



 Microsoft  SharePoint  Office 365

# LANTERIA HR

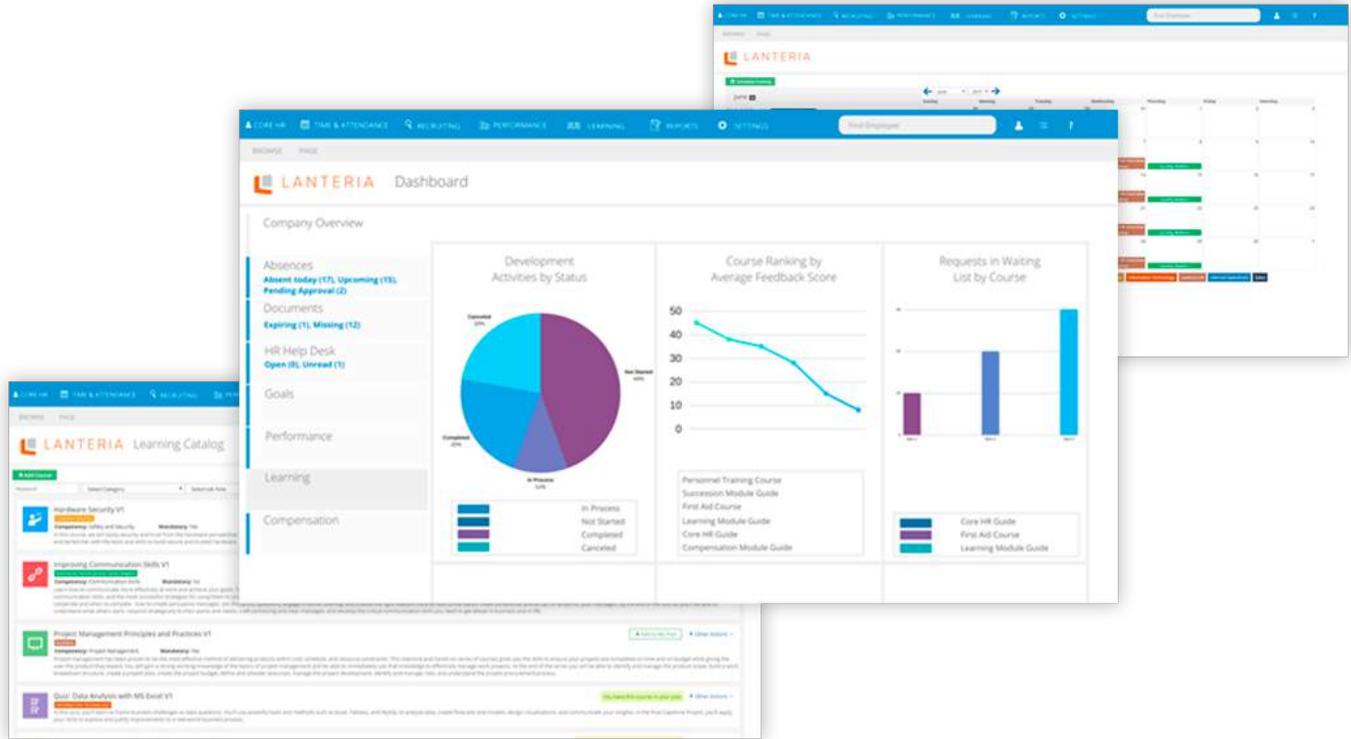
COLLABORATIVE & CUSTOMIZABLE HR PLATFORM

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# WHY LANTERIA



- ✓ All HR data stored in one place
- ✓ Easily manageable leave policies
- ✓ Complete control over compensations
- ✓ Streamlined recruiting and onboarding
- ✓ Digital performance evaluation systems
- ✓ Collaborative learning management
- ✓ Efficient career and succession planning

# OVERVIEW



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 200 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.

# LANTERIA HR MODULES

## CORE HR

Manage the company's structure, automate your essential HR processes and create a central storage of employee records and documents.

## TIME AND ATTENDANCE

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

## RECRUITMENT

Unify and automate the entire recruitment process to ensure you get the right people onboard.

