



Microsoft



SharePoint



Office 365

LANTERIA HR

HR PLATFORM THAT WORKS YOUR WAY

Customizable HR platform that meets the unique needs of mid-sized and large businesses.

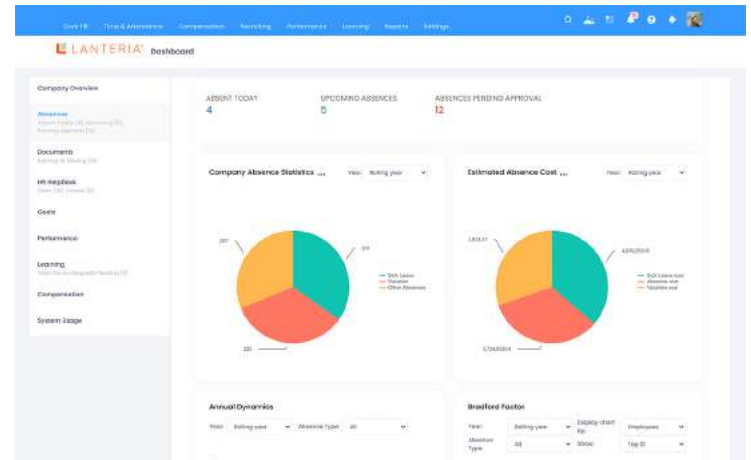
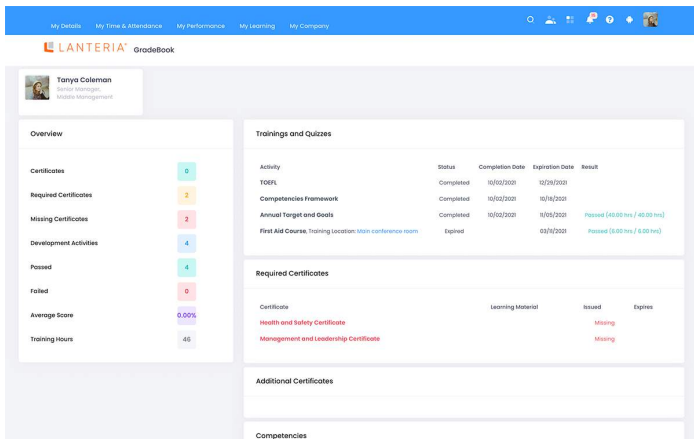
Preferred Microsoft Business Application designed with SharePoint and Office 365.

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WHY LANTERIA



- ✓ All HR data stored in one place
- ✓ Easily manageable leave policies
- ✓ Complete control over compensations
- ✓ Streamlined recruiting and onboarding
- ✓ Digital performance evaluation systems
- ✓ Collaborative learning management
- ✓ Efficient career and succession planning

OVERVIEW



Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and 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, have 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

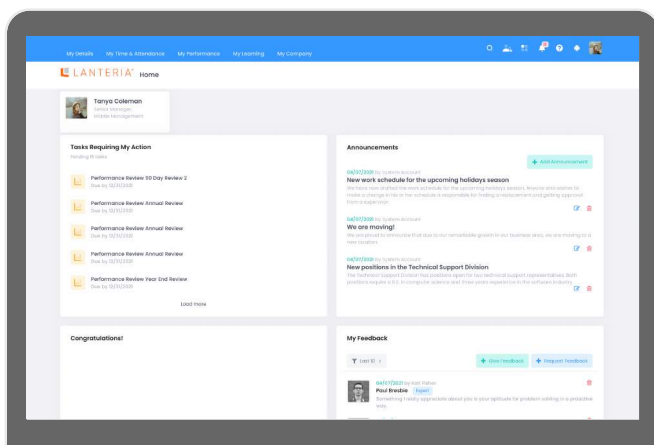
Empower high performance culture by setting the clear goals, streamlining the employee performance appraisal and increasing the productivity of each employee.

