



**FLEDGEWorks**  
The only HR solution you'll ever need



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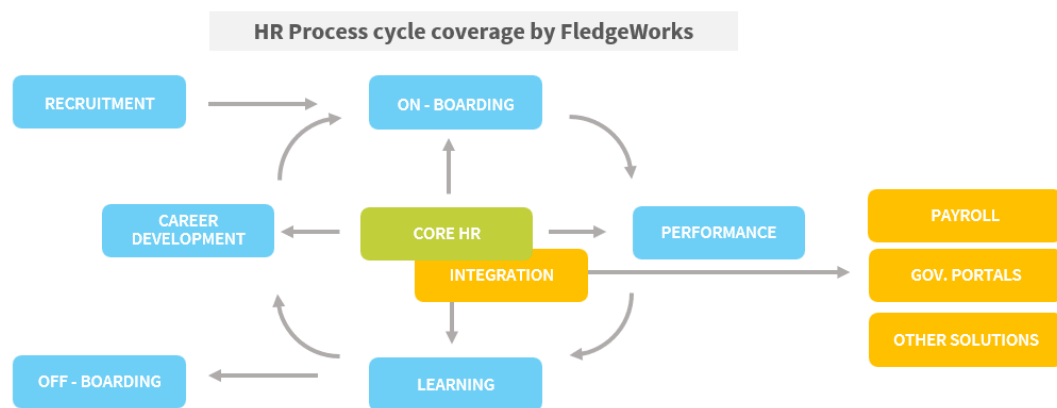
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# 1 Fledge Works solution

FledgeWorks is cloud platform for digitalization of HR administration and HR processes. It is a multilingual solution and due to its flexibility, suitable for all types of organizations. FledgeWorks will provide a friendly user environment, fast data processing, accuracy, time savings, and ensure the implementation of HR processes that will add value to both employees and business overall. The implementation of FledgeWorks will ensure you successful and cost-effective management of HR data and processes, all in one place.

FledgeWorks offers everything that a modern, agile, strategically oriented human resources department need to add value to overall business. Access to the platform is possible from any device, from anywhere. FledgeWorks covers all HR processes and can be integrated with other software systems in your company.



## 2 Fledge Works modules and what they will do for you

### 2.1 Core HR

This is an indispensable basic module of the application and the foundation for all workflows in HR processes. It provides a friendly, transparent, and centralized HR administration in accordance with the legislation and the General Data Protection Regulation (GDPR). Here you will keep all sensitive data about employees and track information accurately in one secure database that is accessible from anywhere with any device. Automatic generation of documents will save your precious time.

