

CHRONOS WORKFLOW PLATFORM (CWP)

Simplified Temp Hiring HR Process in CWP

How CWP manages casual workers under Hungarian simplified employment rules, from hiring to exit, while keeping track of the legal limits.

— THE CONCEPT

We first built and introduced this HR process for simplified employment in **Chronos Workflow Platform (CWP)**, developed by Chronos Systems, for a confectionery wholesale company.

This type of employment needs very accurate, up-to-date records, because simplified employment for casual work in Hungary is bound by strict labor and tax rules.

— FULL SYSTEM SUPPORT

The process tracks each worker's start in line with planned and ad hoc staffing needs. It handles contracts and declarations, records hours worked, and reports and plans payroll costs, all the way to the worker's exit.

For key events, it emails the manager who requested the worker and informs accounting. Regular notifications help check attendance and keep the attendance sheets accurate.

— WHAT THE PROCESS DOES



Onboarding

Records the data and documents needed to start work: uploaded CVs and other documents, and forms for personal details.



Automatic contracts

The system generates the employment contract and declarations automatically from the entered data and ready-made templates.



Attendance sheets

Hours worked are recorded on a custom, table-style attendance sheet, directly in the system.

— WHAT THE SYSTEM MONITORS AUTOMATICALLY

- ✓ how many days in a row each worker has worked
- ✓ the number of days worked in the month
- ✓ whether the worker has reached the annual limit, with **a warning before the limit is reached**
- ✓ if a worker does not show up, it **starts the deregistration**, through the external accounting firm or directly on the government's Ügyfélkapu portal
- ✓ a report on workers who have not signed the attendance sheet
- ✓ a report on hires waiting for approval

EASY TO CHANGE

The administrator can follow changing needs without development, whether the company's operations or the law has changed. Changes can include:

- ✓ adding, removing or parallelizing steps, and changing the conditions between steps
- ✓ changing the forms and fields of each step
- ✓ connecting to other company systems
- ✓ managing the notifications and warnings the system sends

BUSINESS BENEFITS OF CWP

Rollout	Fast, no outside IT experts
Product	Configurable, no custom development
Reliability	Thoroughly tested platform
Processes	Complex and parallel
Integration	External data sources
Licensing	Several options
Support	Simple and cost-effective

CWP IN BRIEF

Chronos Workflow Platform is a robust, efficient and user-friendly workflow platform that automates an organization's workflows and procedures, including document management. HR processes can be set up and rolled out as easily as working with office applications.

In a fast-changing market, companies must keep adapting, which often means changing business processes and the IT systems behind them. Custom development is usually expensive and slow. CWP combines the fast, cost-effective rollout of an off-the-shelf product with the flexibility of a custom solution. It works in any business area: CRM, finance, marketing, administration, manufacturing, product development or R&D.

Web access

Graphical process designer

Customizable processes and forms

Document management, e-signature (e-Szignó)

Audit trail

Graphical process history

Statistical and calculated reports

Performance reports

Customizable email alerts

Automatic deadline tracking

Print templates

Native or web service integration

Optimized for mobile and tablet

Want to see it with your own processes?

Book a demo: chronosworkflow.com · sales@chronosystems.com · +36 1 632 0463

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