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mployee process for HR



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Start by creating an Organization and Positions

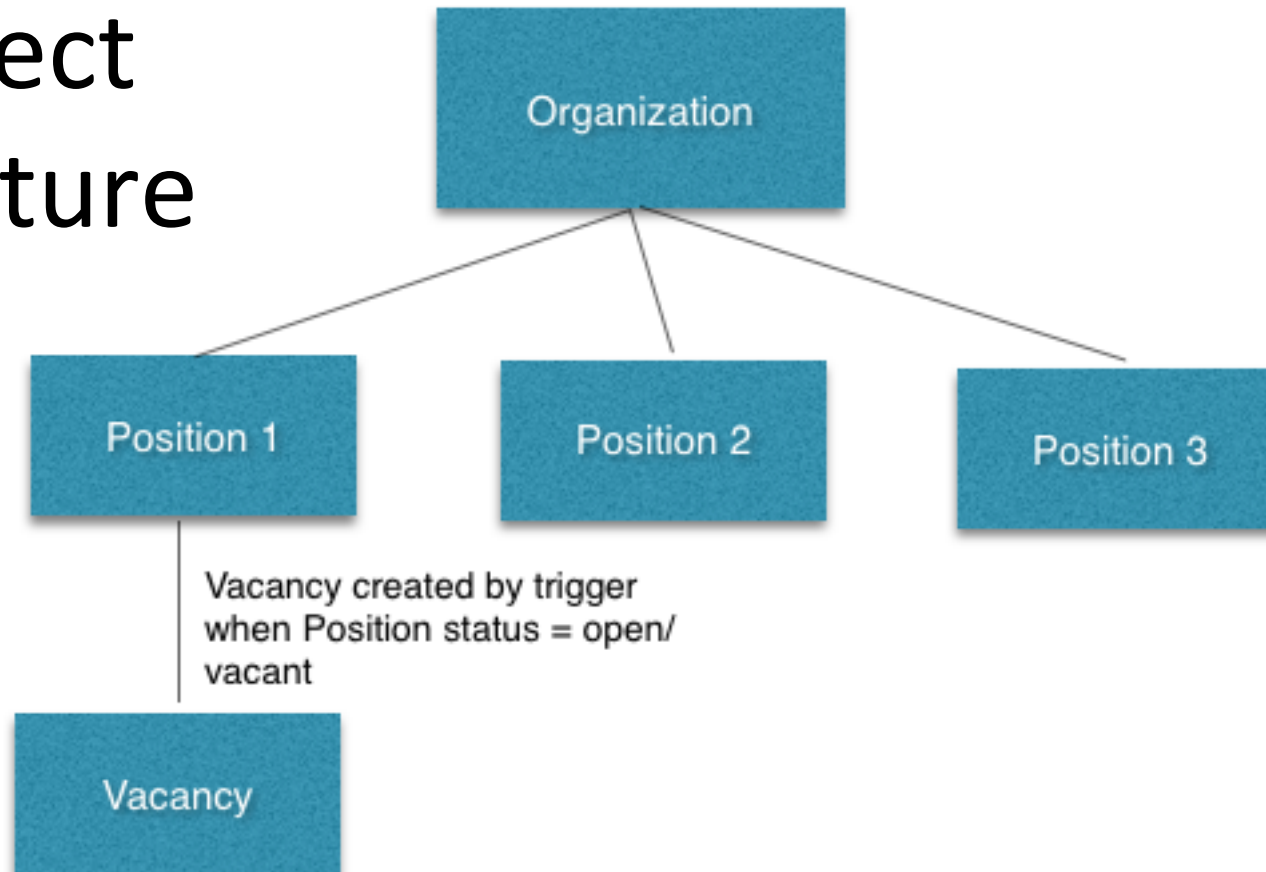


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Object structure



Position vs Vacancy

- A vacancy is only created when you want new candidates/employees
- A Position can have more vacancies
- Recruitment is responsible for Vacancies, HR for Positions (in most companies)



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Create a Vacancy or add information to the created record

