



CEM HR

for

Microsoft Dynamics AX / D365 for Operations

A comprehensive and simple software to automate your Human Capital Management

With CEM's HR module many HR processes can be automated allowing your HR team more time for employee interaction.

With a lean HR team in most companies, it is impossible for the HR department to pay attention to every employee at all times.

There are many processes in human resources, that can be automated. This would speed up your everyday processes, by putting the power of technology in the hands of the employee through CEM's HCM software. The employee can be engaged in the processes using the employee self-service right from time of pre hire until he retires.



Enjoy integrated benefits at a reduced cost

Features

- Add-ons built using the Microsoft Dynamics AX / D365 code framework
- Advanced Manpower planning and budgeting
- On-boarding and off-boarding wizards
- Employee self-service with Manager self service
- Applicant portal and ATS
- Performance management with interim appraisals
- Disciplinary actions
- Benefit administration by employee
- Life insurance and supplementary life insurance

Benefits

- On-board employees on day one
- OFCCP, EEO compliance reports
- 1095 forms and benefit reporting
- Employee data connections with all modules in Microsoft Dynamics AX / D365
- Employee profitability reports
- 401k deferral reports
- Automated performance work flows and alerts
- Compensation management through wizards
- Increased employee retention

What it does for you



Manpower Planning / Budgeting

- Year wise budgeting
- Gather requirements from each department
- Review the existing resources
- Ad-hoc budgeting
- Identify new positions and the number of resources required.
- Allow hiring only for approved positions and resources
- Collaboration with the hiring managers
- Assign financial budget and approval workflows



Applicant Portal

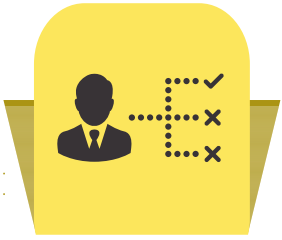
- Hiring request can be done from anywhere, like a project site using ESS / MSS
- Create and post jobs ads in internal /external job portals
- Associate a single applicant to multiple job requests
- Hot match existing resumes for a position, using multiple parsing
- Schedule interviews and monitor the process by stages
- Instantly track the status of an applicant
- Configurable emails to applicant and hiring managers
- Applicants can create/update their profile
- Apply to multiple jobs at once
- Hiring managers can post their job requirements
- Connectivity with external job boards and social sites
- Automated communication with all – hiring manager, applicant and HR
- Can be deployed as a standalone ATS or with Microsoft Dynamics AX / D365



On-boarding Wizard

- Have employees ready to work from day one with a wizard that walks the user through all the required employee setups including;
 - Addresses, contact information, and Ids
 - EEO and Personal details
 - Position and compensation
 - Past education, work history, and certifications
- Highly configurable onboarding activities that will notify the appropriate personal.
- Assign pre-joining activities across the organization for completion before the employee joins. This includes;
 - Work space allocation
 - Assets allocation
 - Creation of Email ID/Network connection
 - ID cards/Entry badges/Uniforms
- The ability to convert an applicant profile into an employee profile avoiding duplicate data entry.
- Tight bi - directional integration with Microsoft Dynamics AX / D365.

What it can do for you



Performance Management

- Interim and overall rating with rating scores
- View and analyze variants
- Configurable workflows
- Alerts and e-mail reminders at every stage of performance
- Employee self-service driven



Benefits Administration

- Employee can manage his own benefits with life event changes
- Employee self service allows employees to apply for and change their benefits
- Strict security that only allows employees to edit benefits during life changes and open enrollment
- Additional benefit functionality such as flex spending.
- Life insurance and Supplementary insurance
- Affordable Care Act (ACA) compliance reports



PTO \ Leave Management

- Set up accrual and non-accrual leaves
- Long term & Short term disability – paid and unpaid
- Workflow driven leave request approvals
- Leave integrated to Microsoft Dynamics AX / D365 US Payroll
- Option to select an employee to cover work during another employee's absence
- PTO Cash out
- Automatic PTO hours for short time off during the work day



Off-boarding Wizard

- Work flow driven right from the resignation
- Includes a complete spectrum of the organization's exit forms
- Simultaneously process documents in multiple departments
- Ensures that a separated employee has no access to the organization's critical information, applications and facilities
- Retrieval of assets
- Final settlement and paycheck
- Exit interview

CEM is a Gold Certified Partner of Microsoft. It is a global company renowned for its award-winning implementation & support services. CEM has a range of proprietary products for HR & Payroll, Applicant Portal, Construction and Project Management on Microsoft Dynamics AX / D365. CEM is a member of the partner advisory board of Microsoft.