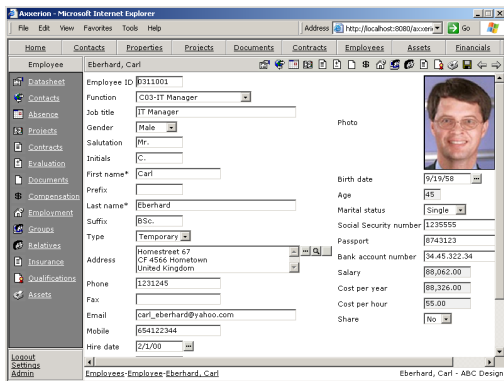
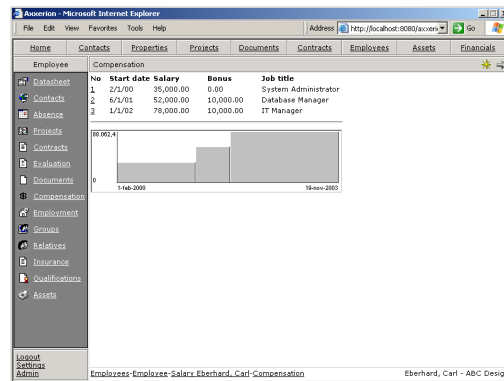


## Employee management

In many organizations the employees are the most important assets but also represent the highest expense. The employee management module helps you keep track of cost and qualifications of your human resources. It enables you to track vacation days, salary history, qualifications, employment history, employee reviews and personal information. You can compare overall cost and performance of employees between departments.



Employee data sheet.



Salary history of an employee.

The module can be configured for each user group by setting access rights to fields and functions. You can also define your own processes for modifying or creating data by defining custom workflows. Specific functions for your organization can be implemented on request. The standard functions of this module include:

- **Private:** Private information such as birthdate, passport number, bank account numbers and emergency contact information is stored.
- **Documents:** All documents such as copies of a passport, employment contract, diplomas and resumes can be attached to the employee for quick access by authorized managers.
- **Absence:** This tracks the days that the employee has been absent because of vacation, illness or other reasons. The total number of available vacation days are calculated and managers can view reports on absence by department.
- **Salary:** This tracks of salary, bonuses, stock options, vacation days and car leases. The total cost per year and hour can be calculated and a salary history chart can be viewed.
- **Qualifications:** This tracks all personal qualifications such as drivers licenses, education, certifications and degrees. It keeps track of when qualifications expire and enable managers to look for people with certain qualifications.
- **Work experience:** This provides an overview of work experience of a person including organization, start and end date and job descriptions.
- **Insurances:** This tracks all the insurances for a person, such as medical insurance, accident insurance or liability insurance. The information is used to ensure that employees are properly insured. The cost of the insurances are taken into account for calculating the hourly employee cost.
- **Assets:** This tracks all assets that have been assigned to a person, such as phones, computers, keys or software licenses. When an employee is terminated the company can make sure that all assets are returned.
- **Objectives:** Objectives that should be achieved by an employee in a certain period can be defined. A bonus can optionally be linked to achieving the objective.
- **Evaluation:** This tracks the results of a regular or occasional employee evaluation, including evaluation date, rating and reviewer. Documents such as evaluation forms can be uploaded and attached.
- **Relatives:** This tracks information on an employees family members, which can be used for emergency

contact purposes or for organizing a social company event.

## **Axxerion**

Axxerion includes a suite of integrated modules that help you to run your day-to-day business processes more efficiently. Every module deals with a certain aspect such as management of documents, contacts, assets, contracts, properties or projects. You can start with just one or two modules that complement your existing infrastructure, for instance to manage a project or set up a complaint handling system. Access to the various modules can be specified per user group by setting up access permissions.

Axxerion is based on the latest Java J2EE technology, which enables support of almost all industry standard databases and hardware platforms. The design complies with a standard Model-View-Controller architecture and takes full advantage of technologies such as session beans, entity beans and transactions. All graphical interaction for designing workflows or annotating documents is implemented using Java applets so no browser plug-ins are required.

Axxerion was founded in 2003 with the objective to develop technology that enables persons and organizations to work together via Internet in a cost effective and efficient way. The technology has been designed for organisations that need better tools than just email and spreadsheets, but find traditional enterprise information systems too complex and expensive. Axxerion focusses on small organizations that need an integrated solution for data and process management, and on large organizations that need to exchange data and processes with departments, subsidiaries, customers and suppliers.