

# Topia Manage

The single source of truth for all your mobility program data, Topia Manage allows you to leverage automated and configured workflows around your assignment and expatriate programs to drive visibility, efficiency and compliance. Generate reports and drill into the details with powerful Mobility Analytics.



## Key Features

- Initiate mobile employees and corresponding services with a single online form
- Integrate with existing HCM/HRIS systems
- Integrate with your relocation management company
- Configured to your program policies and structure
- Automated pre-authorization and initiation workflows
- Automated workflows configured to your processes
- Automated document generation
- Detailed reporting and analytics
- Dashboard view with key information about your program
- Clear list of outstanding tasks for HR
- Sophisticated roles and permissions, and scoping for limited data access
- Includes Topia Plan and integrates with Topia Pay, and Topia Go

## Key Benefits

- Increased efficiency of HR teams
- Eliminates manual redundant tasks
- Easily dive into the detail about your program and mobile employees
- Brings all program data into a single system
- Easily see outstanding action items and to-dos
- Transparent trail of historic events, incidents and exception handling
- Can leverage a third party RMC for full program outsourcing



## Upgrade to modern expatriate management

At Topia our goal is to provide HR products that streamline and simplify the management of your global talent. We accomplish this by leveraging automation, integration, and data visualization throughout our global mobility management suite.

When you log in as an HR user the first thing you see is a dashboard with key details about the status of your program and any action items - all of which you can dive into for more information. We bring together every detail of every assignee in one spot, including: assignment demographics, financial details, key dates, addresses, dependents, contacts, documents and HR indicative data.

## Leverage automation to manage your program

One of the major areas we automate is the initiation and pre-authorization workflows. We're able to automate what would otherwise be a time consuming manual effort of creating a cost estimate/balance sheet, sourcing approvals, generating the offer letter to employee and initiating a move with various relocation services.

As an added benefit, Topia integrates with your existing HCM or HRIS systems to pull in all of the relevant employee data, saving a user from having to manually re-key employee information or risk inadvertently sharing personally identifiable information.

## All of your program data, when you need it and how you need it

Topia provides an end-to-end global mobility management suite, and Topia Manage is the heart of it coordinating all workflows, and in and out of other modules. This enables us to easily provide all of your program data across spend, status, immigration, tax and more. Our data and analytics tool is built into the HR experience with users able to configure reports, customize dashboards and access their live data 24/7

“It does a lot more than any other system. It’s customizable; it’s robust. The reporting features are really good. And it’s not just the system; it’s the entire account team.”

-Dell