HR INFINITY

TALENT WEB DOSSIER

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Talent Web Dossier is the human resources software that is perfectly suited to the needs of **SMEs** and all **companies that want to manage their employees' data in an optimal manner.** Talent Web Dossier meets these needs **through the creation of personal dossiers** for each employee that contain all personal, professional, salary, contractual and training information in a single file.

In addition, thanks to the **possibility of integration with attendance management and payroll processing solutions,** Talent Web Dossier can receive data from these applications in real time and process them with comparative analyses, thus further increasing the amount of information available.

Talent Web Dossier helps to significantly simplify activities related to employee classification and personnel document filing, optimizing the human resources management activity, reducing the time needed to organize data and the related costs.

DELIVERY METHOD

LICENSE
Involves the installation of software solutions c/o the Client.

HOSTING
the software purchased under License is installed on an infrastructure for the exclusive use of the Customer hosted at the Zucchetti data center, with a high guarantee of reliability and security.

PaaS (Platform as a Service): the software purchased under License is installed at the Zucchetti data center which, as administrator, provides the solution to the Client, relieving it of the worries of implementation and management of a hardware infrastructure and ensuring optimal performance.

CLOUD (in Software as a Service mode) the software solution is also available in Pay per Use mode, i.e. the client does not purchase the License, but only pays for the actual use of the solution. The software is delivered by the Zucchetti data center and can be used via web browser with a simple Internet connection.

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SOLUTION ADVANTAGES

Complete

Talent Web Dossier is a complete solution that provides a wide range of information about each employee at any time. In addition to the basic registration data consisting of the employee's personal data, each file also contains the following type of information:

- **contractual** related to the employment relationship;
- **curricular** related to academic qualifications, training courses attended, certifications possessed, professional experience;
- **remuneration** concerning salary, increases, etc.;
- **performance** with indications concerning absence, overtime, etc.

The software files, classifies and manages the entire amount of data, grouping it into personal dossiers that provide a complete and detailed overview of each employee.

Simple

Developed with a web approach, the solution allows all the information related to an employee to be grouped in a single menu item. **Simplified views, dashboards, charts and icons ensure easy browsing** for all users and intuitive consultation of the data present. In addition, installation times and software configuration methods are quick and easy. Indeed, it is the intuitiveness of Talent Web Dossier that allows **the solution to be used by a wide and diverse audience of users** without the need for special training.

Flexible

The structure of Web Human Resources is dynamic and can be **customized according to the needs of the company that uses it.** The software provides a default configuration consisting of a standard set of information: tabs, views, search templates and even individual entries that can subsequently be customized, adapting them to the user's needs. Talent Web Dossier also allows **user profiling**, so that each user is only authorized to view the information he/she is interested in or responsible for.

Integrated

Talent Web Dossier shares a **common integrated database** with the other applications of the Zucchetti Infinity HR suite (Payroll, Attendance, Personnel Budget, HR Analytics, etc.). In this way, the HR Department constantly has aligned data, avoiding wasting time and possible errors due to repetitive updating of this information.
In addition, the solution can also be integrated with HR management software outside the Zucchetti offering.
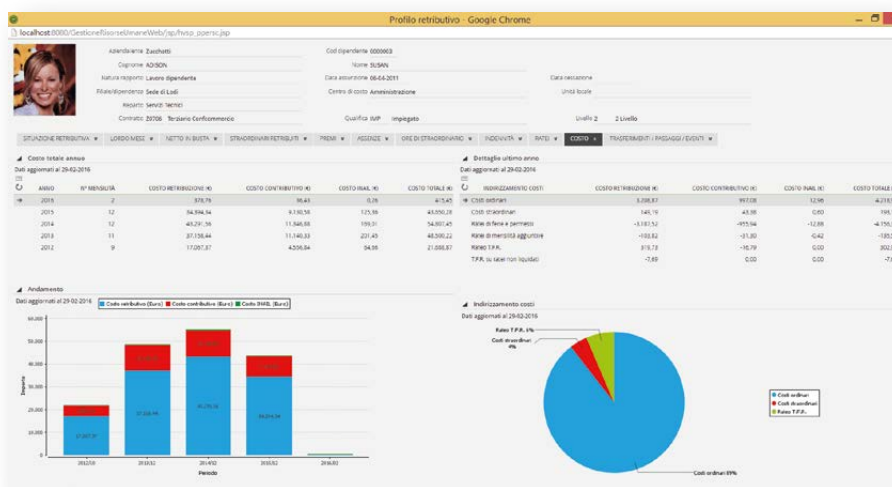
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MAIN FUNCTIONS

Registration data dossier
The **Registration Data Dossier** allows all the data related to each employee to be grouped in a single file and allows users to **enter, view and manage this information.**
The Registration Data Dossier is divided into predefined tabs and each tab corresponds to different profiles, i.e.:
- **professional profile;**
- **salary profile**
- **performance profile.**

The first tab, the **professional profile**, provides the employee's personal details, personal data, that related to the employment relationship, CV information and any personal communications or documents. The **salary profile** makes it possible to view information related to employees' salaries, coming directly from the payroll management application. This tab is of a more detailed nature, with charts and tables created with the aim of highlighting certain particular phenomena related to the salary

aspect. The third tab, on the other hand, consists of the **performance profile**, i.e. The set of information related to the employee's work performance, such as attendance, absence, vacation days, sick days, etc. and any overtime. All the information in the performance profile is loaded and updated daily by the attendance management software. Also in this case it is possible to display the data in graphic form, in order to obtain an immediate and intuitive analysis.

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MAIN FUNCTIONS

Event deadlines

Talent Web Dossier also provides a function for managing deadlines. In fact, the software makes it possible **to immediately view the events that are due to expire,** which can be viewed as a whole or divided according to monthly calendars. In addition, thanks to the flexibility of each user profile and therefore the possibility to make customizations, each user can configure **automatic notifications and emails** to be reminded about the most imminent deadlines.

Configuration tools

For appropriately authorized users, In the Registration Data Dossier it is possible at any time to **create new registration data views, new profiles or modify and update the data present.** These functionalities allow different types of users to be parameterized and/or phenomena not foreseen by the standard structure to be monitored. For example, all the information on the time card and the pay slip can be managed in the dossier, so as to create a tab that is identical to the performance tab but that analyses the phenomenon of lateness rather than illness.

Document dossier and training dossier

The **Document Dossier** and the Training Dossier, respectively, deal with the **documents associated with the registration data and the elements characterizing the training of employees,** such as courses attended, academic qualification, language skills or the certifications acquired. Each of these elements is associated with a tab with the main information on the item in question. Thanks to these dossiers, users can identify the people with whom a specific document is associated/not associated, check which employees have/have not attended a specific course, find employees who know a particular foreign language and establish their level of proficiency or who possess a specific academic qualification, etc.

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