

Annual

HR Management Conference

Europe 2024



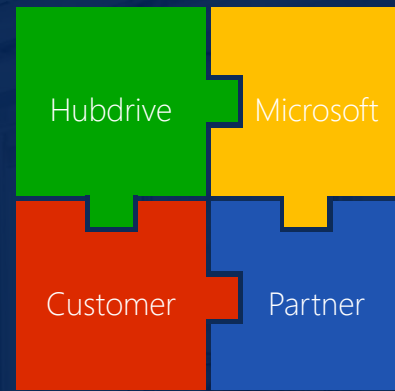
February 21



Microsoft Munich,
Germany

Hubdrive &  Microsoft

Implementation Best Practices



Better together

Data-driven HR - why Hubdrive & Microsoft are your ideal partners towards digital transformation

Agenda

1

Goal of the Implementation

How to gain faster Benefits

2

The Best Practice Approach

Reach your Improvement targets

3

Benefit of Partners delivering Best Practices

More than just HR

4

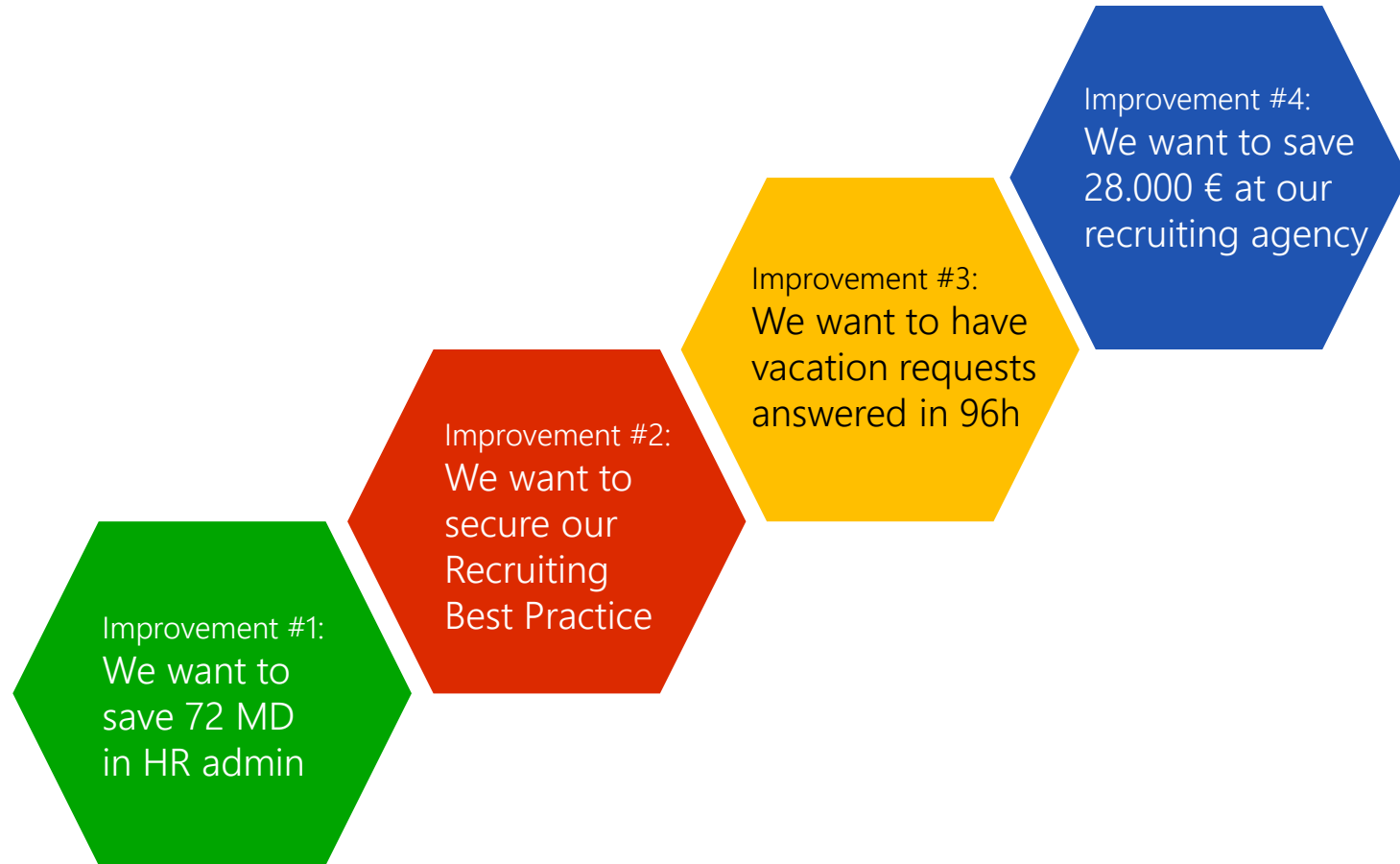
The new HR Learning Center

Making Self implementation easy

Goal of the Implementation

How to gain faster Benefits

What is an Improvement ?



