



Synerion Core HR Employee File

Current and historical information to support the stages of the employee's life cycle

Synerion Core HR, Synerion's new and comprehensive employee Web file, centralizes information to provide a current and historical view of each employee, from his/her personal data, through the onboarding processes, work history, courses, training, personal meeting reviews and performance evaluations, up to the termination of employment.

Integration with SAP SuccessFactors

Synerion Success is our unique cloud-based solution that integrates our Employee File, Synerion Core HR with SAP SuccessFactors solutions, to provide the best cost-effective ratio, even for mid-size companies. Thus, you can unlock your company's human potential by recruiting, nurturing, developing, engaging and retaining your people. You can also build a winning leadership team as well as improve business results.

Accessible, available, flexible information, adapted to the organization's needs

With access based on authorizations, managers, HR and employees can view and/or edit the extensive information, from anywhere and at any time. They can also file all employee documents in a secure and accessible place, and streamline and reduce HR administration and paperwork.

The advanced capabilities of the new and expanded employee file allow for the adjustment and addition of fields, depending on your specific needs, data sorting, statistics and more. This enables you to control and manage the information that is important to you in order to support informed decisions.

Key Benefits of Synerion Core HR:

- Standard vs. actual positions management
- Management of personnel and employment information, such as: role history, positions, jobs, promotions, education, languages, payroll, benefits, and more
- Information about certifications and licenses, courses and training, personal meeting reviews, performance evaluations, personal objectives, and so on
- Documentation of disciplinary actions, occupational accidents, required medical examinations and the like
- Timing based alerts of issues such as a driving license about to expire or certifications that require renewal
- Onboarding management and termination of employment, including sending of instructions to other parties involved in the process
- Electronic forms, including digital signature, to be completed by the employee for updating of data
- Collecting and saving attachments and documents such as resumes, employment contracts, diplomas, etc., in various formats, including search options
- A variety of search options based on parameters such as education, trial period, and so on
- Allow for the adjustment and addition of fields, depending on company's specific needs
- Data sorting, statistics and more
- Integration with SAP SuccessFactors eliminates the need for duplication of employee data, positions, organizational structure and more, and enable data flow between systems.



Main Features

Accessibility of Information	<ul style="list-style-type: none"> • Web system (HTML5) allows managers and employees access from anywhere, at anytime • Authorization and security mechanisms allow access only to information relevant to the user based on his authorization • Interfaces to organizational systems for the entry of a new employee in one system.
Standard vs. actual positions	<ul style="list-style-type: none"> • Comparison between Standard and actual positions
Employee File Data	<ul style="list-style-type: none"> • Basic personal data required for Synerion Time and Attendance: name, organizational affiliation, type of employment contract, badge number, status, etc. • Employment data such as date of start date, part time, employee type, etc. • Onboarding details such as recruitment source, end of probationary period • Termination of employment: Termination date, notice date, type of termination (dismissal, resignation, retirement), reason, including specifications, and payment of compensation • Self-service settings (Synerion Direct) - user name and password, validation date, authorization profile, interface language, mail for messages • Personal information - name, date of birth, ID number, passport number, country of birth, citizenship, HMO, first aid delivery, driver's license number, weapons license number, contact information: address, telephone numbers and mail, family members details, emergency phones.
Extended Employee File	<ul style="list-style-type: none"> • History - role history, marital status, including validation dates • Position management - history of positions in the organization, direct and indirect managers, relevant Human Resources Coordinator • Documents - collecting and saving of documents in variety of formats, according to types to enable sorting • Education – academic qualifications, field of expertise, educational institutions, graduation date, grade point average, and more • Languages - list of languages, speaking and writing proficiency • Skills - list of skills that are not necessarily required for the job • Certifications and licenses details, including validity and indication of required renewals • Training - details of courses, training and instruction undergone by the employee, including provider, cost, end of liability period in lieu of training, etc. • Personal interviews and performance evaluation - record of meeting / evaluation, date, summaries of meetings/ evaluation, etc. • Personal objectives - list of objectives set and score • Disciplinary actions - type of incident, date, description, follow up decisions • Work accidents - including description, location of accident, witnesses, medical care, etc. • Required medical examinations - including status, date and validity • Equipment given to employee - including date of receipt, due back, actual return date, fines for delays • Salary, compensation and benefits - historical payroll data, benefits and compensation • Onboarding / termination of employment - management of onboard checklist, such as insurance forms, car requisition, etc., including delivery of a structured mail to instruct agents involved in the process. The same procedure for termination of employment.
Additional Features	<ul style="list-style-type: none"> • Electronic forms, including digital signature, that are completed by the employee for data updating, and saved as an attachment in the employee file • Timing- based alerts of issues such as a driving license about to expire or certifications that require renewal • Data sorting and statistics • Data sorting and statistics • Employee search by parameters • Flexibility - adjusting and adding fields according to the organization's needs.
Integration with SAP SuccessFactors	<ul style="list-style-type: none"> • Eliminates the need for duplication of employee data, positions, organizational structure and more, and enable data flow between systems.
System Requirements	<ul style="list-style-type: none"> • Environment: Windows 2008R2 or higher • Database: MS SQL Server 2008 or higher • HTML supported by all browsers • Available In the Cloud – no infrastructure required.