**Core HR includes:**

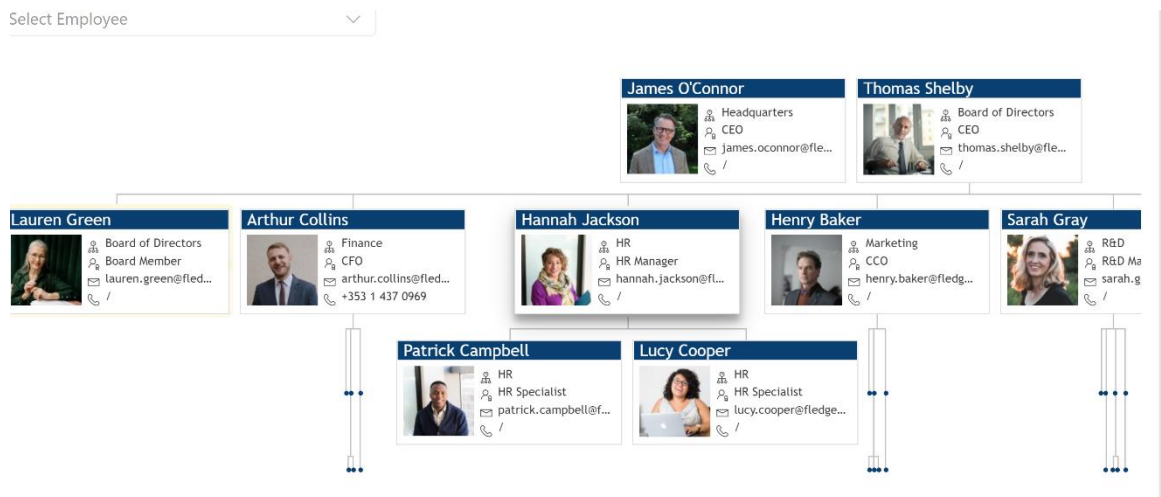
#### 2.1.1 Organizational management

FledgeWorks **supports all organizational structures**. You can add different legal entities, work centres and cost centres to ensure smooth automation of workflows across organization.

The components of Organization Management enable you to:

- Display the organization and reporting structures in your company.
- Create effective workflow management.
- Automate workflows of HR processes.
- Plan your future organization and future workforce requirements.

*Example of company hierarchy*



## 2.1.2 Job Classification

FledgeWorks supports **flexibility and agility** in Job classification. Here you define and keep jobs data with their work groups, complexity levels, needed education, experience etc., grouped by enterprise unit and by organizational unit. To ensure agility of the organization the **positions** of jobs can be set up. Positions are the “chairs” for employees while a job is a definition of common tasks. With employee setup you add people to the positions. One employee can have multiple positions if the nature of business demands so. You can create a fair and motivational promotion scale with defined pay grades.

## 2.1.3 Employee Profiles

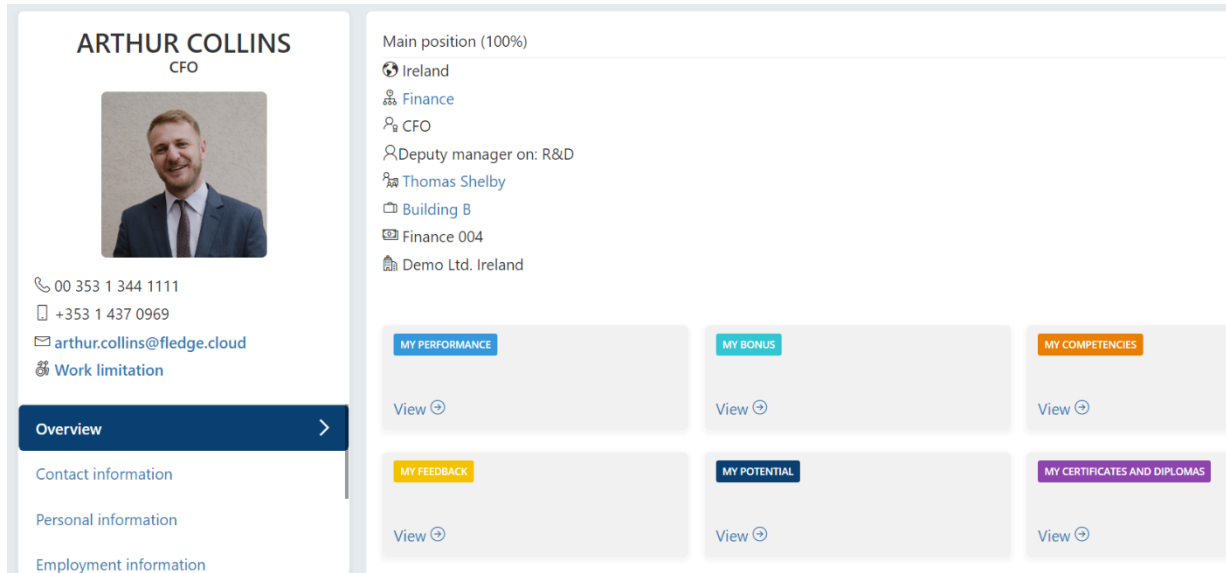
Electronic personal folders of employees, where contact information, personal information, education, bank accounts, family members, insurance, tax information, disabilities, residence status, employment information and personal documents are stored. Here you keep all the employee’s personal information and documents and ensure that all data needed for HR and payroll are in one **secure place**.