## PERFORMANCE

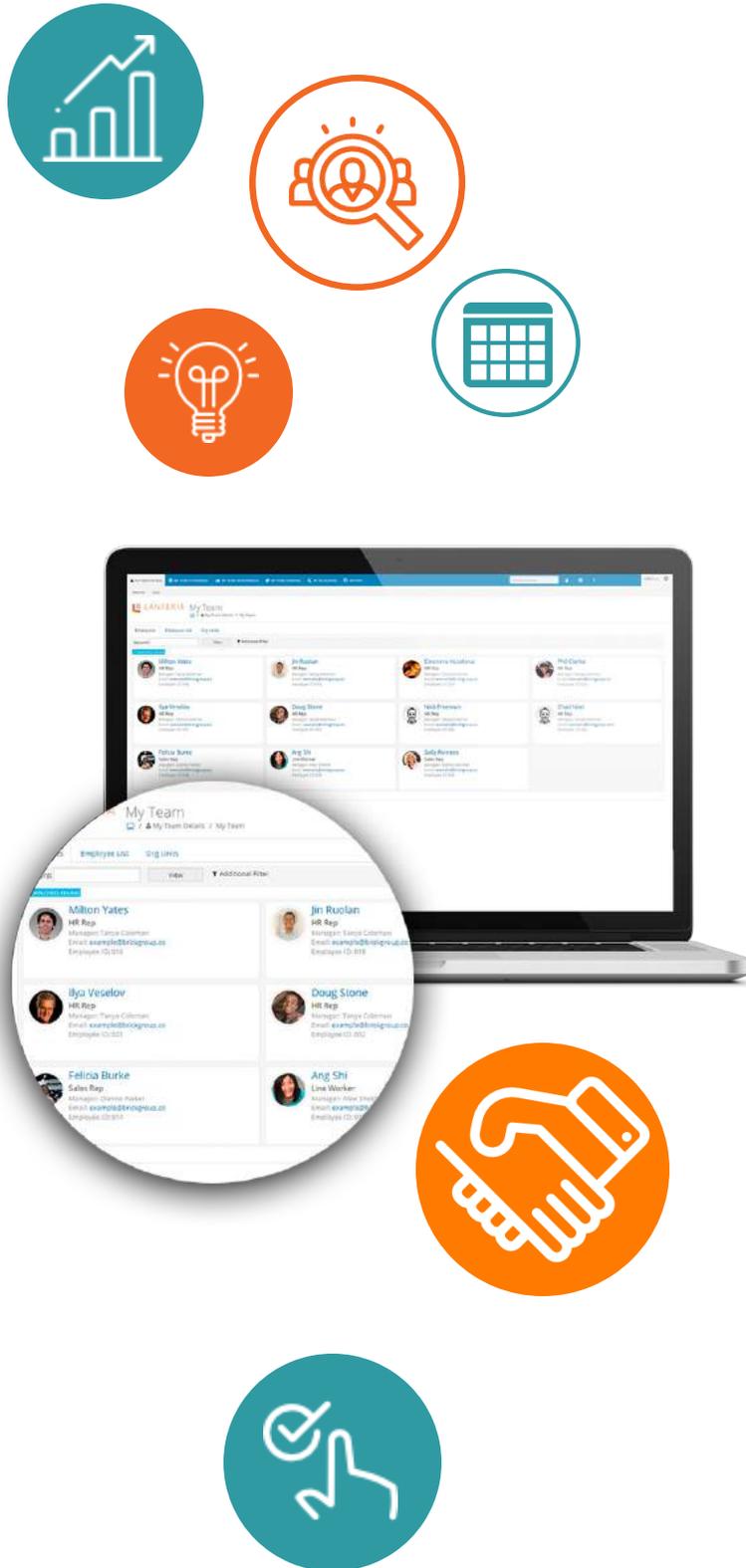
Empower high performance culture by setting the clear goals, streamlining the employee performance appraisal and increasing the productivity of each employee.

## LEARNING

Develop employees' skills and competencies by planning and delivering targeted training programs, managing compliance and tracking certification with the Lanteria Learning module.

