

MANAGE CAREER ELEVATIONS



Introduction:

Progression in the employees' career path in an organization is a continuous process and it's essential to monitor the progression phases. These progressions could be becoming a permanent employee, promotion, transfer to another work location or department and onsite or deputation. These may come about as a consequence of business plans, requirement, ability, or due to employee wishes and then the HR assesses and executes the further proceedings. It brings in benefit for both the employee and management irrespective of the reason. The evaluation and execution of elevation procedures of an employee is an important task for the HR department. Manually handling the database and answering to the requests and queries is tedious for the HR administrators. The Transaction Tool provides backings to the HR administrators for managing the progression reports of employees and updating it automatically in the database. The tool manages the probation, promotion, transfers, onsite and deputations reports of employees'.

Transaction Management Necessity and Functions:

Organisations need to monitor the employees' performance and their probation period regularly as its necessary to assess the employees at the appropriate time. Manually recording and tracking the database is tiresome and as accuracy plays a major factor then it burdens the HR administrators. The module Transaction Management brings in relief as it automatically updates the employee database and sends notifications to the assigned authorities as pre-set in the workflow of the module

Progression Management:

The Progression Dashboard gives portrayal of the level elevations and career path in the organization of an employee. Employee requests for transfer from their current work location/department/branch to another location/department/branch of the organization. These transfer requests are handled and monitored with the help of Manage Transaction Tool. An employee can initiate the transfer requests for approval to their reporting managers. All the Transfer Requests and their status details get recorded for future inspections.

In most of the organization customarily new joiner has to serve probation period before becoming a permanent employee. Depending upon their performance during that period they either absorbed or rejected. The Probation Tool empowers the management to monitor the new joiners, complete details regarding the probation period of the employee are available. The authorities can send in notifications to the employees' about their review status and employees' can also check their review status.

The Promotion Tool permits supervisors to send in request for an employee promotion to the management. It even stocks the requests and approved promotion in the organization. Reports regarding these elevations are readily available on request.

Allocation Manager:

Employees' at times either needs to go in for onsite work or are deputed, so it essential to monitor and record such allocations, the Allocation Tool aids for this purpose.

The Onsite Tool allows an employee to initiate an Onsite Request with all the details about the onsite work whose approval depends on the authorized authorities. On approval of the request an onsite letter is automatically issued and notification for the clearance is also initiated. Since all the request forms, approvals, onsite letter and clearance status are recorded in the Onsite Tool database, so the authorities and employees' can have review in future.

Organizations can initiates deputation notification to an employee in requirement which could be either a client onsite location or company's another work location. The Employee Deputation Tool facilitates for this feature as it empowers authorities to initiate a deputation and also records these allocations for future reviewing.

Conclusion:

We at Exenta HRMS offer a single point for employers to track the career promotions in an employee's life cycle in an organization. The Transaction Module handles an employees' life cycle in fields like probation, promotion, transfers to another work location, onsite work and deputation. As these aspects are key elements in an employees' life cycle, it becomes essential for the HR administrators to manage it effectively. The Transaction Module handles these key elements efficiently as pre-defined in the workflow by the authorities. The career progressions are automatically updated and if an employees' status needs to be reviewed then notifications are updated to the authorities.

Exenta HRMS Transaction Module handles all the tasks related to career progression in an employee ensuring a stress-free management to the HR administrators.

About EXENTA HRMS:

EXENTA HRMS is a one stop solution for all your HRMS needs that combine ease of use, dynamic customizations, affordable pricing and flexible implementations. It comprises of hiring, onboarding, payroll, attendance, training, benefits and the entire gamut's of the HR application designed specifically for the small and mid-sized organizations. The powerful workforce analytics and automated reports will keep you ahead of your competitors in every project you undertake. The comprehensive functionality offered at this unbeatable pricing also provides you options to handpick and create a tailored HRMS solution suiting all your organizational needs.

To learn more visit www.exentahrms.com



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