This is a central employee database that communicates with other features of FledgeWorks and its integrations to assure **automated workflows**.

It enables **employee self-service** of all HR documents and information. It is easily accessible from anywhere from any device, anytime. The delivery of the documents is automated from different HR processes as well as the notification system about the new documents in the box

The safety is assured, and the access to profiles is granted according to authority. Profiles can be opened only by people with suitable roles or to whom access rights have been assigned by HR. Compliancy with GDPR is guaranteed.

You will be thrilled by **time saving features** like an automatic calculation of years of service and years to retirement and many more.



*Employee profile*

## 2.1.4 Employee Contracts

Quick and easy employee contracts creation and management. You will save a lot of time with **automated transfer of data** from other modules and with the use of **contract templates**. All the changes can be followed by track changes feature. Files can be attached. You have also the **quick preview of new and expiring contracts**, so you will not miss any expiration dates. The contract addendums can be created with few clicks. The system will **automatically communicate** the change of contract specified in addendum to other features and integrations like for example Payroll.

## 2.1.5 Automatic generation of documents

FledgeWorks document generator allows you to easily create documents for one or multiple employees at once with the help of templates. Fledge Works **automatically fills in** all dynamic fields and saves the documents to the employee's profile if you choose so, you can also download them as zip files. The system gathers the data automatically from the organization and employee profiles. The creation of any document takes just a few clicks! Employees can easily access the documents as self-service. Huge advantage is **mass creation of documents**. With just a few clicks you can create a customized document for many employees at the same time e.g.: notice of annual leave days, contract expiration notices etc.

## 2.2 Talent Management:

**Attract, develop, and retain** top talent with digitalized Talent management processes. FledgeWorks provides your employees, managers, and HR professionals the tools and guidance they need to succeed – regardless of where or when they work. With FledgeWorks you can hire the best candidates, engage employees, develop their skills, and make sure that every employee is rewarded and valued accordingly.

### Talent management includes:

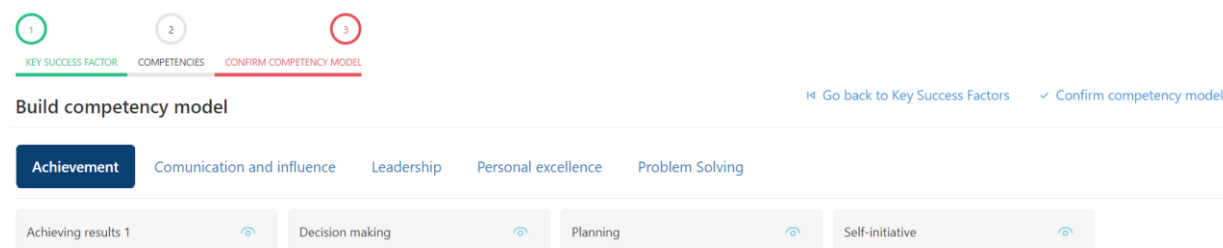
#### 2.2.1 Competencies management

This module covers both the setting and management of **general or behavioral** and **specific competences or skills**. FledgeWorks includes not only processes, but also content for them. In FledgeWorks you can find more than 70 general (behavioral) competencies, with descriptions of typical behavior for 4 competency levels, and suggested question for candidate interviews. You can create a general competence model from them or enter your own content.

With catalogue of specific competencies or skills you can assure your employees **agile development** according to business needs.

Both general and specific competencies can be assigned to jobs to create **job competencies profiles**.

For **competency assessment**, you can choose different methodologies such as 360°, 270°, 180° or 1:1.