Vacancy Detail

Edit Delete Clone Search



▼ Information

Function [Account Manager UK](#)

Name VAC-00058

State Open/Approved

Number of Applications 1

▼ Timeline

Start Date 15-12-2014

Hire by

Days open 22

End Date 6-1-2015

▼ Vacancy Text

Description Rich **Sales Account Executive – EMEA Customers**

Salesforce.com is the global leader in customer relationship management (CRM) software. We pioneered the shift to cloud computing, and today we're delivering the next generation of social, mobile and cloud technologies that help companies revolutionize the way they sell, service, market and innovate—and become customer companies. We are the fastest growing of the top 10 enterprise software companies, the World's Most Innovative Company according to Forbes and one of Fortune's 100 Best Companies to Work For. Our more human, less corporate culture is built around doing work that matters, winning as a team and celebrating success. Ready to find your #dreamjob?



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Publish the vacancy on the website – select the languages

 Vacancy Website Posting Edit
New Vacancy Website Posting

Vacancy Website Posting Edit		Save	Save & New	Cancel
Information				
Vacancy Website				
Vacancy	VAC-00017			
language	Available * nl en ▶ Chosen ◀			
Published		Published v		
Start Publishing 		15/12/2014 15:37	[15/12/2014 15:37]	
Finish Publishing 			[15/12/2014 15:37]	



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Candidates registrate/apply by website or you can enter their information in the system yourself

▼ Candidate Profile

Profile

Map

Contact



John Black

Upload

▼ Information

Age	36	Date of Birth	8-12-1978
Travel Readiness			

▼ Address

Contact	<u>John Black</u>	Email	<u>info@employeecloud.com</u>
Street	Marnixstraat 275	Phone Home	+31201234567
ZIP/Postal Code	1015WK	Mobile	+31610974354
City	Amsterdam		
Country			



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When Candidates apply on a vacancy a Job Application is created. Otherwise create a Job Application yourself.

Match Edit
New Match

Match Edit

Information

Candidate

Vacancy

Additional Information

Start Date [15/12/2014]

Match Status

Impression Candidate



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The Job Application process knows different phases. This is customizable. So every company can have their own process. Workflow/Approvals/Email templates can be linked to the process

Job Application Detail

[Edit](#)[Delete](#)[Clone](#)[New Employee & Secondment](#)

Origin



State



▼ Information

Name	JA-00002	Job Application State	Hired
Vacancy Name	Account Manager Germany North	Onboarding	
Vacancy	<u>VAC-00000</u>		



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The Interview object can be used for the registration and storage of meetings with candidates. You can add multiple Invitees (Add Invitees). You can also create an event by using the “Create Event” button in the Interview record.

