



# HR SOFTWARE IMPLEMENTATION CHECKLIST

# A LITTLE BIT ABOUT LANTERIA HR



Lanteria HR is a SharePoint-based Human Resource Management (HRM) solution that automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information while supporting HR processes and increasing the performance of each employee and organization as a whole.

Lanteria was founded in 2006 and, since that time, has successfully completed over 200 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

# LANTERIA HR MODULES

## CORE HR

Manage the company's structure, automate your essential HR processes and create a central storage of employee records and documents.

## TIME AND ATTENDANCE

Set up the absence policies, track and approve employee leave records, and register the time spent on various activities.

## RECRUITMENT

Unify and automate the entire recruitment process to ensure you get the right people onboard.

## PERFORMANCE

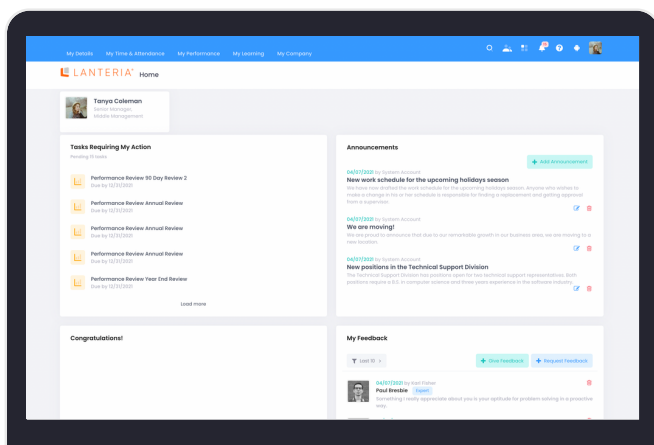
Empower high performance culture by setting the clear goals, streamlining the employee performance appraisal and increasing the productivity of each employee.

## LEARNING

Develop employees' skills and competencies by planning and delivering targeted training programs, managing compliance and tracking certification with the Lanteria Learning module.

## SELF SERVICE

Increase employee engagement, save time / costs and improve collaboration with Employee Self Service (ESS) and Manager Self Service (MSS) portals.



### Tasks Requiring My Action

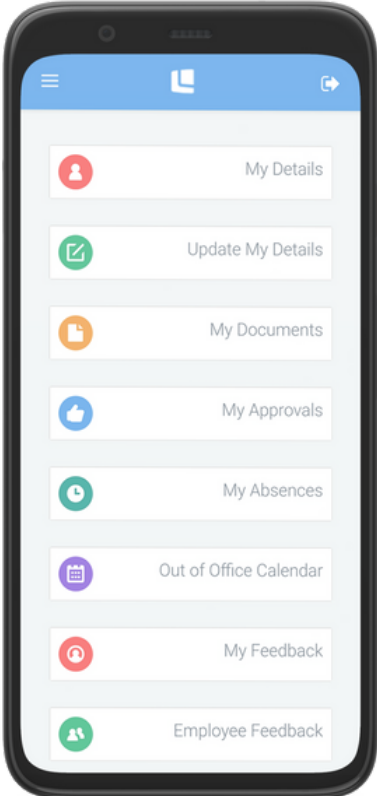
Pending 15 tasks

- Performance Review 90 Day Review 2  
Due by 12/31/2021
- Performance Review Annual Review  
Due by 12/31/2021
- Performance Review Annual Review  
Due by 12/31/2021
- Performance Review Annual Review  
Due by 12/31/2021
- Performance Review Year End Review  
Due by 12/31/2021



NOW, LET'S GET BACK TO THE IMPLEMENTATION PROCESS!