#### 2.2.2 Recruitment management

**Attract, select, and hire the right talent** through effective recruiting process with embedded engagement, collaboration, automation, and **applicant tracking system (ATS)**. Here you plan, attract, engage, track, and evaluate job candidates. Technology accelerates, simplifies, and drives work through stages of recruitment process. All the tools needed for successful employment are in one place. It allows you to attract the best candidates through access to social networks and FledgeWorks online **candidate application system**. You can easily **schedule interviews** with candidates and recruitment team and save time with **automated messages**. Selection process is transparent. Recruitment team rates the suitability of candidates through the app, the best candidates will be highlighted. The application can be integrated with tools for identification of the human potential to achieve optimal efficiency in finding the perfect talent.

Date of submission	Name	Selection rating	Interview rating	Phone	Stage
27.11.2018	José Casal-Giménez	★★★★★	★★★★★	989-895-9414	Negotiation
27.11.2018	Chloë Rømer	★★★★★	★★★★★	910-797-8317	Checking references
27.11.2018	Michael Brogan	★★★★★	★★★★★	847-852-0452	Not qualified
27.11.2018	Fred Smith	★★★★★	★★★★★	631-218-8051	Hired
27.11.2018	Marie Vandusen	★★★★★	★★★★★	845-223-4330	Applied

*Selection rating*

### 2.2.3 Onboarding/Offboarding

Manage onboarding, cross-boarding, and offboarding for new hires, internal transfers, and outgoing employees. Simplify, streamline, and **automate tasks** for new hires and onboarding team: managers, HR, and other services. You can start and track a **personalized process** with **preboarding** and **onboarding** activities. With onboarding process, you will assure that the new employee will be in short time fully operative, have a good experience with your company and feel like a fully-fledged member of your organization. Don't forget about the **off boarding**! Leave a positive lasting impression, which will benefit your employer brand. Offer a positive departure from the company. Take care of communication, documentation, knowledge transfer. Structure your exit interview to gain valuable information for analytical insights.

Create onboarding process

Employee

Create list

On-boarding team

Organizational units

Select organizational unit

Position / currently occupied by

Select Position

Person to be onboarded

Select person

Date of employment

Continue

Submit

### 2.2.4 Performance management

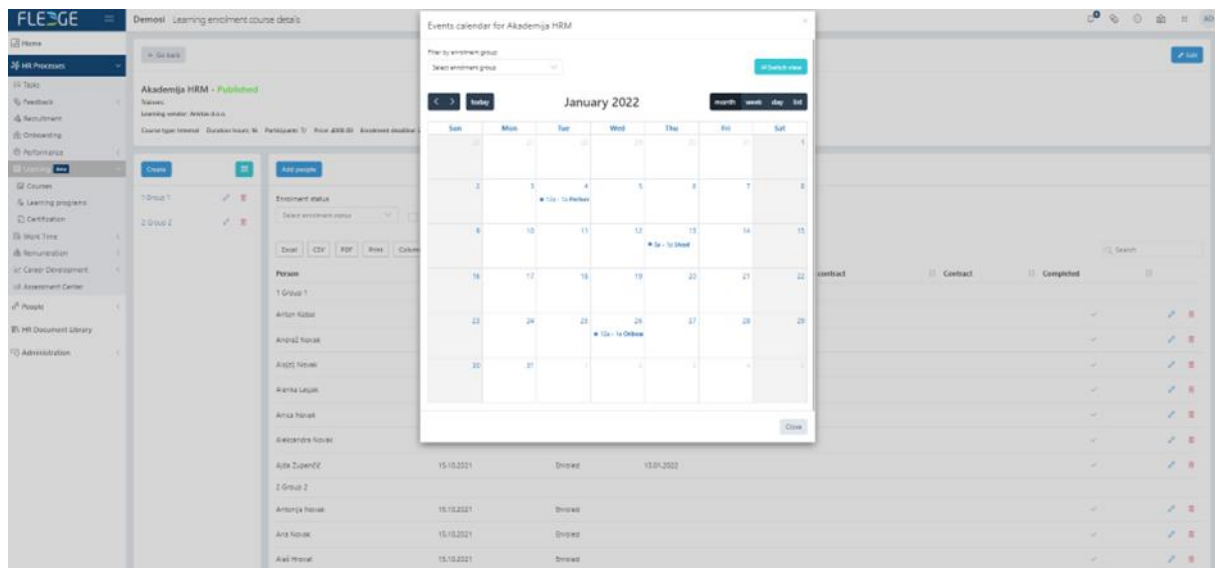
This process creates more **engaged**, **motivated**, and **productive** workforce and ensures that the company's goals are achieved. Here you can manage and guide employees with **goals or**



