



 Microsoft  SharePoint  Office 365

TIME AND ATTENDANCE

SIMPLIFY TIME TRACKING AND INCREASE PRODUCTIVITY

MODULE OVERVIEW

Set up the absence policies, track and approve employee leave records, and register the time spent on various activities.

- Define the company-wide leave policies and rules
- Set up comprehensive approval workflows
- Have a global absences calendar
- Increase productivity with project-based time tracking

The screenshot displays the LANTERIA My Absences web application. At the top, there is a navigation bar with tabs for MY DETAILS, MY TIME & ATTENDANCE, MY PERFORMANCE, MY LEARNING, and MY COMPANY. Below this, the user's profile for Tanya Coleman, Senior Manager in Middle Management, is shown. Key metrics are displayed: 18 Total Paid Leave Days, 11 Booked Days (with 7 Taken and 4 Scheduled), and 7 Leave Balance Days. A '+ Register Absence' button is visible. Below the metrics, there are filters for Report Date (8/2/2017), Type (Vacations), and View options. A table lists 17 absence entries with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. The table shows various types of absences like SICKLEAVE, VACATION, and PTO, with their respective start and end dates and durations. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 17 Entries' and navigation buttons for First, Previous, 1, 2, Next, and Last.

FEATURES



INCREASE PRODUCTIVITY WITH TIME TRACKING

- Easy time registration from any device
- Analytics on the time spent on different projects and activities
- Clock In and Clock Out system

MANAGE LEAVE POLICIES AND RULES

- Automated calculations of accruals and balances
- Flexible absence plans for different locations and employees
- Custom absence types and rules

STREAMLINE APPROVAL WORKFLOWS

- Time off requests and approvals via Self Service
- Role-based approvals of absences and timesheets
- Notifications and reminders integrated with Outlook

TRACK AND ANALYZE DATA

- Analytical reports and dashboards
- Global absence calendar
- Import and export your data



USER ROLES IN LANTERIA HR

HR PRO

Complete automation of HR tasks and access to full analytical reporting.

MANAGER

Collaboration with teams and better management decisions supported by Manager Self Service.

EMPLOYEE

Employee engagement and access to personal data, records and documents with Employee Self Service.

CUSTOM ROLE

Custom user roles and permissions, such as: training managers, recruiting managers, local HR managers and other.

ANALYTICS AND REPORTS



Get the full analytical insights and make informed decisions. Use a library of out-of-the-box reports and dashboards available in the system or create your own custom reports using Lanteria Report Builder.

LANTERIA HR SYSTEM



Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information, while supporting HR processes and increasing the performance of each employee and organization as a whole.

Lanteria was founded in 2006 and, since that time, have successfully completed over 150 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

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AWARDS

