

# SIMPLIFY YOUR GLOBAL ASSIGNMENT MANAGEMENT AND REPORTING



**Mazars uses Expat Tracker to help clients manage their global mobility data. Below is a summary of the system and the benefits of using it within your business.**

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- **Comprehensive demographic data**
  - **Configurable workflows**
  - **Document generation and storage**
  - **Compensation collector**
  - **Dynamic graphical reporting**
  - **Checklists, alerts and reminders**
  - **Email integration**
  - **Employee travel diary**

### **Expat Tracker – Save time and money with this smart solution**

Expat Tracker will enable you to effectively keep track of global mobility data management and produce comprehensive reports. Your hosted data will be covered by fully comprehensive back up providing you with security and peace of mind.

There is no costly set up and maintenance of software with Expat Tracker. The 'Quick Start' data wizard means you will be able to get started immediately by importing your existing spreadsheets.

Key Performance Indicators (KPI's) will give you a real-time, clear view of your company's international mobile staffing position, enabling you to view costs and progress of assignments as well as make instantaneous performance comparisons. You will be able to get a comprehensive overview using KPI's of your choice. You can check and compare employee movement and location, tax and compensation with our configurable dashboards. Expat Tracker will save

you time with it's own built in email. Use the automatic email alerts to provide diarised reminders of expiry dates and outstanding tasks so that you eliminate human error and never miss deadlines.

You will be able to create your own task lists for easy management of your global team. Team members from different locations will be able to track and be clear of project details, including costs, timing, roles and deadlines. This smart feature ensures transparency, fairer allocation of work and facilitates productive team communication.

Create your own document templates and combine with our mail merge function to instantly produce assignment contracts and generate a wide variety of documents including reminder letters and employer compensation statements.

## Reporting in real-time

Users will be able to customise their own dashboards enabling them to create dynamic, visual, up to date reports using real-time key performance indicators. A choice of formats including spreadsheet, graphs and dynamic data views will make light work of producing reports.

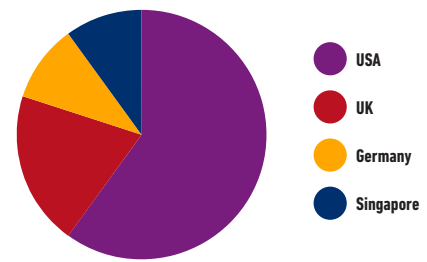
You will be able to provide instant analyses and answer on the spot queries with Expat Tracker's extensive drilldown and effective filtering functions.

One click and you can instantly email a report from the system. Reports can also be attached to automatic email notifications and alerts.

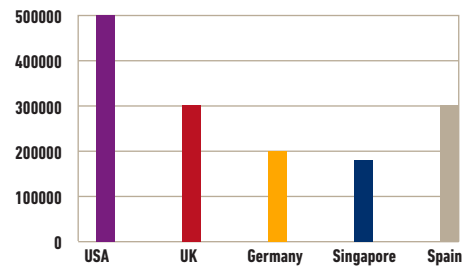
All of your data can conveniently be exported into Microsoft Excel at any time, saving you time and unnecessary expense.

Also, your regular business travellers can have their own portal to enter and track their overseas workdays and activities to make on-going tax and immigration compliance easy.