**key results** to increase operational efficiency. The application will guide managers in creation of **personal business and development plans** for employees by setting SMART personal business and development goals or define key results. Through the goal acceptance process between manager and employee, goals will be communicated and accepted. This will ensure **clear expectations** for the employee's performance. Through the performance **appraisal process**, the manager and the employee will evaluate the performance, the manager will give the necessary **feedback** and guidance if improvements are needed. The process encourages feedback and maintains an open communication climate.

## 2.2.5 Learning management

Ensure your employees get the development opportunities they need to upskill, reskill, grow in their role, and help your business thrive. The learning module helps you plan, monitor, and evaluate employee development. An **agile skills catalog or matrix** is key to effective learning management, which will enable you to assess, develop and monitor the knowledge, skills, and abilities of people in your organization. For each work area in your company, you will have a defined and updated **set of specific competencies or skills** that are necessary for success. Through evaluation, you will **identify gaps** and **target the development** of all employees in the most important skills for excellent work performance. A linked training catalog will facilitate planning and enable analysis of training effectiveness. You will be able to create and publish your **learning courses catalogue** by type, category, authors, and vendors and **develop your own learning programs**. You will be up to date with the **certification tracking** feature that helps you create, manage, and track your employees' certificates. Once **integrated with your favourite learning content vendor**, you will have automatically generated certificates after course completion!



*Planning and organizing trainings in FledgeWorks*



## 2.2.6 Career development

Career development is essential to keep top performers and ambitious performers looking to move forward. Career development brings added value to both employers and employees. This module helps you **plan a future organization** according to the company's vision, **identify employees with the potential** to fill future vacancies. It helps you draw up **career plans** to provide the necessary competencies and lead the mentoring process. In this module, you **plan promotions** to take advantage of employees' competences, ensure organizational efficiency and employee satisfaction.

## 2.3 Work efficiency management

FledgeWorks helps your employees working smarter, not harder. When you improve efficiency, you're able to get a larger output from the same amount of input – or even less. For employees, this means being able to get more done in a specific amount of time, which must be tracked and managed. The reports and analytics give you the insights for needed improvements and the fair and stimulative remuneration motivates for excellence.

### 2.3.1 Time and Attendance management

In the time management, FledgeWorks offers two modules: a module for registering attendance and a module for keeping records of absence.

**Attendance registration system** enables the registration of arrival and departure from work as well as all work breaks within working hours. FledgeWorks allows attendance registration in two ways:

- with the help of an NFC card, tablet computer (registration device) and mobile application, at physical locations anywhere in the company or
- registration through the standard graphical interface of the FledgeWorks application, which runs on personal computers, tablets, or smartphones. It does not require any additional hardware.

**The system for keeping records of absence** enables the administration of all-day absences such as annual leave, including assessment and automated issuing allowance days, absences due to illness and extraordinary absences. FledgeWorks allows workers to submit, correct, or withdraw leave requests from a computer, tablet, or smartphone. Managers or administrators of the application can approve the request in the same way and finally confirm the actual situation after the absence has ended.