Goal of the Implementation

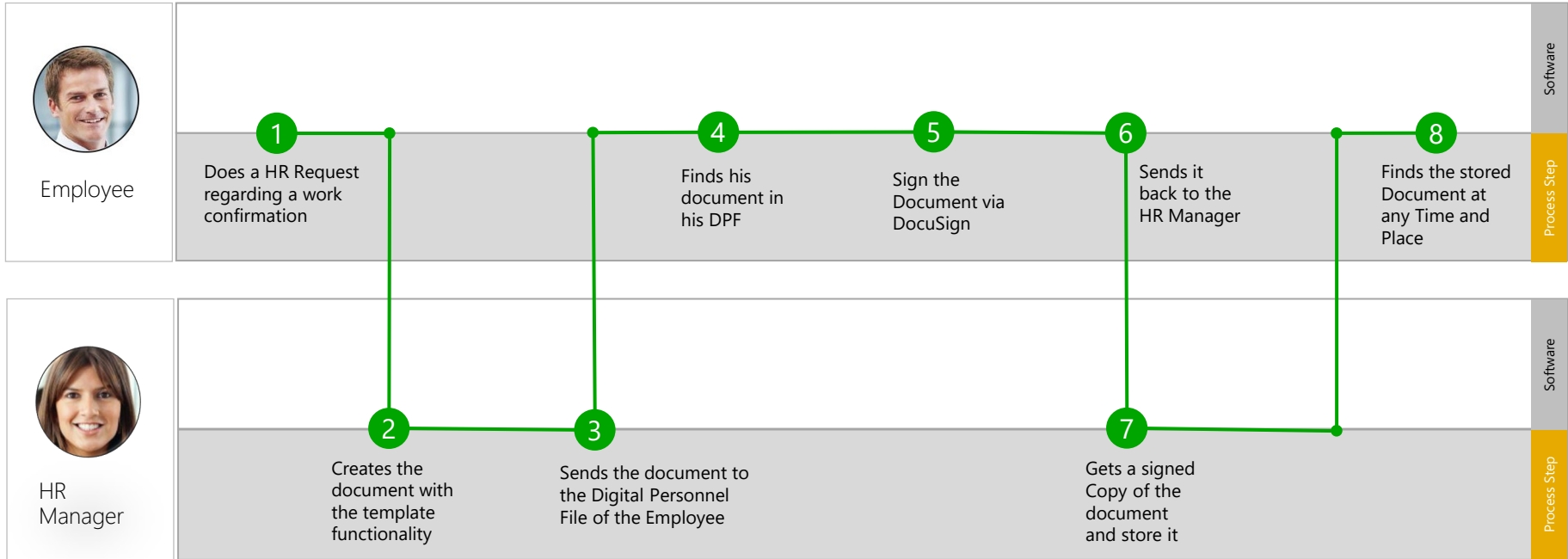
Expectation Features

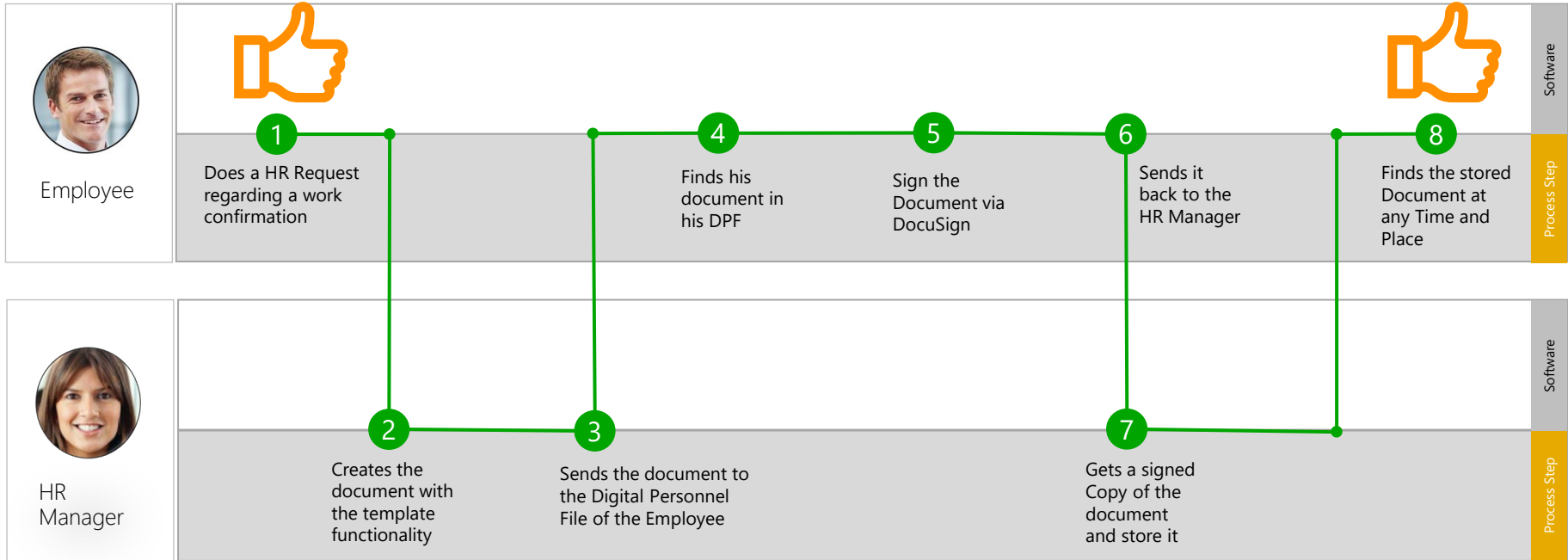
- Product get implemented
- Only one Go-Live
- System is 100% adapted to customer needs

vs.