# CORE DATA



**1. Employees' data** (Names, Contacts, Employment history, Documents, etc.)



**2. Org Chart** (Teams, departments, legal entities, countries, locations, etc.)



**3. Processes** (onboarding, offboarding, probation review, etc)



**4. Approval workflows**



**5. Compensation** (in case this needs to be stored in the system)



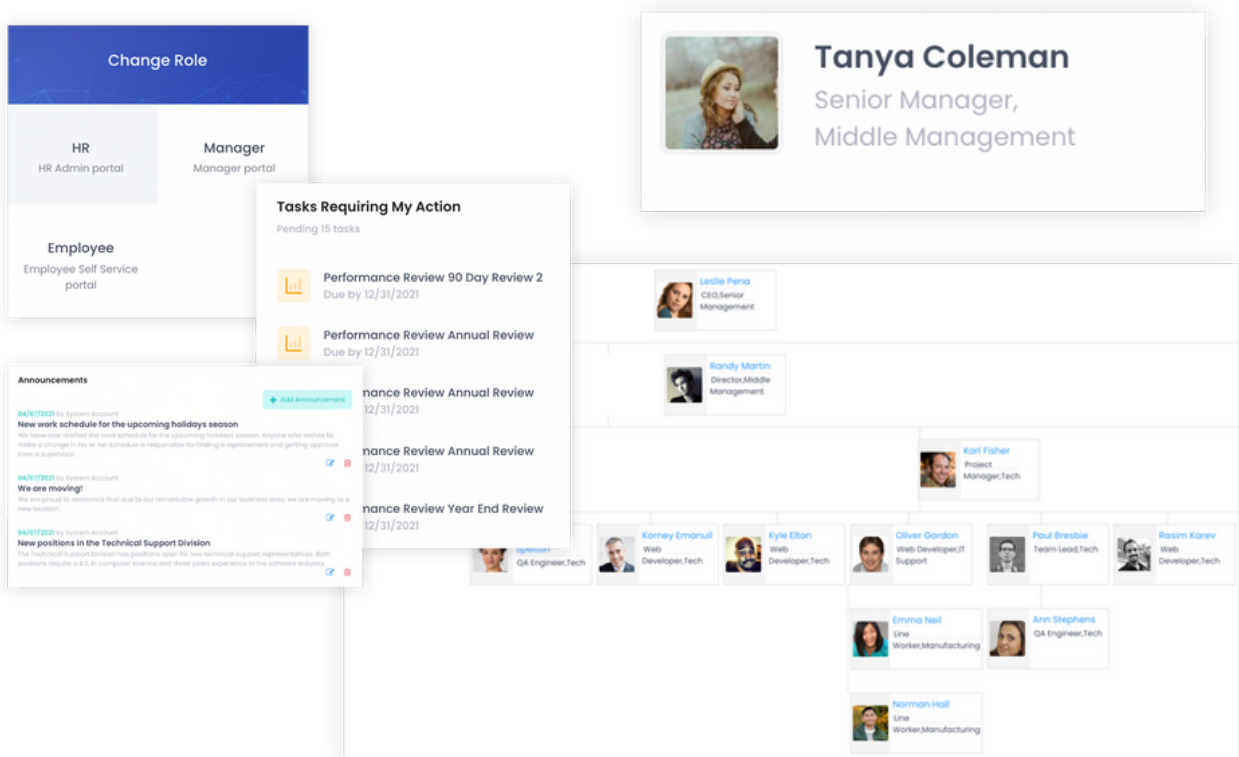
# LEAVES

1. **Leave plans** (location-specific, senior/junior, etc.)
2. **Rules** (accrual rules, “carried” overrules, any other rules)
3. **Leave approval workflows**
4. **Local Public Holidays**



# ATS

1. **Job Opening** settings (statuses, stages, letters, questions, descriptions)
2. **Target websites** (where you plan to advertise)
3. **Interview settings** (workflows, scenarios, questionnaires, participants)
4. **Job offer templates**



# PERFORMANCE REVIEWS

1. **Review template** (a questionnaire for leaving feedbacks)
2. **Review workflow**
3. **Participants & responsible roles**
4. **Skills, competence, goals, KPIs**



## LMS

1. **Learning materials** (online educational materials)
2. **Classroom training activities and rooms** (if applicable)
3. **Trainers and learning groups** (if applicable)
4. **Training budgets** (if applicable)
5. **Templates of certificates, surveys, quizzes, etc.**



# OUR CUSTOMERS



- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006