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 ES tasks

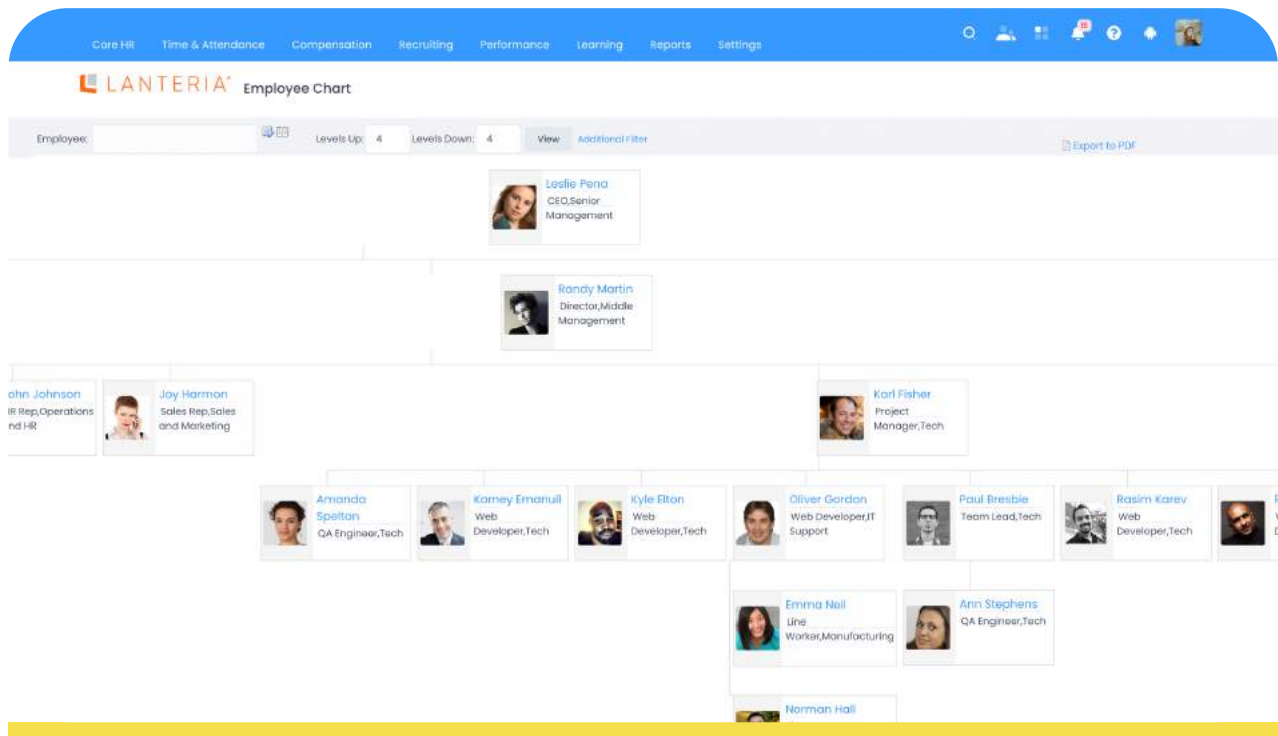
- Performance Review 90 Day Review 2
Due by 12/31/2021
- Performance Review Annual Review
Due by 12/31/2021
- Performance Review Annual Review
Due by 12/31/2021
- Performance Review Annual Review
Due by 12/31/2021
- Performance Review Year End Review
Due by 12/31/2021



CORE HR

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

- Have a centralized storage of all employee data
- Design and track the HR processes and approval workflows
- Maintain all HR documents in one place
- Visualize the organizational chart
- Define and analyze the compensation components
- Launch salary reviews