### 2.3.2 HR Reports & analytics

FledgeWorks is all about your transformation to a more agile approach within HR management. It will guide you towards becoming a more data-driven and business-savvy HR professional. By collecting, analyzing, and combining employee data, HR leaders, and in turn

the whole organization, will be empowered to make better decisions, improve business outcomes, and keep critical talent engaged.

Fledge comes with a plethora of **standardized reports** for: People, Performance, Worktime, Company, and Remuneration. Most of the reports are highly **customizable** in the sense that you can get precise data with the numerous filters and setting the column visibility to your preferences. Every report also gives you the option to **export the data** to: Excel, CSV, PDF or to print it out. For **advanced reporting** you can link different reports in to one pivot table. For example, bonus payments with employee performance, employee fluctuation with person's age, etc. For **strategic analytics** you can use an interactive data visualization software with a primary focus on business intelligence. FledgeWorks has built-in functionality to connect to the Power BI platform, where you can delve into detailed analysis on your own terms.

### 2.3.3 Remuneration

FledgeWorks provides the **automation of data preparation for payroll**. In this module you can manage employee salaries, additions to salary, variable pay, and benefits. You can manage group required allowances and benefits for a specific **pay scale level**, which is matched with the job classification matrix, and therefore provide complete allowance schemes for all jobs. You can create a **benefits** package for each employee and adjust the benefits entitlement when the employee has any change in his or her job. You can also set up a **bonus scheme**, calculate bonuses, and identify and reward employees' contribution to the company's productivity, profitability, teamwork, safety, quality, or any other metrics defined in their personal business plans or goal sheets. This way, the best performers will be properly identified and rewarded, and all employees motivated for excellence.

## 2.4 Self-service and Collaboration

### 2.4.1 Employee experience

FledgeWorks supports your employees through a transparent employee **self-service (ESS) embedded in all modules**. Employees can access their HR and work-related information directly through their profiles thus seamlessly completing job-related tasks, that were traditionally handled by HR. They can easily and efficiently **collaborate** in all HR processes like recruitment, onboarding, performance management, learning and development. By using FledgeWorks' modules as communication channels, your company acquires data insights in order to improve resources and processes. When the employees have their self-service option, it takes the burden off of HR, and HR can focus more on clarity and credibility of the information to increase employee confidence even more, and in turn creates high performing culture with motivated, competent and satisfied employees.

### 2.4.2 Manager experience

FledgeWorks helps **boost your managers' performance!** As you implement HR processes in FledgeWorks, you'll realize that the platform is also a **management improvement tool**. The

transparency in the relations between the managers and their employees results in overall increased company-wide performance.

Empower your managers with efficient tools without taking much of their precious time. Through FledgeWorks, managers can seamlessly: **actively participate in all HR processes**, assign tasks to their team members and track progress, request feedback for their employees, manage performance reviews, using templates for different job types, manage remunerated bonus amounts for the employees, approve and overview employee enrollment in learning courses, training and certification, approve and overview employee requests for absence days, time off and applicable special work conditions (on-call hours, overtime), score employee competencies in 360 assessments, have a timeline dashboard view of the employees' data on: positions, contracts, organization hierarchy, performance plans, employee benefits..., and when integrated with payroll systems also: annual income overview, monthly income overview, contractual salary adjustments, bonuses etc. Via additional assigned user roles, managers can also participate in additional system wide tasks, such as: defining the roles, skills and functional competencies in their departments, manage work centers, cost centers, manage recruitment, internal talent search etc.

### **2.4.3 Automated notification system**

HR is not an easy job! Tracking all the deadlines and expiry dates and not miss that license renewal, while organizing the next learning program spread across the organization – that is a feat!

Let FledgeWorks help you by automating all these notifications and more. Every module in FledgeWorks has detailed, localized, and timely sent notifications.