The Actual Goal: Improvements

- Save time
- Save money
- Secure Data and Processes
- Comfort for employees





Your discussed Improvements

Improvement: Digital Personnel File and HR Requests

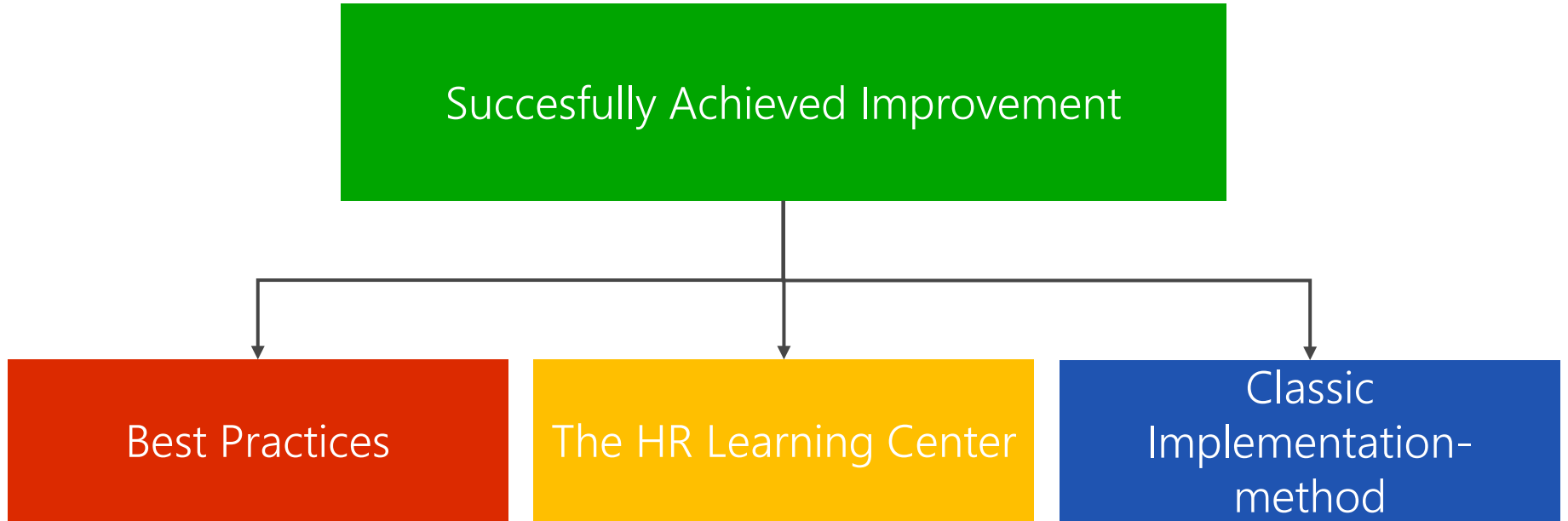
Potential for Savings: 3000 Hours Per Year

Your True Savings: 2500 Hours Per Year

We want to automate and structure the way employees make HR related requests

We want to have a quick turn-around on HR requests

How to reach the Improvements

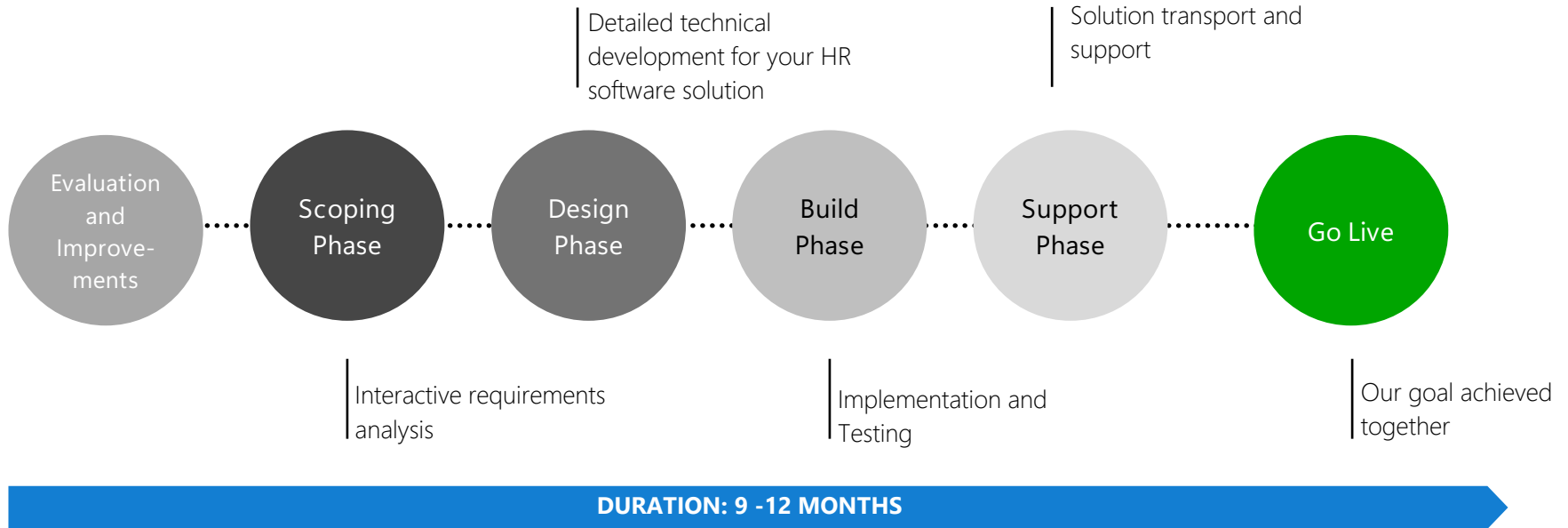


The Best Practice Approach

Reach your Improvements fast !