## SELF SERVICE

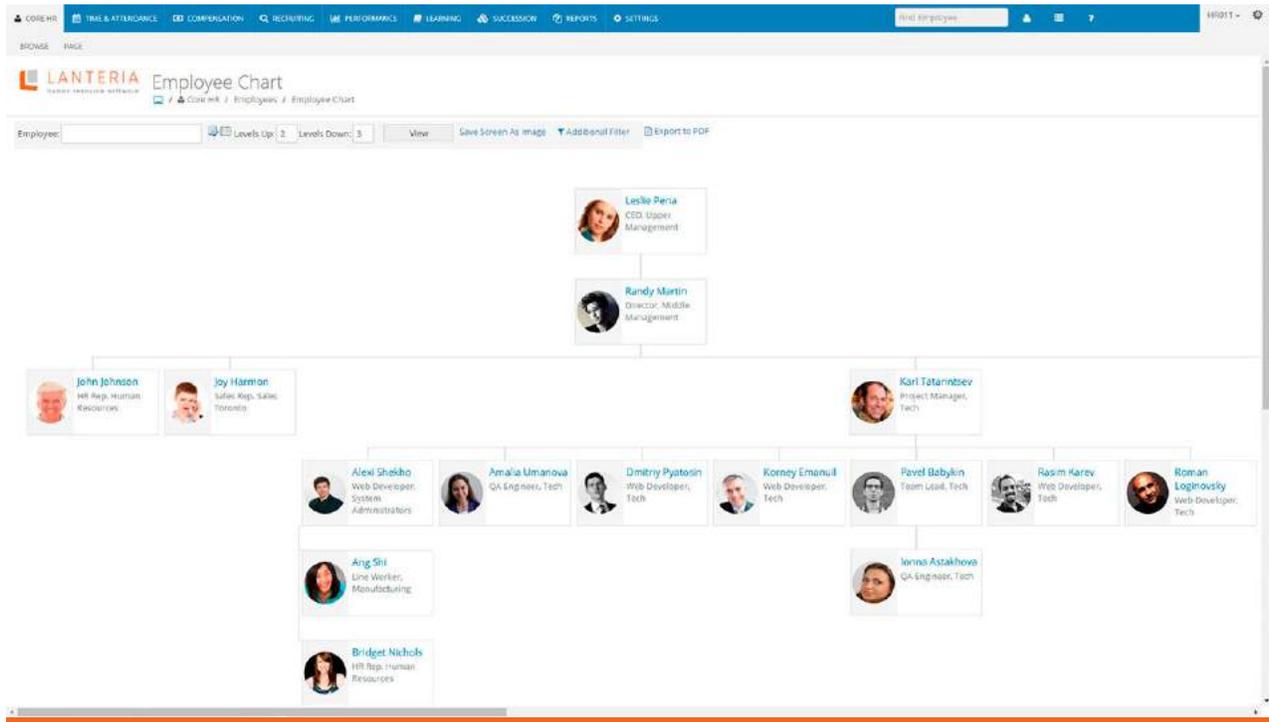
Increase employee engagement, save time / costs and improve collaboration with Employee Self Service (ESS) and Manager Self Service (MSS) portals.



# CORE HR

Manage the company's structure, automate your essential HR processes and create a central storage of employee records and documents.

- Have a centralized storage of all employee data
- Design and track the HR processes and approval workflows
- Maintain all HR documents in one place
- Visualize the organizational chart
- Define and analyze the compensation components
- Launch salary reviews



# TIME AND ATTENDANCE

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 (selected), MY PERFORMANCE, MY LEARNING, and MY COMPANY. A search bar for employees is on the right. Below the navigation, the user's profile for Tanya Coleman, Senior Manager in Middle Management, is shown. A summary dashboard includes three cards: '18 Total Paid Leave' (with sub-totals for Accrued, Extra Time Off, Carried Over, and Expired), '11 Booked' (with sub-totals for Taken, Scheduled, and Pending), and '7 Leave Balance'. A '+ Register Absence' button is visible. Below this, a table lists absence entries with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. The table shows 17 entries, with the first one selected. A footer indicates 'Showing 1 to 10 of 17 entries' and includes pagination controls.

Type	Start Date	Return to Work	Duration	Status	Notes
ABSENCE	11/20/2017 AM	12/13/2017 AM	9 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
VACATION	11/14/2017 AM	11/27/2017 AM	9 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
VACATION	11/09/2017 AM	11/22/2017 AM	9 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
BOOKED	10/27/2017 AM	11/09/2017 AM	9 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
BOOKED	10/17/2017 AM	10/24/2017 AM	5 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
ABSENCE	10/04/2017 AM	10/19/2017 AM	4 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
ABSENCE	08/23/2017 AM	08/31/2017 AM	7 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
VACATION	08/23/2017 AM	08/31/2017 AM	7 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
ABSENCE	08/08/2017 AM	08/17/2017 AM	7 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
BOOKED	07/13/2017 AM	07/21/2017 AM	6 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation

# RECRUITING

Unify and automate the entire recruitment process to ensure you get the right people onboard.

- Easily create and post new job openings with approval workflows
- Collaborate with the applicants
- Schedule the interviews
- Generate and store the candidate offers, contracts, and more

The screenshot displays the 'My Absences' section of the LANTERIA HR system. At the top, there is a navigation bar with tabs for 'MY DETAILS', 'MY TIME & ATTENDANCE', 'MY PERFORMANCE', 'MY LEARNING', and 'MY COMPANY'. A search bar for 'Find Employee' is also present. Below the navigation, the user's profile for Tanya Coleman, Senior Manager/Middle Management, is shown. Key metrics are displayed: 22 Days Total Paid Leave (Accrued: 18, Extra Time Off: 0, Carried Over: 4, Expired: 0), 9 Days Booked (Taken: 0, Scheduled: 9, Pending: 0), and 13 Days Leave Balance. A table below lists various absence entries with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. The table includes entries for VACATION, SICKNESS, and ABSENCE, all with a status of 'APPROVED'. A search bar and a 'Show 10 entries' indicator are also visible.