TIME AND ATTENDANCE

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

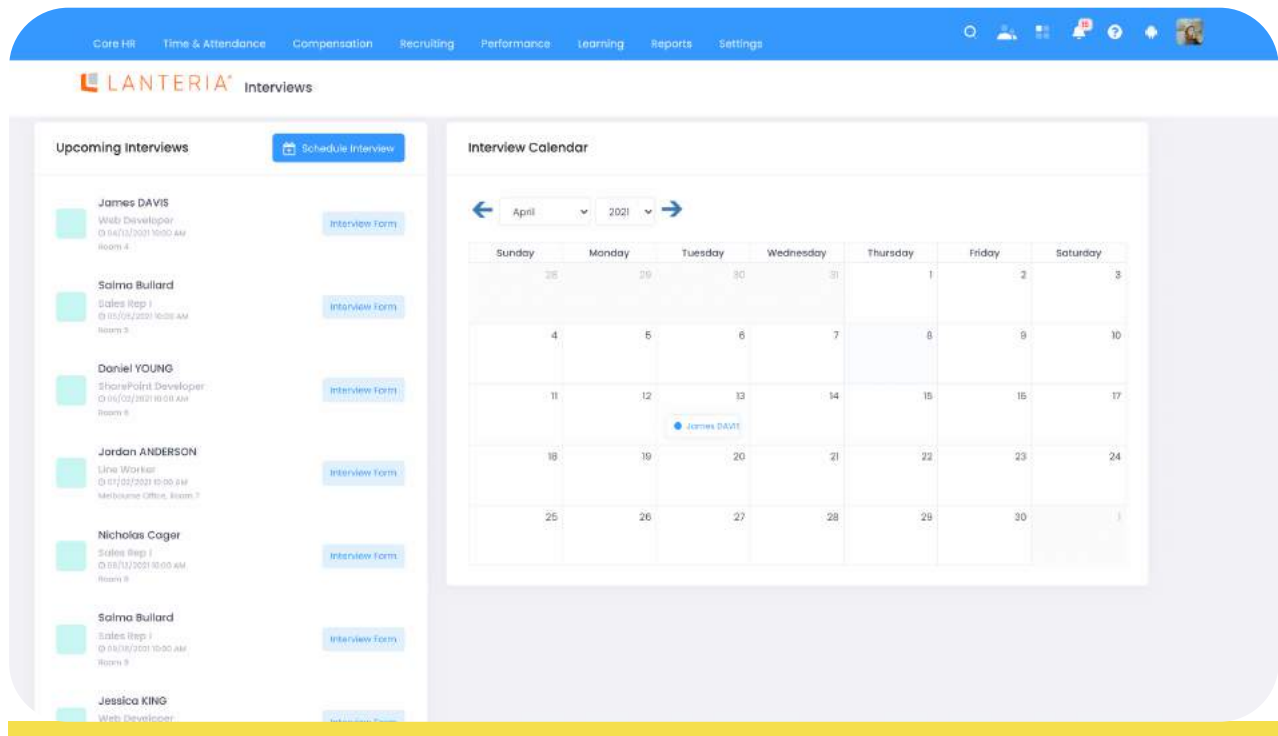
- Define the company-wide leave policies and rules
- Set up comprehensive approval workflows
- Have a global absences calendar
- Increase productivity with project-based time tracking
- Accelerate leave requests approval with Mobile App

The screenshot displays the LANTERIA My Absences interface. At the top, there are navigation tabs: My Details, My Time & Attendance, My Performance, My Learning, and My Company. The user profile for Tanya Coleman (Senior Manager, Middle Management) is shown. The report date is 4/8/2021, and the type is Vacations. Summary statistics include: Total Paid Leave (18 days, Accrued: 18, Extra Time Off: 0, Carried Over: 0, Expired: 0), Booked (3 days, Taken: 1, Scheduled: 2, Pending: 0), and Leave Balance (15 days). A table of absence entries is shown below, with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. Two entries are visible: Sick Leave (12/22/2021 AM to 12/27/2021 AM, 3 d / 0 hrs, Approved) and Absence (11/29/2021 AM to 12/02/2021 AM, 3 d / 0 hrs, Approved). The interface also includes a search bar and a 'Register Absence' button.