Best Practices in HR Implementation

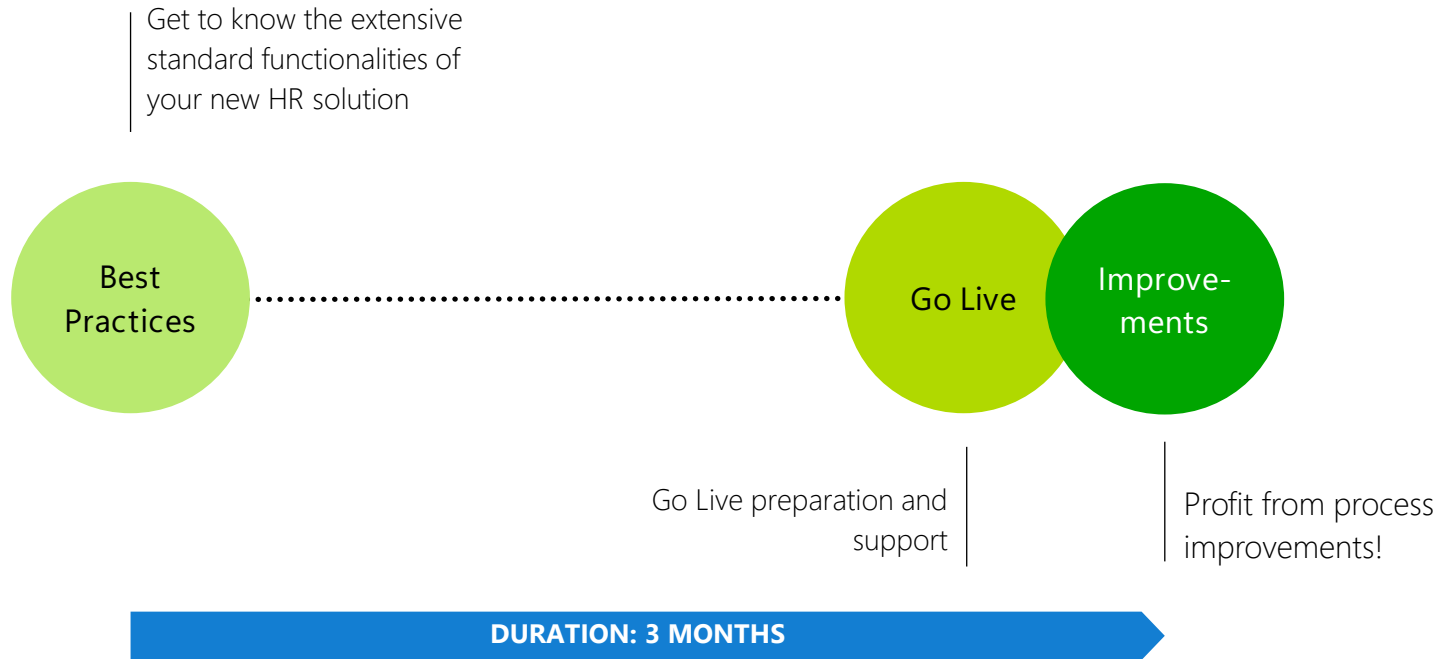
Best Practice Timeline vs. Traditional Project Timelines



⚡ Disadvantage: Lengthy Workshops and long project introduction

Best Practices in HR Implementation

Best Practice Timeline vs. Traditional Project Timelines



Advantage: Quick project introduction, fast improvements



Hubdrive Best Practice

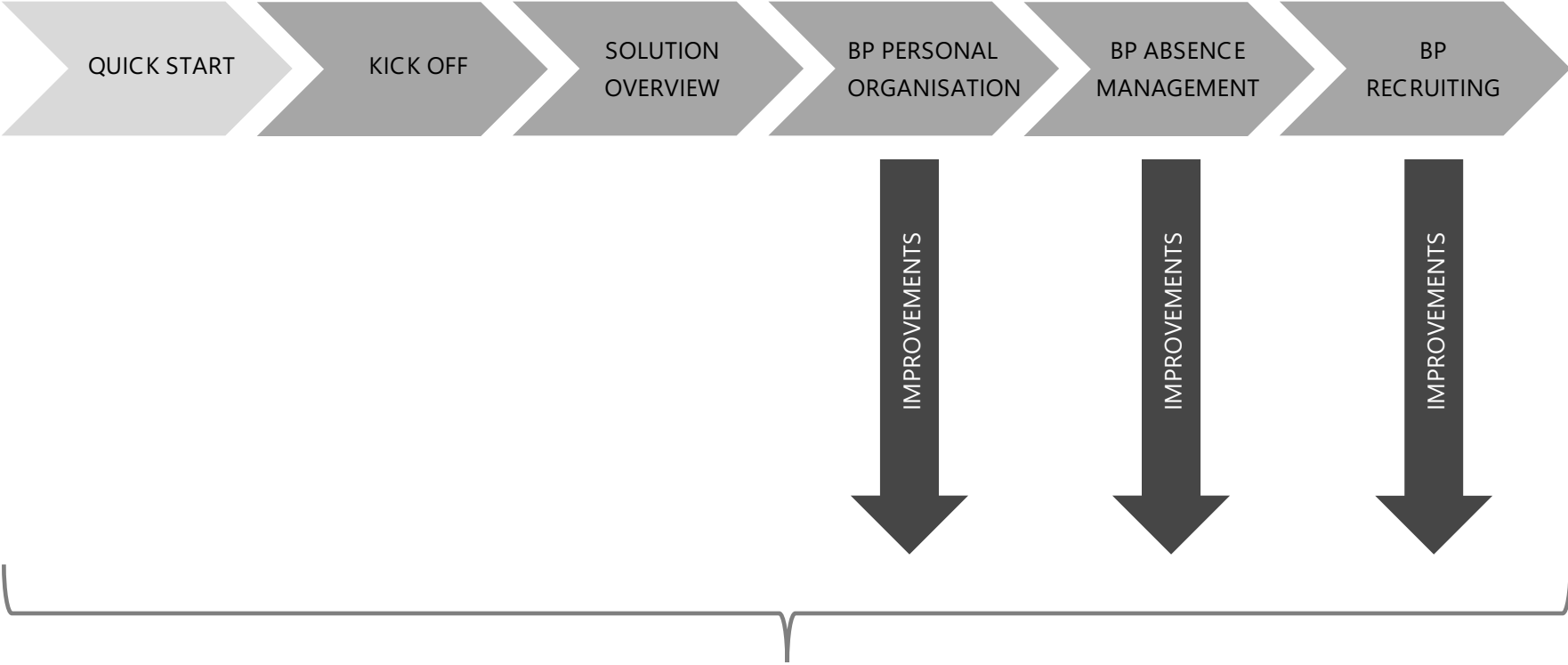
Hands on training – let the participants lead the way

