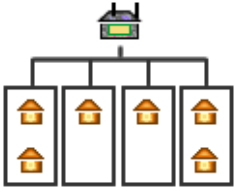## Manage Your Core Business

Corigo Workplace Enterprise® represents the next generation in Human Resource Information Systems. By integrating Human Resources with your business structure into a self-service and automated system your company can significantly reduce your management time and costs, allowing you more time to focus on your core business.

Employee Management

Your companies most valuable assets are its' employees. With Corigo Workplace Enterprise® it is easy to organize and retrieve your employee records, contracts, CVs and more. Track employee personal data, addresses, emergency contact information, education, leave time, working location, and much more with ease.

Maintain employment, contract, and personal employee history. Stay on top of your employee contracts and approvals with email and system notifications. Audi- table tracking of all employee, contract, and employment updates.

Define Company Standards

Set corporate standards with Corigo's employee classification system. Organize employees into classification groups, employee levels and salary ranges. Keep management always informed of the latest standard company salaries for each position and level in your corporation.

Leave Management

Automation and self-service functionality, combined with industry standard reporting and Excel output are now a reality! Do away with complicated forms, inter-office mailings, and confusion. True, real-time, electronic leave management that is easy to use while empowering staff and management.

Reporting

Pre-built and ready to use industry standard reporting based on the Society for Human Resource Management standards. Add to this compatibility with Crystal Reports, standard Microsoft Excel and Word out, and low cost custom report packages designed to your specifications and Corigo becomes the obvious choice.

Extend Your System

Corigo Workplace Enterprise® is designed to manage your business end-to-end. Go beyond Human Resources with employee task management, time keeping, document management, and more. Contact us for information on how our business management solutions can fill all your business process needs

Features

Overall Features
- Multi-Lingual
- Simple User Interface
- Truly Web-based
- World Wide Web Access
- Real-Time Reporting

Employment
- Employment Levels
- Position Classifications
- Salary Levels
- Department Transfers
- Employment Contract Management
- Resignation Details
- Employment History

Employee Data
- Company Contact
- Location Information
- Personal Information
- Emergency Contacts
- Education
- Skills

Leave Management
- On-line Employee Leave Requests and Approval
- Annual Leave Report
- Maternity Leave Management
- Custom Leave Types
    -
    - Paid/Unpaid
    - Sick Leave
    - Maternity Leave

Reporting
- Absenteeism
- Employee Turnover
- Staff Head Count
- Track Contract Expiration
- Annual Leave
- More...