Calendar
New Event

Event Edit Save Save & New Task Save & New Event Check Spelling Cancel

Calendar Details

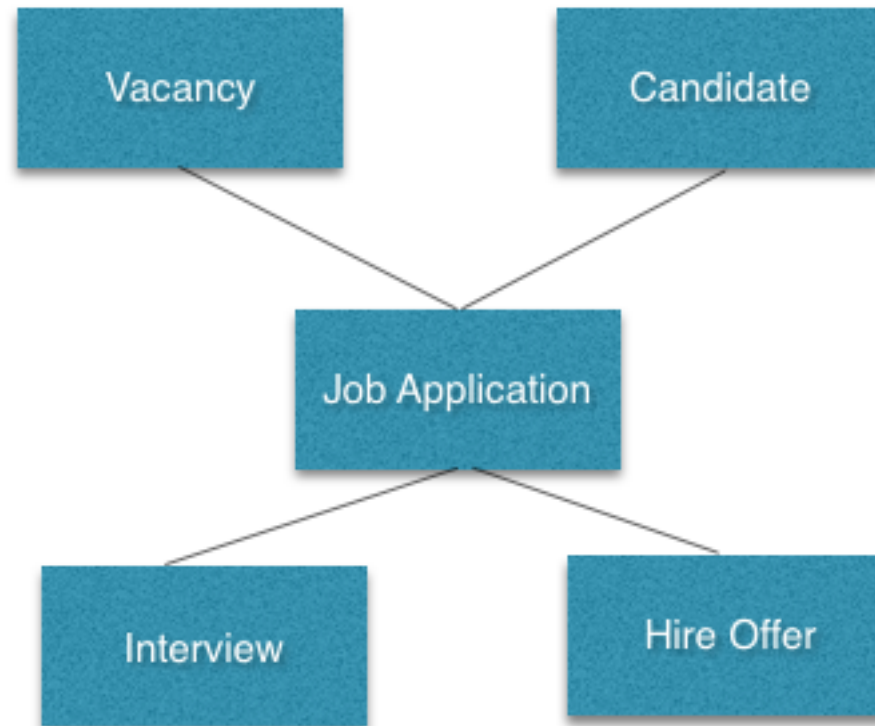
Assigned To	User ▼ Nynke Lukkes	Location	Antwerpen	
Subject	Interview with Johan Bachus	Start	15-12-2014 16:00	[15:52]
Name	Contact ▼ Johan Bachus [Add to Invitees]	End	15-12-2014 17:00	[15:52]
Phone		All-Day Event	☐	
Email				
Related To	Interview ▼ I-00024			
Schedule for delivery			[15-12-2014 15:52]	

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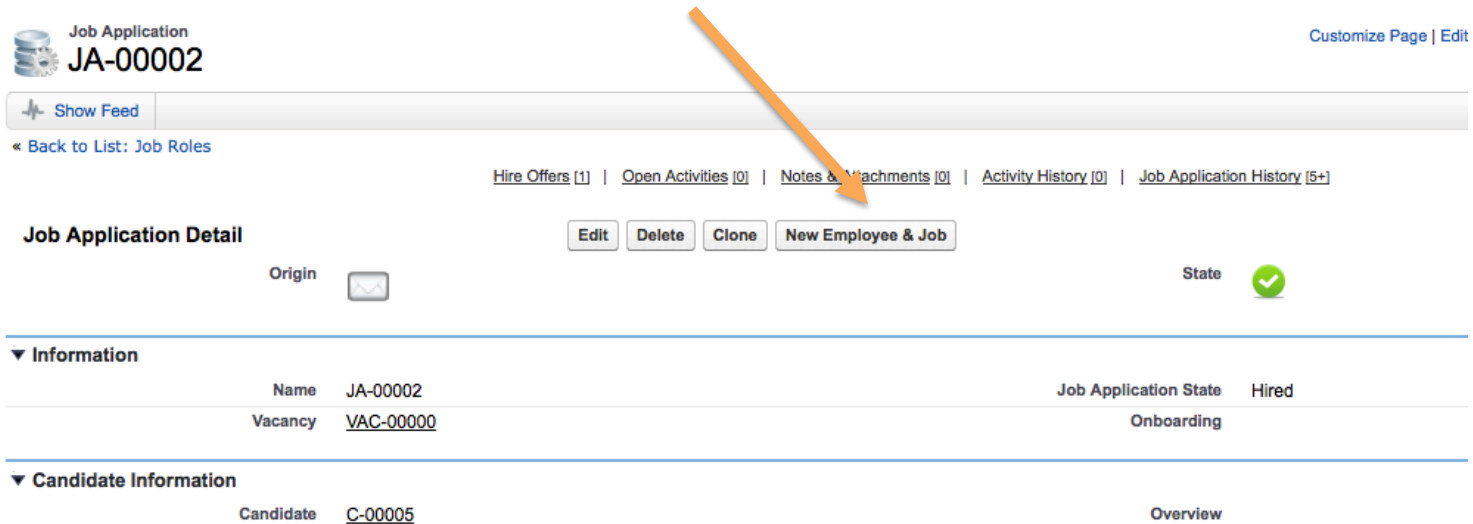


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Object structure



If you want to hire the candidate, you can use the “New Employee and Job” button. You can find this button in the Job Application record

