

ARQUICONSULT

Your success. Our solutions.

EMPLOYEE PORTAL

Microsoft
Solutions Partner
Business Applications

Microsoft
Solutions Partner
Data & AI
Azure

Microsoft
Solutions Partner
Digital & App Innovations
Azure

Microsoft
Dynamics 365

EMPLOYEE
PORTAL

A Web Solution that allows you to improve administrative and HR development processes.

ABOUT EMPLOYEE PORTAL



Employee Portal allows Human Resources to pass, if they so wish, only to validate requests for changes made by the employee.



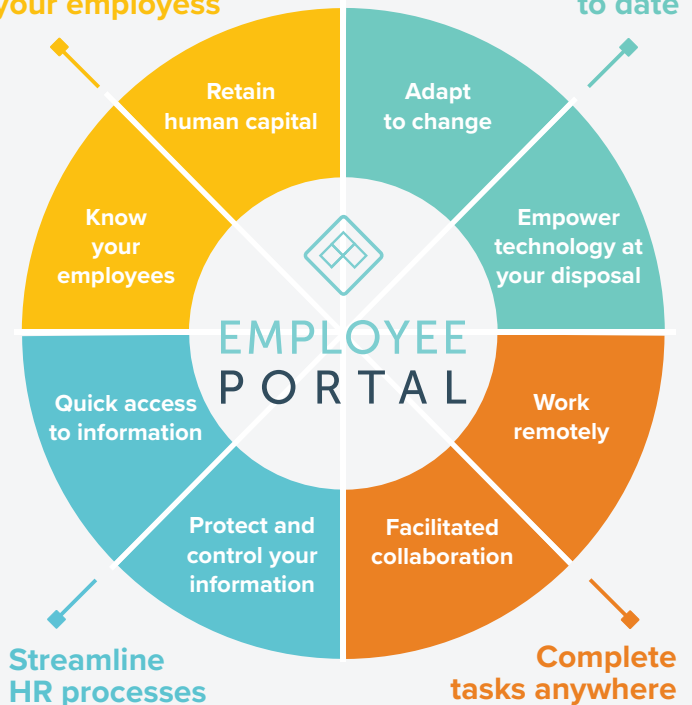
Instead of using paper or Excel sheets, keep your employees' records, without losing information and with all automated data in a single access point.



Enhance self-service by reducing administrative processes and decentralizing tasks across organization.

Connect with
your employees

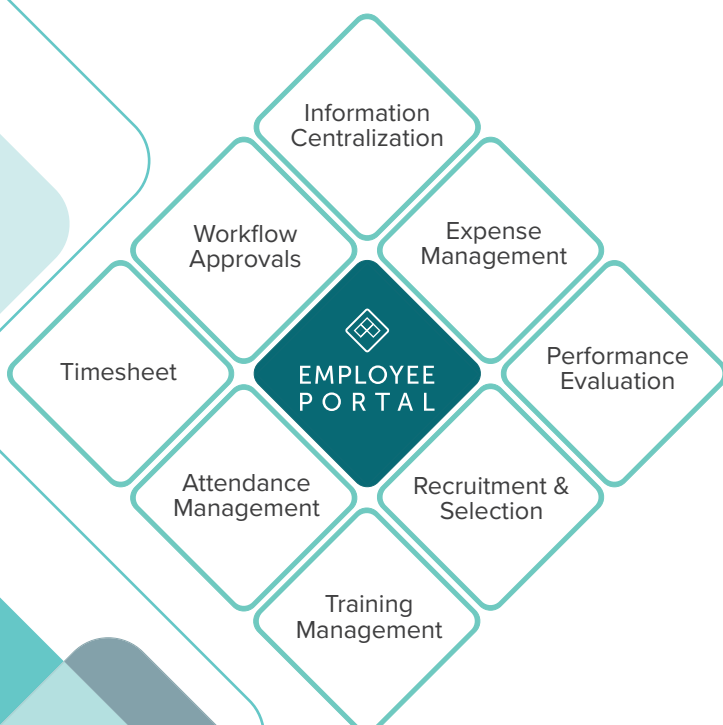
Keep up
to date



BENEFITS

- ◆ Centralization and single information repository
- ◆ Modular and flexible system
- ◆ Multi language
- ◆ Document management
- ◆ Design of approval workflows
- ◆ Simple and easy to use
- ◆ Notifications and alerts (Emails)
- ◆ Availability of API's
- ◆ Reports

**AN EFFECTIVE
MANAGEMENT WITH
EMPLOYEE
PORTAL**





BASIC

- Personal Data management
- Salary Receipt and Declarations
- Benefits Management



ATTENDANCE

- Absences and Overtime Registration
- Time Control (Check-In / Check-Out)
- Vacation Plan and Team Map
- Calendar of Holidays
- Balance Management (Vacations, Hour Bank and Compensatory Rest)



EXPENSES

- Expenses Management
- Expenses Statements
- Multi-Currency



TIMESHEET

- Introduction of Hours
- Project Type
- Price(s) Type



PERFORMANCE EVALUATION

- Definition of Evaluation Questionnaire
- Competency Management by Role
- Definition of Goals and Bonuses
- Definition of Intervening and Validation Workflow
- Performance Overview



TRAINING

- Annual Training Plan Management
- Training Needs Collection
- Single Report Issuance (Annex C)
- Training Hours Control



RECRUITMENT & SELECTION

- Vacancy Process Management
- Interviews and Candidates Management
- Definition of Interventions
- Conversion from Candidate to Employee
- Interconnection with Corporate Website through API

ABOUT ARQUICONSULT

Arquiconsult is an information systems consulting company, based on Microsoft Dynamics technologies, with offices in Barcelona, Bilbao, Lisbon, Luanda, Madrid, OPorto, Riyadh, Salamanca, Seville and Villa Real.

Composed by the largest and most experienced team of consultants, having already implemented some of the most complex Microsoft Dynamics Business Solutions and being frequently referred to international clients for their implementations in our country.

Arquiconsult is constantly innovating its offer and has several verticals available, for several activity sectors, which add value to Microsoft Dynamics 365.

We currently have clients in the most diverse activity sectors, such as:

- Viagens Abreu
- Sociedade Ponto Verde
- Vila Galé
- Santander Consumer
- Grupo E.T.E
- JP Sá Couto
- Corticeira Amorim
- Einhell



LOCATIONS

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Microsoft
Dynamics 365