Type	Start Date	Return to Work	Duration	Status	Notes
VACATION	12/25/2018 AM	12/27/2018 AM	2 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
VACATION	11/12/2018 AM	11/16/2018 AM	4 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
SICKNESS	09/03/2018 AM	09/13/2018 AM	8 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
SICKNESS	08/23/2018 AM	08/24/2018 AM	1 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
SICKNESS	08/14/2018 AM	08/23/2018 AM	7 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
VACATION	07/12/2018 AM	07/17/2018 AM	3 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
ABSENCE	05/25/2018 AM	05/31/2018 AM	4 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
ABSENCE	04/18/2018 AM	04/23/2018 AM	3 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
ABSENCE	03/27/2018 AM	03/28/2018 AM	1 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation
SICKNESS	02/13/2018 AM	02/15/2018 AM	2 d / 0 hrs	APPROVED	Approval/Comments History   Request Change   Request Cancellation

# PERFORMANCE

Empower high performance culture by setting the clear goals, streamlining the employee performance appraisal and increasing the productivity of each employee.

- Define the required competencies and skills
- Select goals and KPIs for each employee, org unit, and the company as a whole
- Generate performance reviews on a scheduled or ad-hoc basis
- Analyze each employee through 360 Feedbacks
- Be aware of the performance trends on every level of the company
- Define the career paths and goals for employees
- Plan the succession throughout the company

The screenshot shows the LANTERIA Performance Review Form for Molly Welch, a Sales Rep in Dallas. The interface includes a navigation bar with tabs for MY DETAILS, MY TIME & ATTENDANCE, MY PERFORMANCE, MY LEARNING, and MY COMPANY. A search bar for 'Find Employee' and a user ID 'VH008' are also visible. The main content area is titled 'Performance Review Form' and features a 'Select Summary Rating' dropdown, a 'Submit Review' button, and an 'Actions' dropdown. The review sections are: 1. Introduction and Overview, 2. Competency Assessment, and 3. Performance Objectives. The Competency Assessment section shows a total score of 0.00 (0.00%) and a requirement met of 0.00. It lists three competencies: Efficiency, Lead Generation, and Quality of Work, each with a required level and a beginning of review rating. The Performance Objectives section is partially visible, showing a 'Create SMART Goals' button.

# LEARNING

Develop employees' skills and competencies by planning and delivering targeted training programs, managing compliance and tracking certification with the Lanteria Learning module.

- Create a storage location for all learning materials
- Plan and track the training process
- Build quizzes and track certification
- Report on the learning results

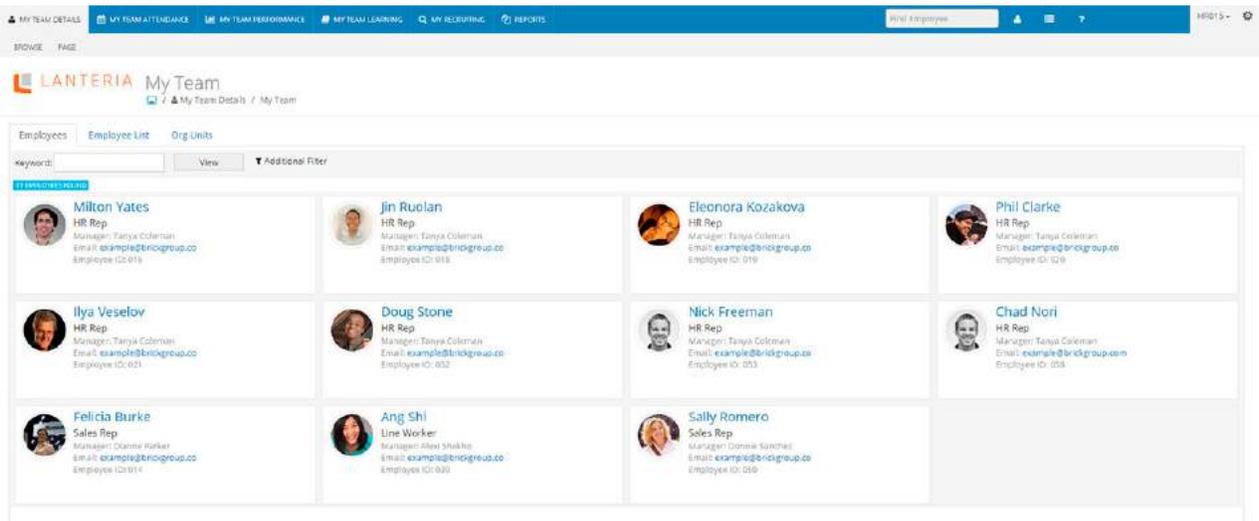
The screenshot displays the Lanteria Learning Catalog interface. At the top, there is a navigation bar with tabs for MY DETAILS, MY TIME & ATTENDANCE, MY PERFORMANCE, MY LEARNING, and MY COMPANY. A search bar labeled 'Find Employee' and a user profile for 'Sergey Turin' are also visible. Below the navigation bar, the page title is 'LANTERIA Learning Catalog'. A filter section includes a 'Keyword' input field, dropdown menus for 'Select Category', 'Select Job Role', and 'Select Competency', and a 'View' button. The main content area lists several courses:

- Hardware Security V1** (Information Technology): Competency: Safety and Security, Mandatory: Yes. Description: In this course, we will study security and trust from the hardware perspective. Upon completing the course, students will understand the vulnerabilities in current digital system design flow and the physical attacks to these systems. They will learn that security starts from hardware design and be familiar with the tools and skills to build secure and trusted hardware.
- Improving Communication Skills V1** (Communication): Competency: Communication Skills, Mandatory: No. Description: Taught by award-winning Wharton professor and best-selling author Maurice Schweitzer, Improving Communication Skills is an essential course designed to give you both the tools you need to improve your communication skills, and the most successful strategies for using them to your advantage. You'll learn how to discover if someone is lying (and how to react if they are), how to develop trust, the best method of communication for negotiation, and how to apologize. You'll also learn when to cooperate and when to compete, how to create persuasive messages, ask thoughtful questions, engage in active listening, and choose the right medium (face-to-face conversation, video conference, phone call, or email) for your messages. By the end of the course, you'll be able to understand what others want, respond strategically to their wants and needs, craft convincing and clear messages, and develop the critical communication skills you need to get ahead in business and in life.
- Project Management Principles and Practices V1** (Management): Competency: Project Management, Mandatory: Yes. Description: Project management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. This intensive and hands-on series of courses gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect. You will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the series you will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process.
- Quiz: Data Analysis with MS Excel V1** (Information Technology): Description: In this quiz, you'll learn to frame business challenges as data questions. You'll use powerful tools and methods such as Excel, Tableau, and MySQL to analyze data, create forecasts and models, design visualizations, and communicate your insights. In the final Capstone Project, you'll apply your skills to explore and justify improvements to a real-world business process.
- Successful Negotiation: Essential Strategies and Skills V1** (Sales): Description: We all negotiate on a daily basis. On a personal level, we negotiate with friends, family, landlords, car sellers and employers, among others. Negotiation is also the key to business success. No business can survive without profitable contracts. Within a company, negotiation skills can lead to your career advancement.

# SELF SERVICE PORTAL

Increase employee engagement, save time / costs and improve collaboration with Employee Self Service (ESS) and Manager Self Service (MSS) portals.

- Access to personal records
- Leave balance and time off requests
- Company wide information
- Performance and learning space
- Collaboration with your team



# 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.

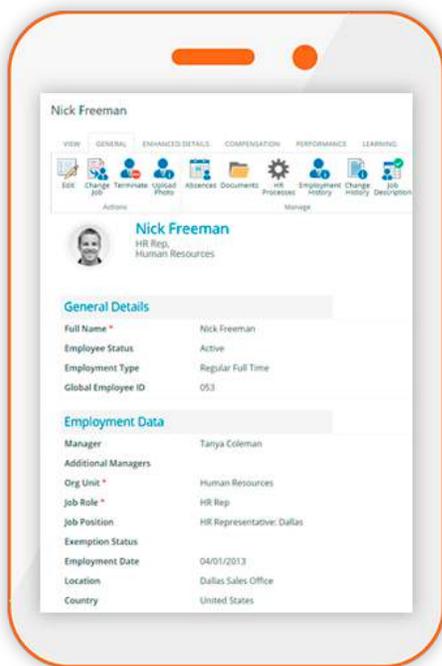
## EMPLOYEE

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.

# OUR CUSTOMERS



Lufthansa



Acronis



- ✓ 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



Preferred

Microsoft 365  
Business Applications