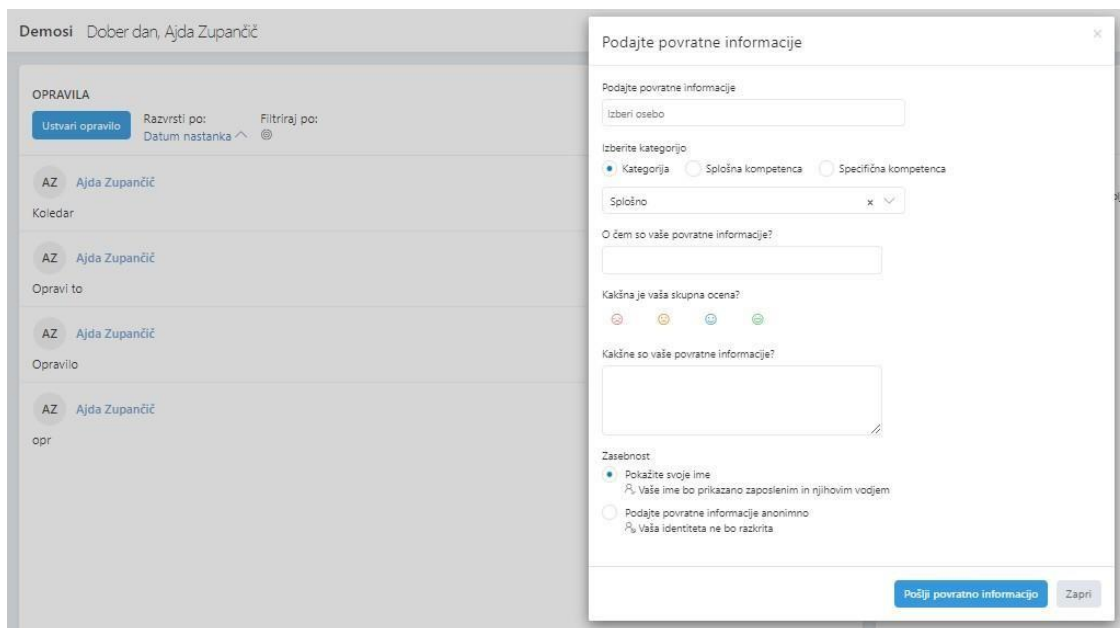
Everyone can update their notification panel and choose only the modules and areas that are under their responsibility and interest.

FledgeWorks also offers a way to sum it up! Receive your overall daily summary, everything you missed wrapped in one mail.

For advanced masters of organizing their work calendars: yes, we've got you covered there. Use the iCalendar feed and plug it in your favourite email program: Outlook, Gmail, Office365, everything goes.

### **2.4.4 Company news and feedback**

FledgeWorks is designed to encourage employee engagement. On the home page, which opens after you sign in, there is a portal that is designed to communicate, publish events and news, share feedback, and assign tasks to yourself and others. The user interface is friendly and intuitive. Feedback can be exchanged as emoticons or text. It can be given or requested for a variety of topics, people, groups, and departments.



## 2.5 User interface

The FledgeWorks solution uses the most advanced graphic user interface (GUI), which allows you to work on all devices from smartphones to large monitors on fixed computers. The application is designed in accordance with the latest requirements for the development of web applications and web services. The technology used enables the solution to be fast-responding, efficient and display data in a way that is understandable and transparent to the user.



