

HR REQUEST

FOURVISION'S WEB APP FOR MICROSOFT DYNAMICS 365 FOR TALENT



MICROSOFT DYNAMICS 365 **FOR TALENT AND HR REQUEST**

Take the top 15 requests in your organisation. These can be supported by the Web App HR Request.

Employees, managers and any other employee can initiate a HR Request which can be routed via workflows to the appropriate assignees for review and approval. All employee and organizational data from Microsoft Dynamics 365 can be used in the HR request application. A typical requests like Maternity leave, can hold information or update the family leave record in Microsoft Dynamics 365 for Talent. On the back of this update, it also can trigger a checklist for additional actions to be performed by different departments. The HR Request Web App can support all of these actions in an automated flow.

REQUEST GROUP	REQUEST TYPE	REQUEST DATE	STATUS	ASSIGNED TO	ACTION
Family leave	Shared Parental Leave plan	20/09/2018	Draft		...
Family leave	Adoption Leave plan	20/09/2018	Draft		...
General HR Request Group	Flexible working	20/09/2018	Draft		...
HR request	HR request	20/09/2018	Submit GL	Pankaj Mishra	...
General HR Request Group	Family leave Attachment	20/09/2018	Draft		...
General HR Request Group	Family leave Attachment	20/09/2018	Draft		...
Family leave	Family leave	20/09/2018	Submit FL	Jason Stamper	...
General HR Request Group	General req type	20/09/2018	Submit GL	Pankaj Mishra	...
Appraisal	Admin	20/09/2018	Draft		...
Family leave	Family leave	20/09/2018	Draft		...
General HR Request Group	General req type	20/09/2018	Draft		...

New request

User name
Jason Stamper

Request group
Employee Lifecycle

Select request type
Flexible working

For guidance please click [here](#)

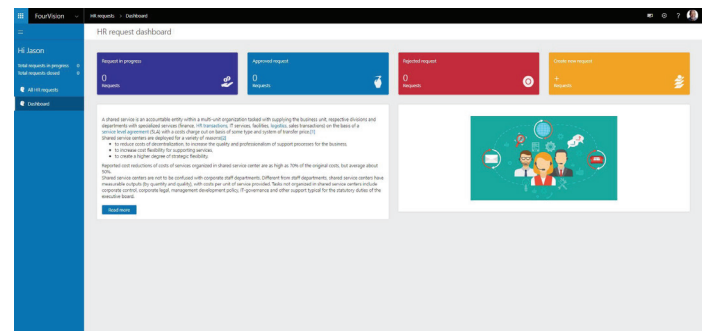
CENTRALIZE YOUR HR REQUESTS

Quite often the Human Resources department gets overloaded with related requests from employees, managers and (HR) specialists. Most of these requests are often addressed in big volumes and in an unstructured way, like email, telephone or direct queries from employees at the HR desk. The HR Request Web App structures and monitors all kind of requests. It allocates the incoming workload and supports organizations who centralize their HR activities into a Shared Services Center (SSC). HR Request supports (partly) centralized HR Shared Service Center on administrative tasks like Common HR transactions, Payroll changes, relocation services, recruitment administration, benefits administration. The HR Request Web App also supports frequently provided information and advice.



WORKFLOW AND FORMS

One of the key features of the HR Request application is the possibility to easily include configurable forms (support of various field types like attachments, text fields, checkboxes, date fields, dropdown lists etc.) for each Request type. Also each Request type can be supported by a highly flexible configurable workflow to meet your company requirements. Different assignees (manager, employee, admin groups or positions), multiple approvals, successors and conditional steps are options to include in the workflow. For monitoring purposes (KPI's and SLA improvement) there is also a workflow history log and notification included which shows the movement of the Request from begin to end and upon which reporting can be performed.



GREAT OVERVIEW VIA CONFIGURABLE DASHBOARDS

The Manager and the HR department have configurable dashboards available as a central start page for the Request Web App. They present Manager/HR Core users with Request information, guidance and tasks. Employees also have similar access to their Requests but more focused to provide insight on the status of their Requests and centrally initiate a new Request.

KEY TAKEAWAYS

- One single entry point for all HR related requests
- Supports your top 15 HR Requests
- Highly flexible configurable forms and workflows
- Notifications/ alerts inform managers to take actions
- Notifications shows employees the status of their requests
- Dashboards for employees, managers and the HR department
- HR Request Web App supports Shared Service Centers (SSC)

FourVision handles the Digital Transformation of your HR processes with the utmost passion, experience and expertise. With over a decade of experience and countless successful Microsoft Dynamics 365 HR implementations, FourVision excels at resolving complicated business challenges through the smooth and efficient implementation. FourVision has come across organizations who required enhancements in several key areas of their HCM environments. In response we began creating flexible, Cloud-based applications to provide enhanced functionalities. The result being a comprehensive suite of Web Apps that provide extra functionality and optimizes Microsoft Dynamics 365 for Talent for each client.