



 Microsoft  SharePoint  Office 365

CASE STUDY

INTERNATIONAL CENTRE FOR MIGRATION POLICY
DEVELOPMENT REDUCED PAPERWORK AND MANUAL
DOCUMENT PROCESSING USING LANTERIA HR

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SOLUTION SUMMARY

International Centre for Migration Policy Development is an international organization which serves as a support mechanism for consultations and to provide expertise and services on migration and asylum issues. The ICMPD has 17 member states and about 300 staff members. This organization is active in more than 90 countries worldwide, with the HQ based in Vienna and offices in several countries.

The organization maintained employees data in Excel and with the organization growth the need in digitalization of the data and processes increased. They selected Lanteria HR to move to the paperless processes.



CHALLENGE

As mentioned above, the organization maintained the employee data and staff management processes with the help of Excel. The main issue they had was the managing employees' absences and track the annual quota and leave balances, especially in the cases when contractors' work schedule changed a few times a year. Another challenge the client had was the maintenance of the work contracts with the staff members.

So, the immediate project priorities determined by the client:

- Digitalize the employee data in Lanteria HR and provide an access to the system to all employees via single sign-on, Office 365;
- Create a single storage of the employee work contracts with the possibility to track the expiration dates of the contracts;
- Provide a single place where employees could see their annual paid leave quota and balance and register their absences and get managers' approvals;
- Ensure that all data in the system is secured in accordance with the GDPR.

In addition to the above, the client wanted to introduce the automated performance review process and get a solution which would make their recruiting activities more efficient.

SOLUTION STRATEGY

Lanteria HR is the Microsoft SharePoint based software and can be easily integrated with other Microsoft products. At the initial stage of the project implementation we integrated Lanteria HR with the client's Office 365 user profiles. This solution allows the users to access the system with the same single sign-on that they use when access other corporate resources. Also, this solution allows to automatically create the new employee's digitalized card as soon as their accounts are created in the user profiles. In fact, the HR team got an access to the digitalized employee data immediately as we completed the system installation and synchronization with the Office 365.

Core HR module of the Lanteria product allows to keep employee documents and track their expiration date. This functionality is supported with the standard workflows resulted in the notifications sent out to the HR, Manager and Employee users.

Time and Attendance module allows to automatically create annual paid leaves quota based on the absence plans assigned to the users. Also, the system automatically calculates the paid leave balance after the absence request registration. The absence registration process is supported by the approval workflows and notifications.

For the phase 2 of the system implementation, the client introduced the performance review process using the Lanteria HR Performance module. We helped the client to configure the review form and review workflows. During the review process the users can set the goals, assess the competencies and add development needs plan.

In addition to the above, the client started using the HR Help Desk functionality to track employees' requests to the support services of the organization.

RESULTS

In result of the Lanteria HR implementation the client introduced the single HRIS for the whole organization with the possibilities for employee and manager self-service which improved the employees' engagement in various processes. With the standard and custom reports available in the system the client obtained the analytics helping them to manage HR processes and headcount.



It's a very good HR Software that covers most of the HR topics. Its functionality and user friendly approach is amazing. The ROI is very high. For the value of money and time resources invested in implementation, you will get most out of it. The support team is great and they are always available for help!



Aleksandar Micic,
People Management Systems and Processes Officer, ICMPD

LANTERIA HR OVERVIEW



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SEGA®



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National College
A Degree of Difference... Since 1886

- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006



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AWARDS