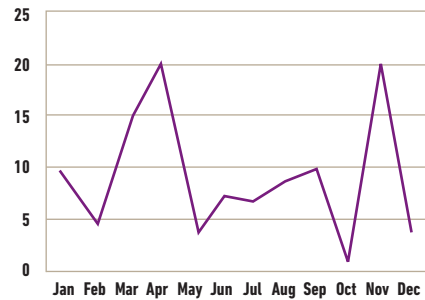
Assignments by host location



Assignments costs by host country



Assignments starts last 12 months



## Eliminate risk without the cost of a customised system

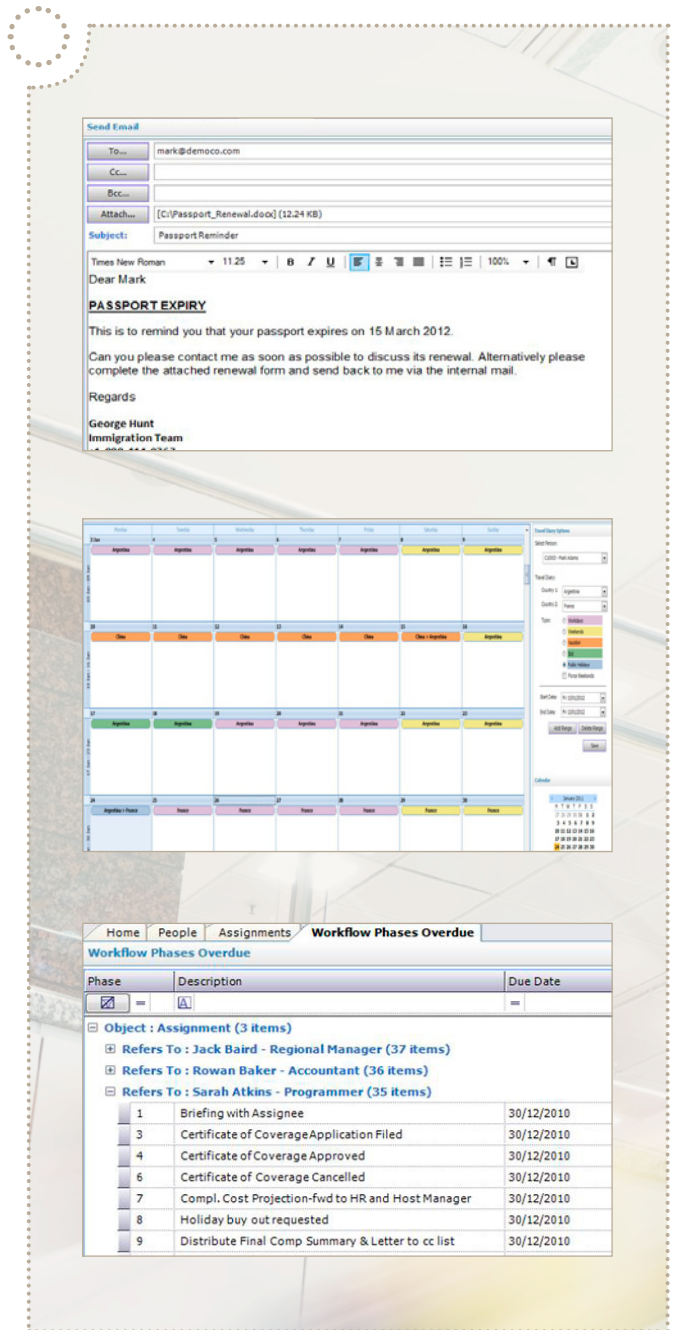
You can be confident of observing compliance without the need of an expensive customised system. Expat Tracker's global workflow process will provide strict monitoring of compliance, minimising process risk and ensuring global consistency.

You won't need to manage numerous spreadsheets to keep on top of legal and regulatory compliance. Whichever global location, you will always know what is required and when, ensuring you avoid fines and never miss deadlines. Generic checklists are based on industry best practice for international travel and relocation requirements. You will be able to take the best care of your staff and be sure of meeting all necessary requirements, including visas, passports, tax filings/deadlines, work permits, vaccinations, household shipments, leases and rental agreements.

An integrated word processor will make it easy for you to create templates for documents such as contracts and letters. Editing and any required specific changes can be made within the program.

You can export your documents in PDF format for security and ease of compatibility. You will also never lose a document because Expat Tracker will automatically and proficiently save your files in the right place for you. Documents of any format can be saved into relevant employee folders and matched to all emails relating to the employee and their assignments.

Inbuilt web-based travel diary tracks employee's movements and will flag time related tax or social security issues requiring attention. Simply click a button for instant risk reports.



### Contact

For more information on how we can help please contact:

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