The most important improvement of the flow on one hand that the form about debts is digitized, on the other hand that different documents (agreements, forms, justifications, etc.) are generated automatically based on the personal profile and content of the leaving form of the employee.

Administration

Authorized user is able to change settings of the flow and other flow-related information like:

- Language translation of the application
- Word templates (contract, agreements, statements, directives, etc.)
- User groups

User/group management

Application Administrator is able to assign users to different roles. The most important roles are: supervisor, HR assistant, HR manager, doctor, assistants, sourcing responsible, IT helpdesk,

finance, six-sigma responsible, warehouse, QA/QC.

The system is SSO (Single Sign On) enabled.

Language translations

The application is language independent, all text, error messages, labels are stored in Lotus documents. Language translation of the entire application requires no programming interaction; the administrator user can do it.

Data migration

Migrating of the personal profiles of the existing employees from corporate Oracle HR system was also in scope of the project.

An Access based candidate database (rejected candidates) was also migrated.

System architecture

The system architecture is based on **Lotus Domino Workflow**.

Operational Environment

Operating system: Windows 2000 Server + SP3

Workflow Engine: Domino Workflow 3.1

Database engine: Oracle 8i

Browser compatibility: Internet Explorer 5.0 and above

SSO (Single Sign On) Netegrity – Siteminder



CHRONOS
s y s t e m s

Contact details:

András Szakács – CIO

aszakacs@chronosystems.com

Zoltán Bács – CTO

zbacs@chronosystems.com

Andrea Szabó – Consultant

aszabo@chronosystems.com

Tel: + 36 1 268 12 16

Fax: + 36 1 268 12 17