Odoo
HR Toolkit
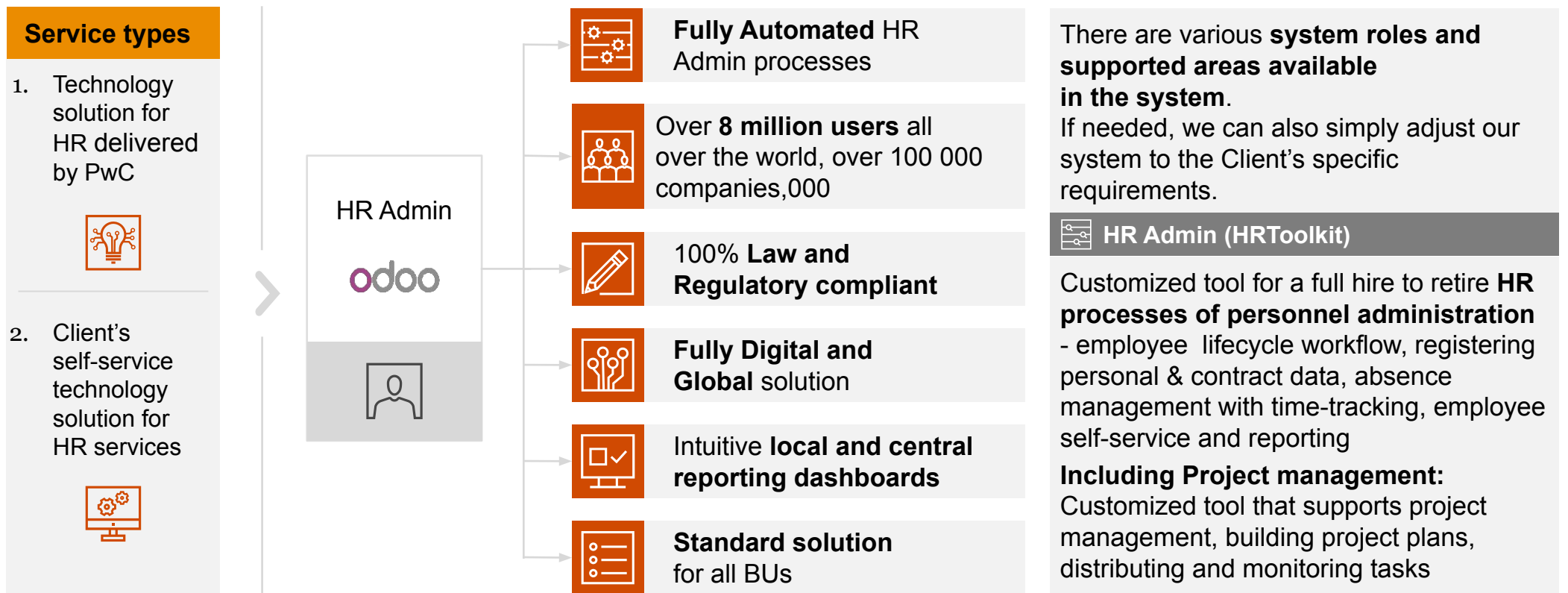
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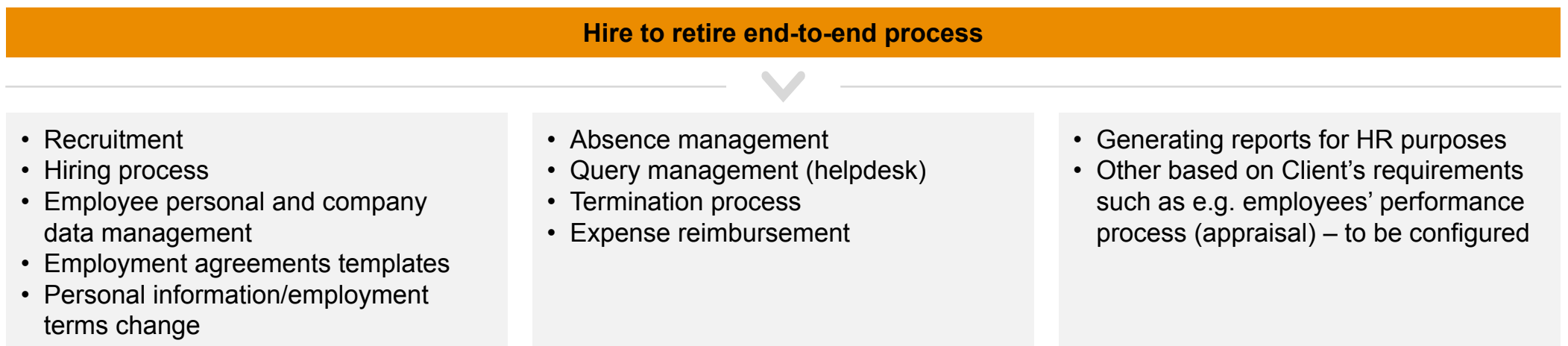
Our **HR Toolkit** is a SaaS (**software as a service**) web-application based on ODOO technology which supports our **international HR Admin processes** within Client's organization. From the recruitment process, to storing employee data, monitoring contracts and recording working time.
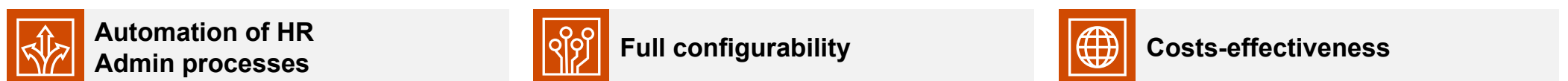Everything in one place, dedicated for both: **one-country and multi-territory Clients**.