- We always match your pace
- Hands-on-Approach

Best Practice Sessions – Example: Time tracking

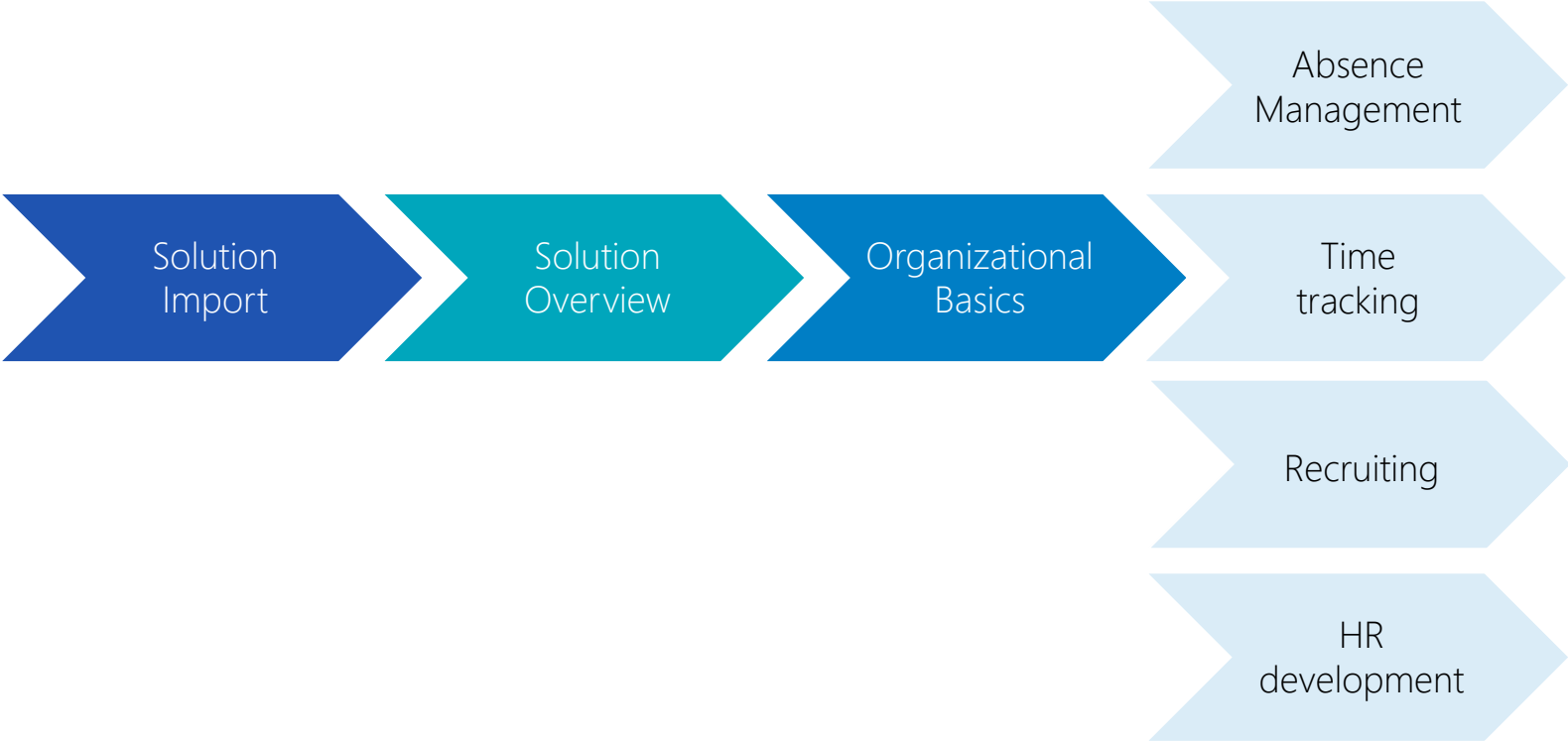


Best Practice Approach



CUSTOMER SUCCESS MANAGER

Our Best Practices Implementation



Benefit of Partners delivering Best Practices

More than just HR

Best Practice Trainings

HR Management Best Practice Live	Duration	Recommended Participants
Kickoff Meeting, Introduction and Initial Planning (mandatory)	2	Project manager, Key-User
Quick Start (per environment)	4	IT Admin, Key-User
Solution Overview (recommended)	3	All project participants
Recruiting	10	HR-Manager or Recruiter
HR Organization	10	HR-Manager
HR Development	6	HR-Manager or Personal developer/ Talent manager
Absence Management	5	HR-Manager
Time & Attendance	5	HR-Manager and Key User
Commissions	5	HR-Manager and Payroll accounting
Payroll Preparation	5	HR-Manager and Payroll accounting
Self-Services for Employees and Managers	1	HR-Manager and Key User
Creating and using templates	3	HR-Manager and IT Admins
HR Customizing Best Practices (fields, views, dashboards)	3	IT Admins
Travel and Expenses	2	HR-Administration
Leadership and Management	3	HR-Manager and Department manager

Delivery by Partners

Partners are trained and certified

Partner Trainings



Certification Training HR Solution

Feature Basic Training for HR for Dynamics

Target Group: Microsoft Dynamics Partners, Hubdrive Partners, Microsoft Employees - Sales, Business Consultants, Support Trainers, Customizers