RECRUITING

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

- Easily create and post new job openings with approval workflows
- Collaborate with the applicants
- Schedule the interviews
- Create company's Career Site and attract more candidates
- Generate and store the candidate offers, contracts, and more



PERFORMANCE

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

- Define the required competencies and skills
- Select goals and KPIs for each employee, org unit, and the company as a whole
- Generate performance reviews on a scheduled or ad-hoc basis
- Analyze each employee through 360 Feedbacks
- Track performance with regular employee check-ins
- Be aware of the performance trends on every level of the company
- Define the career paths and goals for employees
- Plan the succession throughout the company

The screenshot displays the LANTERIA Performance Review Form for Helen Miller, HR Rep. The interface includes a navigation bar with options like 'My Details', 'My Time & Attendance', 'My Performance', 'My Learning', and 'My Company'. The main content area is divided into sections: '1. Introduction and Overview' and '2. Competency Assessment'. The '2. Competency Assessment' section shows a 'Total Score: 3.75 (75.00%)' and compares performance against 'Company Standards' and 'General Aptitude'. Performance bars are shown for 'Follows Company Policies & Procedures' (3 - Partially Meets Expectations) and 'Loyalty to the Company' (4 - Fully Meets Expectations). The 'Requirement Met' percentages are 90.00% and 100.00% respectively, with an average score of 3.50 and 4.00.

LEARNING

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

- Create a storage location for all learning materials
- Plan and track the training process
- Build quizzes and track certification
- Integrate LinkedIn Learning Courses with your Learning Catalog
- Track expenses with Learning Budget
- Report on the training results

The screenshot shows the Lanteria GradeBook interface for user Tanya Coleman. The top navigation bar includes links for My Details, My Time & Attendance, My Performance, My Learning, and My Company. The main content area is divided into several sections:

- Overview:** A summary of learning progress with colored indicators for Certificates (0), Required Certificates (2), Missing Certificates (2), Development Activities (4), Passed (4), Failed (0), Average Score (0.00%), and Training Hours (46).
- Trainings and Quizzes:** A table listing completed and expired activities with their respective dates and results.
- Required Certificates:** A list of certificates that are missing, including Health and Safety Certificate and Management and Leadership Certificate.
- Additional Certificates:** A section for other certificates.

