

activ8 – ePeople Module

Product Overview



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ePeople is a modular, Cloud-based HR solution that allows users to securely store and report employee related information throughout your organisation. Updates to the employee information are approved via designated approval workflows and logged for reporting purposes. All that is required is an internet connection with bandwidth requirements being minimal.

Accessible

ePeople can be accessed 24/7 from anywhere in the world via a secure web-based portal. Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installation on the PC or add-ons within the browser.

Extensive

With its inclusive nature, ePeople allows all global employee records to be seamlessly managed and accessed from multiple locations throughout the world with ease and security. ePeople is also capable of capturing employee training requirements and monitoring compliance figures.

Intuitive

Clean, uncluttered self-service functionality combined with low bandwidth requirements ensures that ePeople can be effectively utilized by all employees within your organization, regardless of their location or experience with HR systems.

Secure

ePeople utilises configurable security options to control the access to view and edit employee data, ensuring personal data stored for employees is handled with the strictest of confidence and only accessed for legitimate purposes.

ePeople Key Features

Security	Encryption on all Data	As with all activ8 modules ePeople utilises AES-256 encryption for all traffic ensuring details and files are secure during transfer and complies with recommended data protection practices.
	User Access Control	Assigned permissions restrict the data that is available for each user to view or update within ePeople, ensuring users only have access to the employee records they are responsible for a number of user roles: <ul style="list-style-type: none"> • HR Administrator • Employee
	Multi-tiered Security	Access to ePeople is based on a multi-tiered security level system. Security settings are applied using the ORACLE Structure: <ul style="list-style-type: none"> • Organisation • Region • Country • Location • Entity
	Regular Testing	The ePeople module is tested for security by independent security consultants on a regular basis.
Intuitive	Sort and Filter	ePeople can help users navigate through lists of employee data by allowing users to sort and filter field columns to find the data they require.
	User Defined Screens	With fourteen data collection tabs as standard and the ability to create user defined tabs ePeople is ready to cater for even the most specific user's requirements.

Employee Management	Employee Database	Import, utilize our API or create and maintain employee data directly with ease.
	Employee Records	<p>Within ePeople, an extensive range of data can be collated for each employee:</p> <ul style="list-style-type: none"> • Employee • Job details • Demographics • Dependents • Emergency • Next of Kin • Payroll • Bank • Payments and Deductions • Documents • Training • Prior Employment • Education <p>Each tab contains a combination of free text fields, tick box options, drop down categories and browsing capabilities, all of which can be edited.</p>
	ePeople Tools	<p>ePeople provides a number of configurable tools in order to manage the input and approval of data:</p> <ul style="list-style-type: none"> • ePeople Employees • My Account (Employee Self Service) • Approval Workflows
	Document Management	<p>Upload employee specific documents including training results and certificates with automated email reminders for expiry.</p>
	Designed for Payroll	<p>Cater for the payroll requirements, including payments (if required), within your organisation, regardless of location.</p>
	Scalable	<p>ePeople has been designed for use by customers of all different shapes and sizes, from 10 to 10,000 headcounts.</p>

Accessibility	ePeople is Accessible on any Standard Browser	ePeople can be accessed on any internet connected device which supports any of the following browsers: <ul style="list-style-type: none"> • Internet Explorer • Google Chrome • Mozilla Firefox • Safari
	ePeople is Available, Anywhere, at Anytime	ePeople is a web application available via the internet allowing access at all times regardless of user location.
Informative	Reporting Capabilities	ePeople provides users with the ability to generate reports based on specific fields stored within the ePeople module such as: <ul style="list-style-type: none"> • Employee Headcount • Leavers Report • Training Matrix • Organisation Chart • Compliance Report All of which can be exported in to excel as standard.
	New Hire Status List	The New Hire Status List allows authorised users to view the status of new employees, giving a tracked overview of the new hire process.
	Country Specific	ePeople provides country specific information fields for over 50 countries, that helps users focus on employees in a certain geographic area, improving the user friendliness of the module.