Certification Training Solution Presentation

Interactive Training - How to excite prospects

Target Group: Marketing, Sales, Trainers, Consultants



Certification Training co-sell with Hubdrive

Best practices for a successful co-sell

Target Group: Sales & Marketing



Certification Training Best Practice Implementation

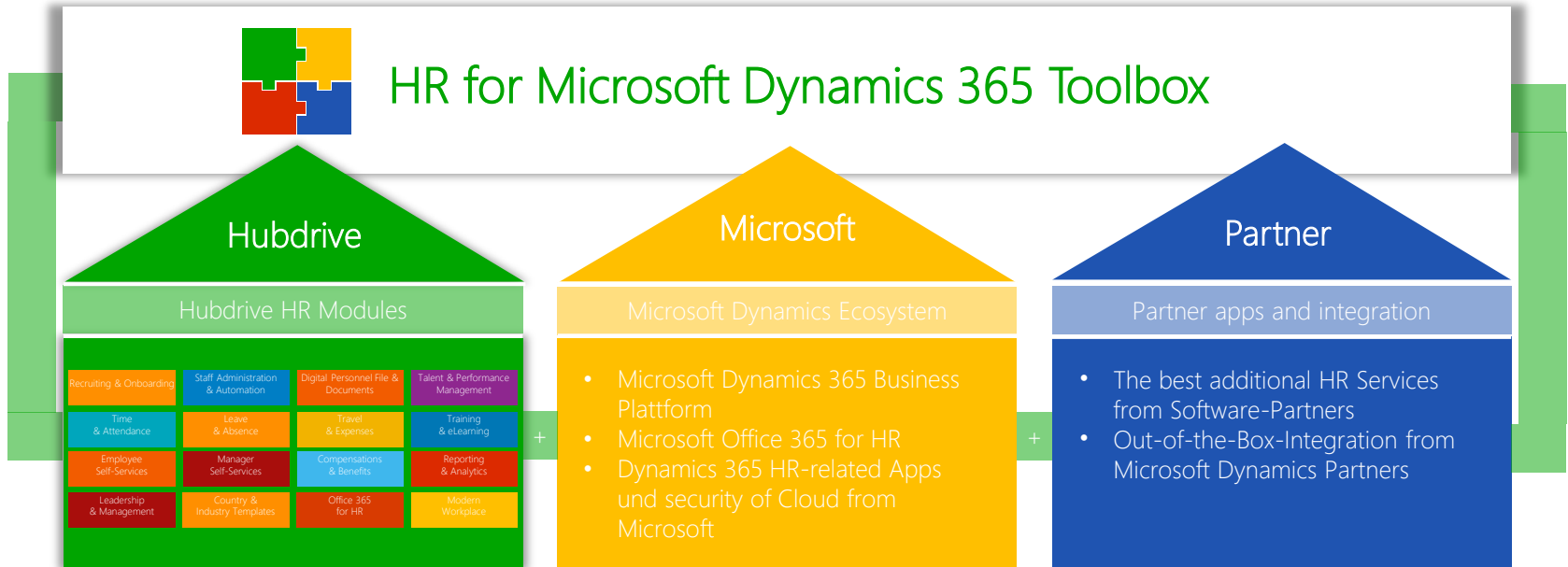
Implementation according to best practice methods and processes

Target Group: Project Managers, Consultants and Trainers who want to give Best Practices Live Training

Delivery is based on predefined Checklists

Basic Settings	<input type="checkbox"/>	<ul style="list-style-type: none">— Areas created (import from homepage, and customer specific)— Calendars created (import from homepage, and customer specific)— 2 Employment Contract Templates created (Full Time & Part Time)— Absence Type Settings created
Digital Personnel File	<input type="checkbox"/>	<ul style="list-style-type: none">— Absence Management relevant fields filled for 3 Test-Employees, explained & understood by customer
Employment Contracts	<input type="checkbox"/>	<ul style="list-style-type: none">— 1 Full Time Contract created— 1 Part Time Contract created
Leave Entitlements	<input type="checkbox"/>	<ul style="list-style-type: none">— Providing Leave Entitlements explained & understood by customer— Process Remaining Days explained & understood by customer (incl. Offset Functionality)— Change of Leave Entitlements explained & understood by customer— Carry-forward Leave Entitlement Process explained & understood by customer
Leave Requests	<input type="checkbox"/>	<ul style="list-style-type: none">— Absence Types explained & understood by customer— All available Leave Request Processes explained (Sick, Vacation with/without substitute, Parental, ...) and for each process type, one example was created— How to modify Leave Requests explained & understood by customer— 1 Business Closure created— 1 Leave Ban created
Dashboards, Views & Monitoring	<input type="checkbox"/>	<ul style="list-style-type: none">— Digital Personnel File: Tab Leave Management explained & understood by customer— Global Absence Calendar explained & understood by customer— HR Deadlines Dashboard explained & understood by customer— Leave Summary View explained & understood by customer— Leave Request View explained & understood by customer


More than just HR



The new HR Learning Center

Making self-implementation easy

BP Implementation Know-How – The HR Learning Center



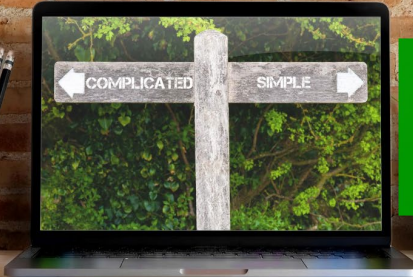
HR Management

for Microsoft Dynamics 365

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Implement in five easy steps.

You have chosen innovative HR management based on the Microsoft Dynamics 365 Business Platform. How can you now drive digitization forward as quickly as possible?

For this purpose, we have worked out this fast and proven implementation path here. This will guide you through the setup, configuration and rollout.


You don't need to be a technical expert. Simply follow the steps outlined here. You'll find how-to guides, videos and hands-on exercises to help you set up and use the software with confidence.


1. Set up Microsoft Cloud

Optional for new Microsoft customers only

Together we make sure your Microsoft 365 or Office 365 is in place and set up.

[Ensure Microsoft 365 Cloud](#)





2. Ensure your Dynamics 365 Platform


Together we ensure that your Microsoft Dynamics 365 platform is available and functional.

[Ensure Dynamics 365 Basis](#)

3. Deploy HR for Dynamics 365 technically

Import the solution and then activate individual modules to lay the functional foundation for your digital transformation.