The screenshot shows a Salesforce record for a Job Application with ID JA-00002. At the top, there's a header with the record ID and a 'Show Feed' button. Below this is a navigation bar with links: 'Back to List: Job Roles', 'Hire Offers [1]', 'Open Activities [0]', 'Notes & Attachments [0]', 'Activity History [0]', and 'Job Application History [5+]'. An orange arrow points to the 'New Employee & Job' button in the 'Job Application Detail' section. Below this section is a table with two rows: 'Information' and 'Candidate Information'. The 'Information' row shows 'Name JA-00002', 'Vacancy VAC-00000', 'Job Application State Hired', and 'Onboarding'. The 'Candidate Information' row shows 'Candidate C-00005' and 'Overview'. The 'State' is indicated as 'Hired' with a green checkmark icon.



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After using the onboarding wizard an Employee File, HR Contract and a Job record is created. Based on the information from the Vacancy, Candidate and Job Application records.

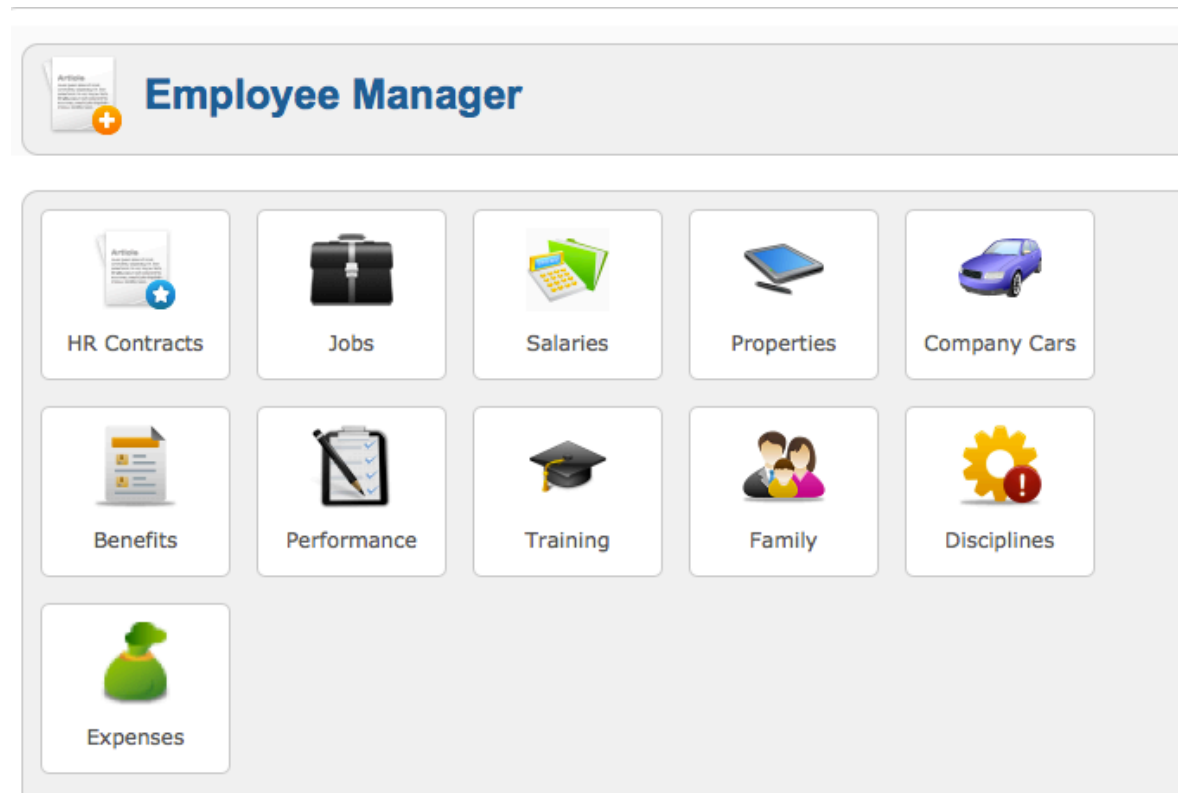
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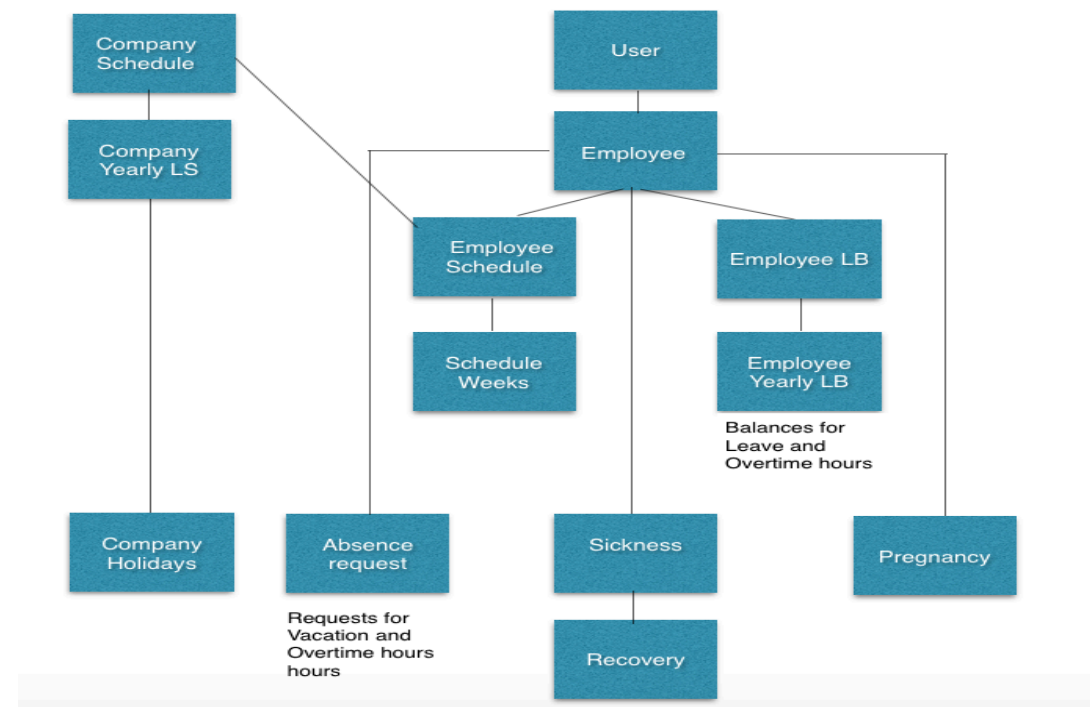
To the
Employee
File linked
objects
(ex Time)





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m|ployee Time Management





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Before you can use mployee Time for a user/employee you have to Set up:

1. Company Schedule (just 1 time)
2. Company Leave (per calendar year)
3. Company Holidays (per calendar year)
4. Employee Schedule (just 1 time per employee and when it changes)
5. Employee Leave (just 1 time per employee)
& Yearly Leave Balance (1 per employee per calendar year)
6. Very important! Employee File must have a lookup/linked to the right user.



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For Sickness and Absence registration you can use the Sickness and Absence tab. It is possible to link an approval process to all mployee objects (for instance Absence request). See the Set up part in your mployee App.



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Profiles and record ownership are very important for a good MSS (Manager Self Service/ ESS (Employee Self Service) structure. The best way is to start with creating a good structure for this. To which objects do they have access? Create a CRUD model.

Then start with the customizations and further implementation of mployee (Time).



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Leave types (standaard):

Regular

Overtime

Special

Unpaid

For other leave types you can contact us



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An Employee Yearly Leave Balance will be updated after an approved Absence request) by creating deviations. Deviations are linked to the Employee Yearly Leave Balances. The deviation can have different types. This type depends on the absence request type (for instance absence_regular).

Other absence types (parentType):

- absence_overtime,
- absence_special
- absence_unpaid



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