



## Exalerate ONBOARDING™



### Key Benefits

- Web-based employee portals
- Electronic form management
- Task management
- Electronic E-verify solution
- SAP E-Recruiting compatible
- Customizable task list
- Automated approval routing
- Pre-populated SAP actions
- Screen modification editor
- Task sequence tracking
- Dynamic role assignments

### Exalerate ONBOARDING™ Solution SAP ERP HCM

As a company, you invest a significant amount in your employees and you want these valued employees to hit the ground running on 'day one'.

Human Resources requires all of the necessary employment, payroll and benefits data verified and finalized. Employees must pass government and company required background checks. Security access must be granted and IT assets must be allocated. All of these items must be completed before an employee begin doing the things you hired them for.

To simplify and streamline specific company-mandated new hire processes, Exaserv has developed Exalerate™ Onboarding - for SAP ERP HCM. This tool minimizes unnecessary time and effort or 'double-work', for both the organization and the employee.

*"Today there is a strong demand for onboarding solutions, because the process has been difficult to manage manually. Look for solutions that offer integration with core administrative systems such HRMS and IT service provisioning, not just e-recruitment."*

# FEATURES AND BENEFITS

## Forms Management

- Central repository for storing and completing all new hire, transfer, and off-boarding forms online
- Features customizable online forms that include any data fields that you need to capture
- Data may be entered by applicant, manager, and/or HR
- Supports the secure collection of banking information, personal details, tax withholdings, etc.
- Ability to enter or notate garnishments in New Hire Action

## Security Management

- E-Verify data is automatically populated ensuring accurate validation of candidate information
- I-9 Form is automatically submitted via government web service to validate eligibility to work in US
- Electronically captures verification of I-9 and routes it, cutting down on HR paperwork and storage
- Ability to interface to any 3rd party electronic background check service

## Tasks Manager

- Customizable task list drives work-flow processes and deadlines for data entry
- Provides a role-based task list that supports custom instructions for the task owner
- Ability to flag overdue tasks and schedule e-mail notifications for expired tasks
- Task Manager can be used for other HR processes such as off-boarding and company transfers
- Easy-to-use editor for screen modifications
- Electronically store your company code of conduct, safety manuals, videos, external websites, etc.

## Integrated with SAP

- Designed to pre-populate and mirror existing SAP HCM actions
- Seamlessly ties to Exaserv's SAP ERP HCM user interface, Exalocate Ci
- Date and time stamps are included on every task in the system and are stored in SAP
- If using SAP E-Recruiting, profile information, education and work history are auto-populated

[www.exaserv.com](http://www.exaserv.com)

USA Headquarters  
30000 Mill Creek Ave  
Suite 350  
Alpharetta, GA 30022  
[info\\_usa@exaserv.com](mailto:info_usa@exaserv.com)  
+1 678 808 0400

Europe Operations  
43, Route d'Arlon  
L-8009 Strassen  
Luxembourg  
[info\\_europe@exaserv.com](mailto:info_europe@exaserv.com)  
+352 20 880 272

Asia Pacific Operations  
A3-4 Northpoint Offices  
1 Medan Syed Putra Utara  
59200 Kuala Lumpur  
[info\\_ap@exaserv.com](mailto:info_ap@exaserv.com)  
+60 3-2282-8539