[Deploy HR for Dynamics](#)



The HR Learning Center

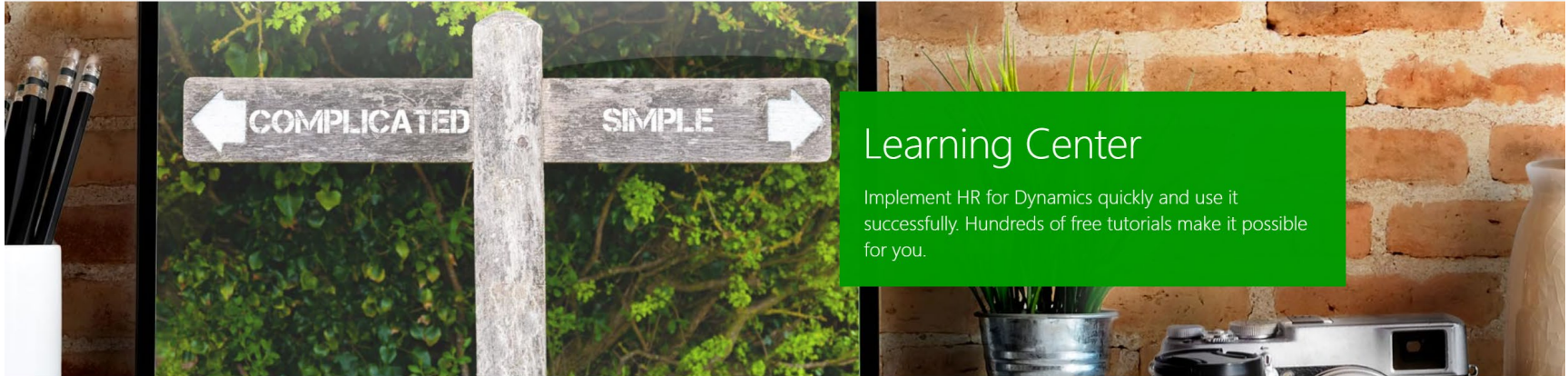


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Learning Center |



Learning Center

Implement HR for Dynamics quickly and use it successfully. Hundreds of free tutorials make it possible for you.



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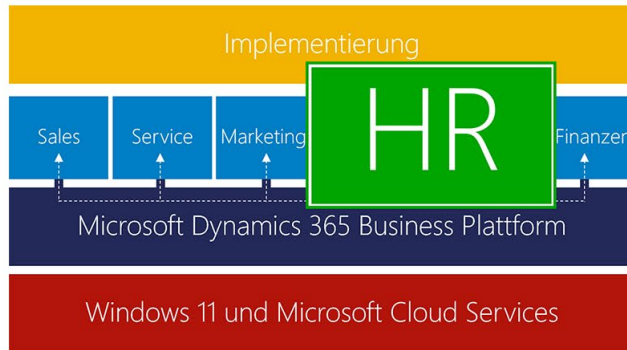
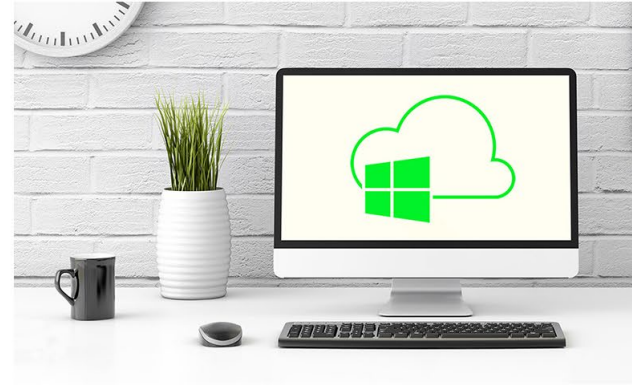
The HR Learning Center

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Optional for new Microsoft customers only

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Ensure Microsoft 365 Cloud ☺



2. Ensure your Dynamics 365 Platform

Together we ensure that your Microsoft Dynamics 365 platform is available and functional.

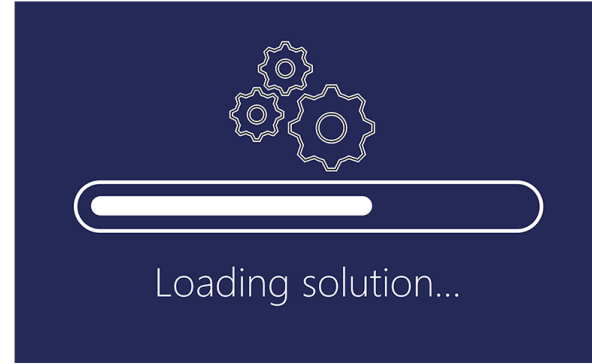
Ensure Dynamics 365 Basis ☺

The HR Learning Center

3. Deploy HR for Dynamics 365 technically

Import the solution and then activate individual modules to lay the functional foundation for your digital transformation.

[Deploy HR for Dynamics 365](#) ↻



4. Configure your HR for Dynamics 365

Make sure your data is protected - externally and internally. Step by step, you become data protection compliant according to DSGVO.

Then import your employees and create digital personnel files, departments and employment contracts in the system.

[Configure the solution](#) ↻

The HR Learning Center

5. Now select an area to digitize

You can now flexibly digitize these areas in your company. You have free choice in the order.