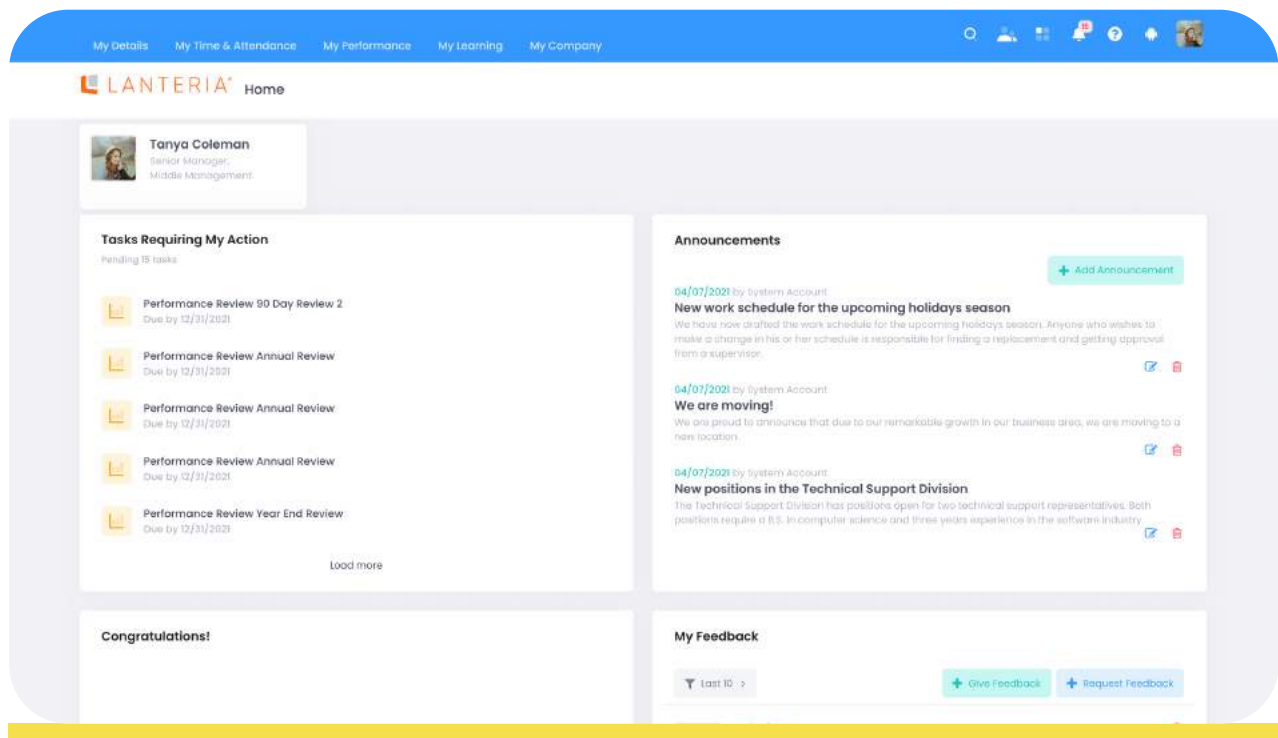
Activity	Status	Completion Date	Expiration Date	Result
TOEFL	Completed	10/02/2021	12/29/2021	
Competencies Framework	Completed	10/02/2021	10/18/2021	
Annual Target and Goals	Completed	10/02/2021	11/05/2021	Passed (40.00 hrs / 40.00 hrs)
First Aid Course, Training Location: Main conference room	Expired		03/11/2021	Passed (6.00 hrs / 6.00 hrs)

Certificate	Learning Material	Issued	Expires
Health and Safety Certificate		Missing	
Management and Leadership Certificate		Missing	

SELF SERVICE PORTAL

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

- Access to personal records
- Leave balance and time off requests
- Company wide information
- Performance and learning space
- Collaboration with your team



USER ROLES IN LANTERIA HR

HR PRO

Complete automation of HR tasks and access to full analytical reporting.

MANAGER

Collaboration with teams and better management decisions supported by Manager Self Service.

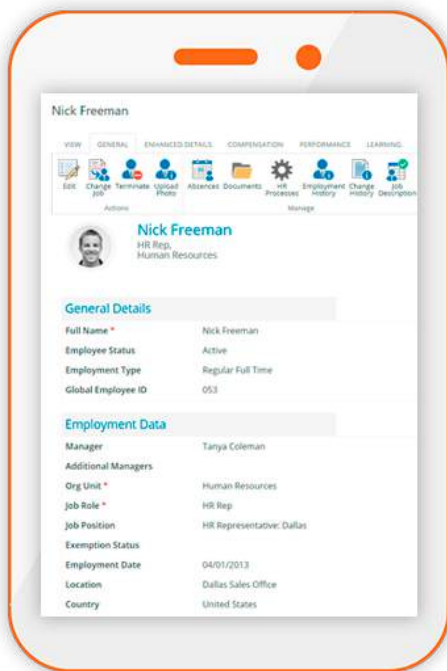
EMPLOYEE

Employee engagement and access to personal data, records and documents with Employee Self Service.

CUSTOM ROLE

Custom user roles and permissions, such as: training managers, recruiting managers, local HR managers and other.

ANALYTICS AND REPORTS



Get the full analytical insights and make informed decisions. Use a library of out-of-the-box reports and dashboards available in the system or create your own custom reports using Lanteria Report Builder.

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