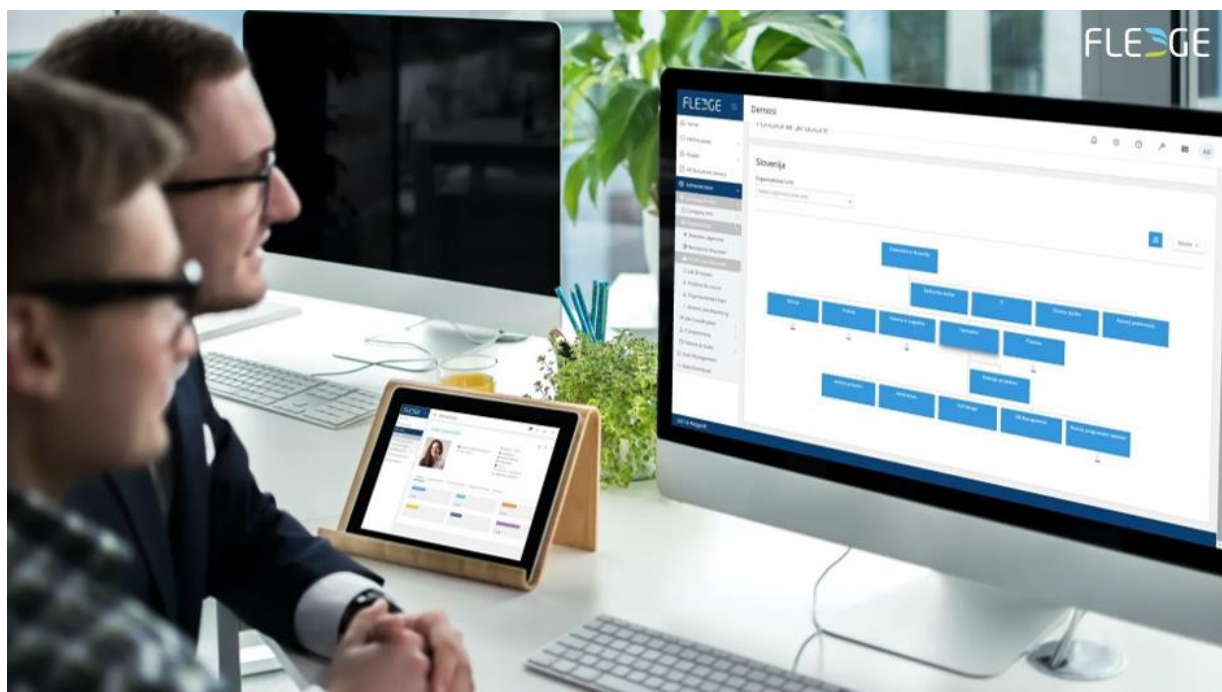
## 2.6 Technical characteristics and advantages of the FledgeWorks

FledgeWorks is designed as software in the form of a cloud service (SAAS). To access, the user only needs a web browser on any device that has internet access.

FledgeWorks uses the Microsoft Azure (<https://azure.microsoft.com>) platform, with servers for Europe located in Amsterdam and Dublin. This platform meets the strictest data protection requirements, in line with international and regional standards in the field of privacy and security.

We are aware that data backup is an essential part of any business continuity, so we use Azure SQL as a data storage database that enables automatic backup. The SQL Azure database is flexible and, if the system is overloaded, allows for easy resource increases and the necessary capability for the system to function.

FledgeWorks contains a special set of functionalities that provides access rights to certain data and user privileges. This module provides controlled access to data by grouping users by role and hierarchy.



## 2.7 FledgeWorks API for Integrations

One of the main powers of FledgeWorks is that it is a platform for communication: in the first place between the employee and the organization, but also on a more technical level, between other systems and your HR data in FledgeWorks.

This is accomplished through an Application Programming Interface (API): a set of rules that lets programs/systems talk to each other, exposing data and functionality in a consistent format.

FledgeWorks has an API which is a software layer that can help your IT/tech/development department connect other systems to FledgeWorks and distribute HR data back and forth to minimize manual work, automate repetitive tasks and embed data from/to other systems necessary for day-to-day company processes.

## 2.8 Implementation

The implementation includes planning and managing the HR digitalization project, setting up a subscription environment in the cloud, configuring software, transferring data from existing information systems and spreadsheets, testing functionality, eliminating inconsistencies, and trainings for key users.

We will be happy to present the offer via online meeting. We are at your disposal for any additional information.

Sincerely,

Lovro Ulaga, Sales representative

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