Recruiting & Onboarding



[Learn more](#) ↻

Staff Administration & Automation



[Learn more](#) ↻

Digital Personnel File & Documents



[Learn more](#) ↻

Talent & Performance Management



[Learn more](#) ↻

Time & Attendance



Leave & Absence



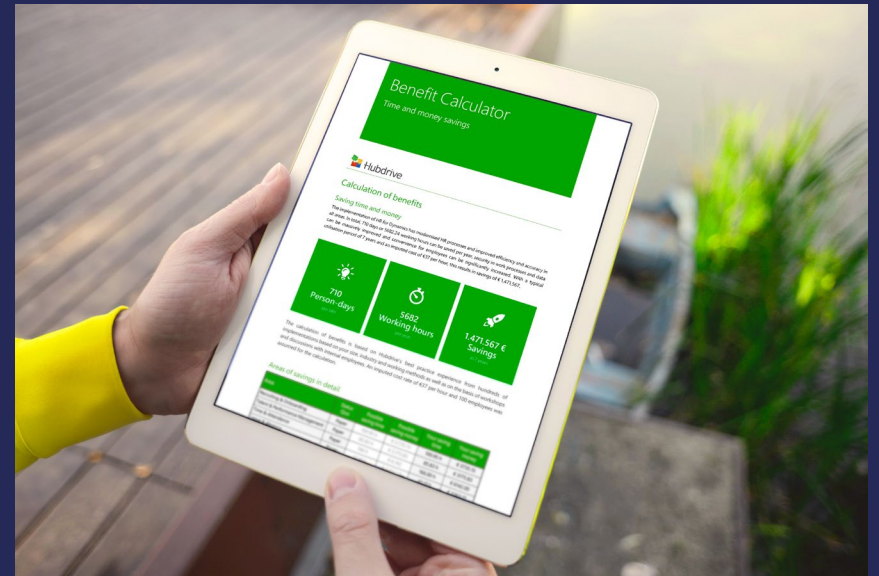
Travel & Expenses



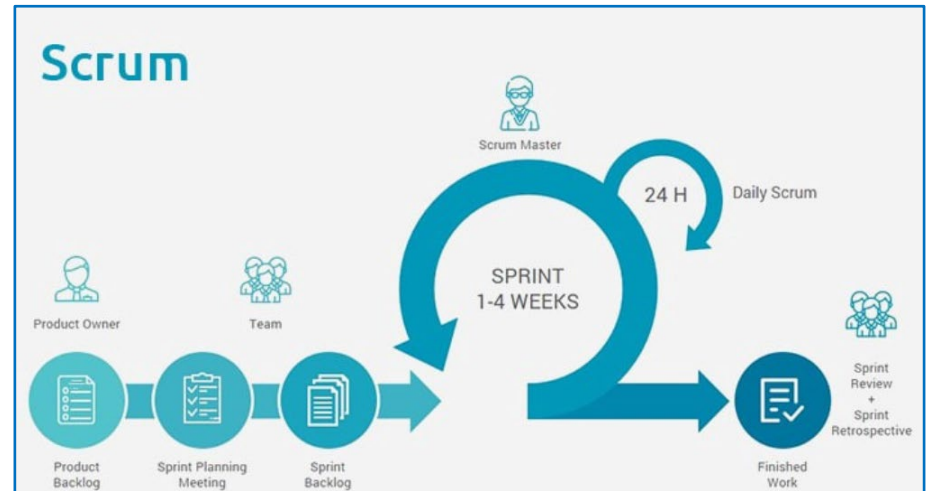
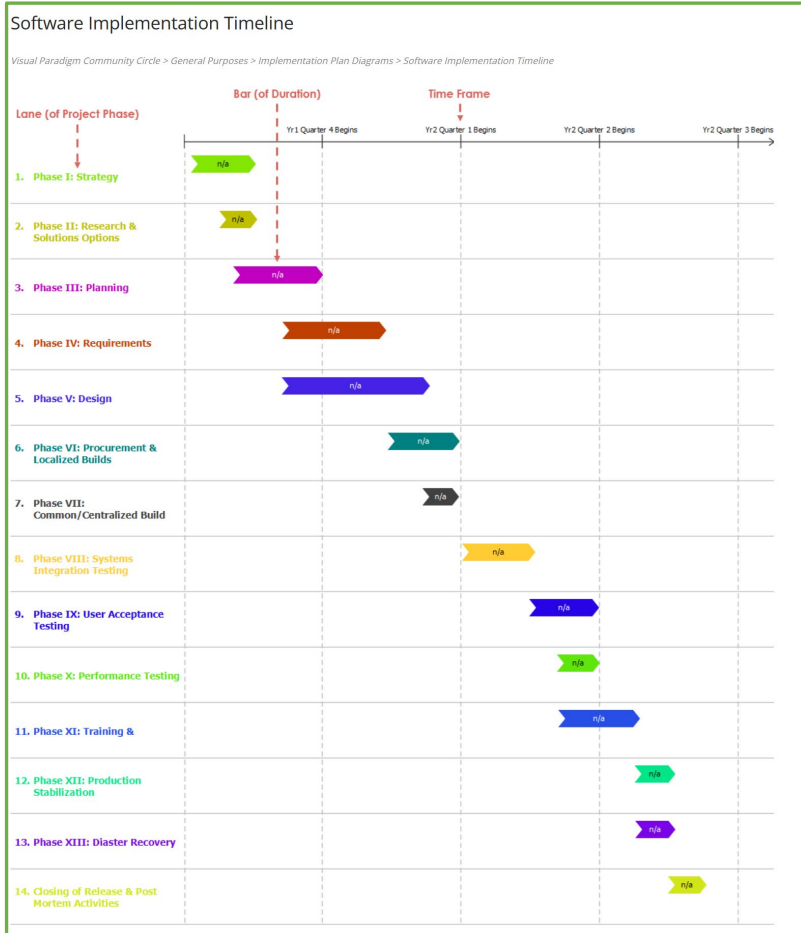
Training & eLearning



Use the Benefit Calculator and Contact us!



Reasons for Best Practice Approach



What does Best Practice include?

- Setup of Solution
- Configuration of Base Settings to your needs
- Import of Data
- Hands on Training of your Key Users on Best Practice Processes
- Preparations for Go-Live

Archieved Improvement due to live usage