

# **White Paper**

**Best Practice**

**mbas – Streamlined Employment Life Cycle**

White Paper		GC/T/0113 V 1.0
mbas-Streamlined Employment Life Cycle		W. E. F. 01/01/2009

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## 1. Introduction

Employment life cycle is the frame work used to discuss HCM activities. Everything in the life has a process, right from interview to starting a job, till quitting or retiring. If we properly streamline the process by analyzing the best practices, it will not only add value to the business but also reduces human efforts and increases efficiency. This is possible only when the activities, work plans and processes are identified, defined and deployed in a structured way. Human resource administrators are finding that, as software modules are installed to automate various processes, they have more time to focus on strategic objectives. Streamlined employment life cycle process facilitates organization to focus on core activities and leave the process to run smoothly on the defined configured elements to achieve organizational complacency. HR staffers are finding that the automated system can deliver and track the data with an accuracy which does not match with paper-based processes. In this situation mbas HCM helps the customers in a best way than any others.

## 2. Overview

The employment life cycle consists of various stages which are broadly categorized as follows:

- Workforce Planning
- Hire Workforce
- Workforce Maintenance
- Workforce separation

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**Workforce Planning**

Workforce planning involves analyzing and forecasting the talent that the companies need to execute for their business strategy. It is a strategic activity which is being used increasingly to help control labor costs, assess talent needs, make informed business decisions and assess talent market risks as a part of overall enterprise risk management. Strategic workforce planning is aimed in helping companies make sure that they hire the right people in the right place at right time and at the right price.

**Hire Workforce**

The stages in recruitment include sourcing candidates by advertising or other methods, screening and selecting potential candidates using tests or interviews. mbas recruitment module is a perfect suite for hiring the workforce in an organization which is designed to cater the requirement of all types of organization. It covers all hiring requirement in micro level to meet the requirement of the client. mbas HCM gives a proper process flow between all modules which is designed to streamline the employment life cycle.

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### Key Areas of Expertise in mbas HCM:

- Parameter Definition
- Recruitment Policy Creation
- Recruitment Panel Definition
- Planning the Recruitment
- Requisition Posting
- Resume Bank
- Hiring Schedule
- Follow up
- Background Verification

### **Work force Maintenance**

mbas HCM highlights importance of streamlining the workforce maintenance in the brave new world of Best practices. mbas guard against organizational inefficiencies, proper and timely recording and maintenance of human resource data, and assure the performance of its human capital with the help of mbas HCM.

Workforce Maintenance means “managing workforce data for the existing person to workforce”. Workforce Maintenance is very important since all activities related to the workforce maintenance affects the active employees in the organization. In addition, it includes employee management, training management, leave management & payroll, performance management and so on.

mbas HCM included all the areas of workforce maintenance to cater the needs and flexible usage of the wide range of customers. It will stream line your existing process to strengthen your HR activity

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Key Areas of Expertise in mbas HCM:

- Employee Management
- Training Management
- Loans and Advances
- Leaves
- Payroll
- Official Tour
- Performance Management

**Workforce Separation**

Caring for the employees does not end with their departure. We provide with an exit strategy that can also attract top talent to your organization. Our employment life cycle approach offers a unified direction unlike any other.

**3. Benefits**

- Rich product functionality, designed to generate tangible business benefits.
- Ability to support core HCM business processes, reflecting industry best practices.
- Maintenance and monitoring of HR Information in single, central location
- Streamlining process that eliminates interface between multiple systems
- mbas recruitment provides a comprehensive online solution to recruitment needs. It provides support needed for the entire recruitment process starting from Requisition, Maintaining Resume Bank, Selection process and ends with Job offer generation.
- mbas Employee Management takes through the entire employee management process, while tracking details for the later analysis. The use of online employee management module reduces the need of maintaining manual records and therefore enhances productivity and in turns increases the efficiency of the HR department

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- mbas Training management system provides a comprehensive solution to all training management needs. It has the necessary features to completely automate, track and manage the training process.
- mbas Loans management system provide solutions to automate, track and manage the requisitions and issues based on eligibility. It gives flexibility to define policies, build workflow as per the organization requirements and reschedule EMI if required
- mbas Advances management system provide solutions to automate, track and manage the requisitions and issues based on eligibility. It gives flexibility to define policies, build workflow as per the organization requirements and reschedule EMI if required
- mbas Leave management system provides solution to all leave management needs. It has the necessary features to completely automate, track and manage the leave process.
- mbas Payroll provide solutions to payroll needs. mbas Payroll enables organization to generate accurate compensation based on attendance and other earning and deduction policies. Master information and configurations facilitates organization to generate payroll as per the eligibility criteria of the employees.
- mbas Official tour comes into play when an employee is going on an official tour. This process takes care of all the necessary things such as placing a requisition, creating a travel plan, issuing a movement order and finally taking the feedback from the employee.
- mbas Performance Management system provides a framework for individual performance measurement .It allows managers to align results-based metrics and behaviors with corporate goals and track them on an ongoing basis.

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#### 4. Conclusion

Best practice companies always view employees as their most valued investment rather than an expense. Therefore, process with a streamlined employment life cycle is also important. mbas HCM is designed to help user in better understanding the process and steps involved in recruiting, hiring, training, and maintaining talented employees in the organization. Organization can reduce the cost of employee turnover by managing the employee life cycle to Hire, Inspire, Admire, and Retire.