



HR Requests



A single automated platform that supports HR Teams to handle employees' HR Requests

HR Teams increases productivity, eliminates mistakes made by manual entries, reduces information clutter and optimizes HR Team's efficiency.

HR Requests is a multiplatform app, designed to support employees to submit and monitor their leave and expense requests by using an easy to use, automated system. Through the app, the HR team can easily handle, review, and monitor all HR related requests, thus improve automation and employee experience.

The solution, based on Microsoft's 365 Platform (SharePoint, Power Apps, Power Automate and Teams), is ideal for small and mid-size enterprises, helping them to automate HR requests' workflows.



Gold
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Why HR Requests?



Personalization & Roles

Every user, according to its role has a personalized view of the system. Through the “My Dashboard” screen, each employee can track the status of his inquiry or leave comments, submit a new request simply by filling a form and monitor data and statistics regarding his leave balance and expenses.

Users with specific roles (Manager, HR Account, Accountant, Admin, etc.) have access to an additional screen where they can proceed to all requested actions. The workflow of the approval process differs according to the type of request. Every user involved in the process gets an email notification, once the status of the request has been changed. For each approver, the actions and date of action are recorded as data, in the requested record.



Data Collection

All data is securely guarded on a SharePoint Site, where it is stored in numerous lists such as Leave Requests (and their types), Roles, Stats regarding the available and spent days, Expense Requests (and requested items), Cost Centers etc. Therefore all information is easily and rapidly accessible.



Benefits & Key Features

- Increase productivity and employee engagement
- Minimize manual work and human errors
- Personal user experience through self-service operations
- Email notifications to alert everyone to undertake actions or to receive updates of a status change
- Reduce paperwork and contribute to businesses' sustainability goals
- Security. Access to information is limited to those who need it

About Team Candi

Team Candi is a strategic partner of Microsoft who has joined the elite tier as a Microsoft Gold Partner, with proven expertise and many years of experience in providing solutions and services of digitization and process automation, as well as in creating innovative products in the new Internet of Everything environment, which accelerates the transformation of businesses' operations (Business Transformation). At the same time, Team Candi provides services that extend to the technological infrastructures, such as IT modernization solutions. The company offers a unique set of expertise to the Greek market and supports important Greek companies in their digital transformation journey.

Team Candi joined the Quest Group in 2021 as a subsidiary of Info Quest Technologies.



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