Teta ME (Mobile Edition) is a web-based application available on desktop as well as on mobile devices, including smartphones and tablets.

Teta ME utilizes modern technical solutions using HTML5 and Angular2, which is currently the most popular web application framework. Its latest version is written in TypeScript – a programming language created as a result of cooperation between Google and Microsoft. Combining the best features of all these components allows us to design and develop applications compatible with multiple browsers.

Teta ME is an integral part of the Teta HR/ERP suite – a complex solution supporting personnel management and containing up-to-date employee information.
A people-centric solution

Teta ME focuses on the user. Our mobile solution is built to serve the employees. The purpose of the application is to engage its users, in order to improve communication, boost the effectiveness of resource management processes, and increase employee satisfaction.

Teta ME meets the user’s needs in terms of both technology and functional solution, focusing on 3 main aspects
- Mobile access
- Compatibility across devices
- Usability

Mobile access
Along with increased popularity of smartphones with Internet access we have become connected all the time in every place. Nowadays it is an obvious thing to check bank account balance while commuting or new inbox messages during business trip. Therefore, employee’s vital need is the self-service to be processed the same way:
- 24/7
- every place possible
- using familiar devices: smartphones or tablets

Teta ME is accessible in company’s premises as well as outside corporate infrastructure. Teta ME does not require installing any apps on the device. Internet access and favourite modern browser is sufficient.
Leaves
Teta ME users can register requests for different types of leave. Employees can use their annual entitlement to vacation days, leave on demand, or days/hours for caring duties. The system notifies the user about available limit and verifies the application form. Employees can also request for compassionate leave, leave for education and other leave types included in labor law or company regulations.

Managers using Teta ME can control absences in their teams by accepting or rejecting these online requests. An approval line is based on a system mechanism and can be executed according to the standard workflow definition or a customized process.

HR requests ME
HR requests module targets both managers on all levels and regular employees. The former are able to make all the ongoing updates and adjustments in their teams, the latter – amend specified data.

The functionalities of the module include:
- entering requests in HR processes
- approval workflow
- updating employee data in Teta HR/ERP

Employees can request for an address change and order salary transfer to their bank account.

Teta ME helps managers to perform remuneration adjustments actions through salary change requests. Once the final rate is approved, related payroll components are updated in Teta HR/ERP.

Teta ME improves monitoring and control of HR processes, through optimized and automated request handling, ensuring effective communication and timely execution of tasks. Data quality is maintained using workflow for approvals and verification, prior to updating personal records.
My profile ME
Teta ME users can view their personal data and employment details registered in Teta HR/ERP. My profile module gives them access to information on:

- current payroll components
- assigned equipment
- family members included in a health insurance plan
- private and business contact information, i.e. address, phone number, e-mail

In addition, an employee can check out who belongs to their team and display coworkers’ contact information. On the top of that, the module includes also a dependency structure view.

My PIT forms
Teta ME provides secure and convenient way of distributing tax information to employees. Electronic PIT-11 forms available in Teta ME are initially verified by state issued software, and can be viewed by employees at any time. By downloading the document, the employee automatically confirms receiving the form. Digitization of the entire process allows employees to access their tax information immediately, which is particularly important for people who work remotely.

Overtime management
Overtime module in Teta ME allows managers and team leaders to assign extra hours to their subordinates, and choose a suitable settlement type - time off in lieu or direct payment. Employees can view their overtime information, including settlement type for each assignment, and request for time off in lieu accordingly.

Teta ME Overtime can also correctly handle assignments for work on Saturday, that are compensated with time off in lieu.
Teta ME Reports
Teta ME Reports module serves both employees and managers, providing comprehensive reporting options for each role. Employees can generate documents related to their employment, such as payslip or schedule for current month. Managers get full overview of their subordinates’ activities, including holiday leave usage statistics, overtime settlement status, and detailed attendance information. Quick access to these reports makes managing the team much easier.

Compatibility across devices
Teta ME can be accessed simultaneously on smartphones, tablets, laptops and PCs. Technology behind Teta ME system makes it possible to be run on devices with following operating systems:
- Windows
- Android
- Mac OS X
- iOS

Teta ME platform for employees and their managers supports all of the modern web browsers:

This fact implies significant flexibility increase in area of self-service. A request submitted on Android device is accepted on manager’s iPad and approved on Window PC by HR department. The solution does not require any installation or external apps – it simply runs in the browser.
User-friendly interface
Teta ME was developed using RWD – Responsive Web Design, which means that application interface dynamically adjusts to the device screen size. It is equally comfortable to use Teta ME on smartphone, tablet and laptop.

Having all kinds of employees in mind, while developing Teta ME we put particular emphasis on an intuitive interface, ergonomic control distribution, easy access to important information and overall process usability.

Teta ME supports users in optimizing their processes by utilizing its tight integration and two-way data exchange with Teta HR/ERP suite, combined with thorough validation and smart autosuggestions in fields.

In terms of access management, Teta ME offers users password change options including password recovery.

Once the right role-based profile is configured and assigned to the user, mastering Teta ME comes naturally and does not require hours of training.

The default profiles include:
- Employee – for self-service functionalities
- Manager – for managing team processes and workflow
Solution security

Employee data and primarily personal and payroll information security is an essential factor for HR management systems. It affects both people management software such as Teta HR/ERP and systems addressed to employees like Teta ME.

Teta ME utilizes multiple security mechanisms to protect employee data from unauthorized access:
- all users are assigned profiles limiting their actions to the specific operations and forms
- users can only access their own and subordinates’ data according to views managed by Teta HR/ERP administrator.

In order to separate internal company infrastructure from Internet, while using Teta ME outside corporate network it is required to use one of the following solutions:
- VPN extended by mobile devices access
- VPN SSL, e.g. Barracuda VPN SSL
- web service available through Reverse Proxy

About Unit4 Polska

Unit4 in Poland develops ERP and HR systems sold under the name Teta. Currently, UNIT4's solutions are used by more than 2 thousand large and medium companies and institutions who are leaders in their industries, including but not limited to: Getin Noble Bank, Parker Hannifin, Grene, Aviva, Danone, ATM Grupa, EuroLOT, Rossmann, City Bank Handlowy, Teva Pharmaceutical Polska, LG Electronics Polska, Bakoma, Hotele Gołębiewski, Mostostal Warszawa, and others.

The company is the provider of Teta HR, a leading solution on the HR market, and Teta ERP, a people-oriented ERP system that automates workflow and enables focusing on strategic activities.

To learn more about Unit4 Polska, visit: www.unit4.com/pl