Service types

1. Technology solution for HR delivered by PwC

2. Client's self-service technology solution for HR services

HR Admin

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Fully Automated HR Admin processes

Over **8 million users** all over the world, over 100 000 companies,000

100% **Law and Regulatory compliant**

Fully Digital and Global solution

Intuitive **local and central reporting dashboards**

Standard solution for all BUs

There are various **system roles and supported areas available in the system**.
If needed, we can also simply adjust our system to the Client's specific requirements.

HR Admin (HRToolkit)

Customized tool for a full hire to retire **HR processes of personnel administration** - employee lifecycle workflow, registering personal & contract data, absence management with time-tracking, employee self-service and reporting

Including Project management: Customized tool that supports project management, building project plans, distributing and monitoring tasks

Supported HR processes and main system functions

Hire to retire end-to-end process

- Recruitment
- Hiring process
- Employee personal and company data management
- Employment agreements templates
- Personal information/employment terms change

- Absence management
- Query management (helpdesk)
- Termination process
- Expense reimbursement

- Generating reports for HR purposes
- Other based on Client's requirements such as e.g. employees' performance process (appraisal) – to be configured

Cost reductions on HR projects

Fully adaptable and customized system based on client's requirements

Optimization and **standardization** of HR processes within organization

Digital contract management for employment processes

Allows **integration of various systems**

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Remote access to employee data and dedicated reports

Reduction of **time spent on manual** and administrative tasks

Data security and compliance with legal regulations

Increased employee experience by providing digitally-fueled solutions

System overview

Automation of HR Admin processes

Full configurability

Costs-effectiveness

This tool is developed and customized for Azerbaijan by PwC Azerbaijan together with PwC Poland team

The emphasis of our approach is to provide a high quality HR system with full standardization and digitization of HR Admin processes.

We ensure:

Software as a Service	**System documentation**
System implementation and maintenance for the Client / PwC BU	**The possibility of further development of functionalities and automations according to Client's needs**
Next system versions upgrades	**Single point of contact for project management activities and customer care**
Access to application helpdesk support	**Adjusting the system to current legal regulations in cooperation with PwC BU**

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We ensure:

Module name	Description
Employees	The purpose of this module is to manage the employee's personal data and contracts including new hire, termination and job condition changes processes.
Overtime request	Overtime module could be useful for create overtime request based on days and hours. These overtime could be utilize as leave allocation or cash payment. Overtime module helps the user to control overtime hours.
Doc Manager	Doc Manager module allows to update employees' personal data. One of the options allows the employee can request to change his/her personal data, which is then approved by the HR coordinator.
Helpdesk	Helpdesk module provides a communication channel through which an employee can send a question and handle various HR matters.
Resignation	This module support the performance of all activities related to the employee's departure from the company.
Project	Project module is an optional module and works together with Timesheet module. The project module enables an efficient overview of all companies projects.
Timesheets	Timesheet module is an optional module which works with Project module. Timesheet module allows user register working time per day / project.
Recruitment	The purpose of this module is to support the performance of all activities related to the employee's joining to the company.
Absence	The purpose of this module is to register absences, grant leaves and configure absences and limits.
Expenses	Expense module allows to manage travel expenses, office supplies, or any other employee expenditure, access all receipts and expense submissions.
Other	Other modules are available to be configured and set-up based on Client's or PwC BU requirements.

Thank you!