



Employee Administration

Setting up a structured and extensive Employee Records maintenance system is an essential task of the Human Resources Department. A quality foundation is the main prerequisite to setting up Career planning, Competence development and other processes where the employee is the key resource.

Typical Situation

Information about employees exists in many places and mediums. There is no link between the data required to maintain the organizational structure and human resources. The Payroll management system does not share the same database as Human Resources.

A large number of business processes are not computerized. Often due to the large amount of the "double-ing" of data maintenance, some processes are not introduced, such as Career Development, Education Tracking, Vacation Management, Leave etc.

Most analysis required for Human Resources Management is based on various Excel worksheets that are difficult to maintain while the Time dimension of data is completely nonexistent.

Most business processes are based on various documents that are unstructured and difficult to analyze.

Solution

The Employee Administration module provides for structured and extensive maintenance of all important information concerning employees (and other categories of workers) in the company which serve as a basis for many supported business processes.

Employee information can be analyzed on virtually all entered data while the possibility of creating complex analytical reports allows for the successful management and planning for the human resources of a company.

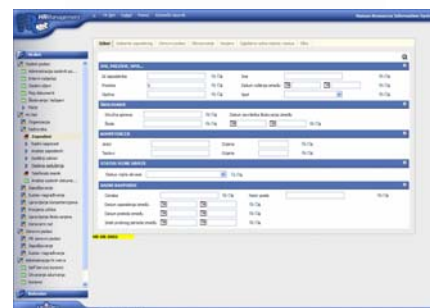
Job assignment management, insight into all previous and future career developments, automated creation of all documents relating to the employees (template based) are just a few of the day to day processes of the Human Resources Department that by using HR.net system, receive a whole new dimension

It is also possible to distribute parts of the business process, that relate to employee administration towards the employees themselves, or other users.

This option enables the implementation of completely new business processes that result in a new quality of Human Resources management.

Setting up a Vacation management system is a very important and demanding process for Human Resource management where it is essential to maintain a critical amount of employees with regard to their areas of duty and function.

The HR.net Employee Administration system also keeps track of special documents and certificates (Work permits, medical insurance, etc) with a system for alarming and notification when required.



HR.net – search and maintenance of employee data

Main Advantages

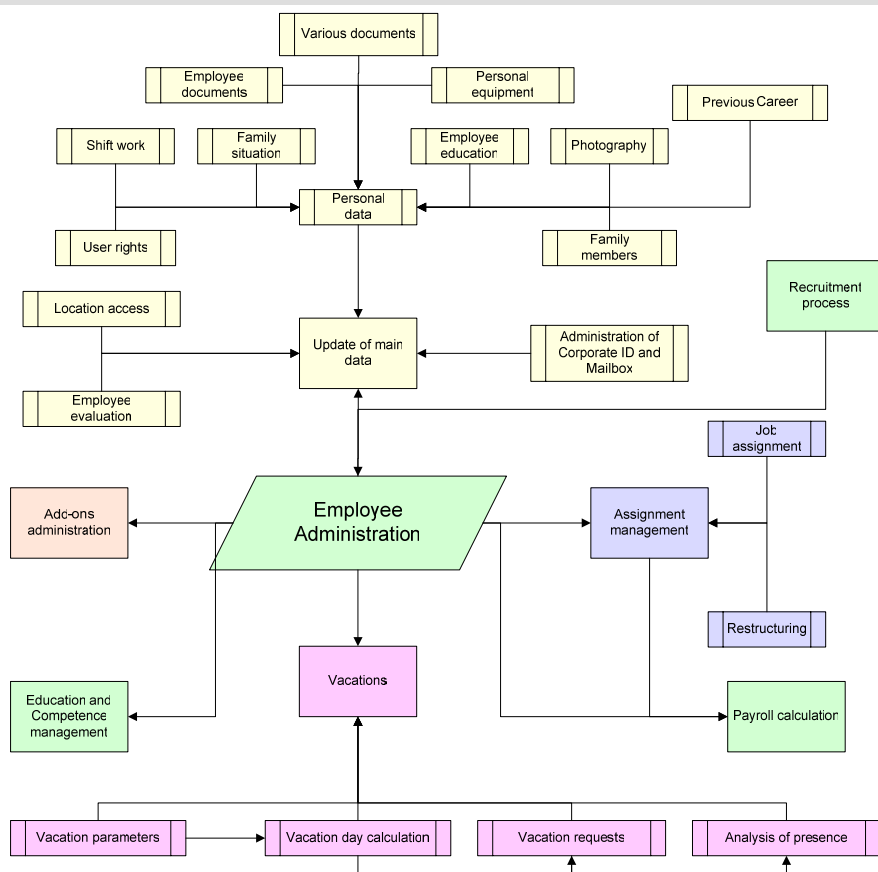
- Time Dimension
- Simple creation of even the most complex structured reports
- Implementation of new business processes
- Simple distribution of company wide processes
- Support for the control of employee data updates

Supported Processes

- Employee data administration
- Employee personal equipment and inventory tracking
- Vacation management
- Document creation for employees
- Company phone book maintenance
- Control and overview of data changes

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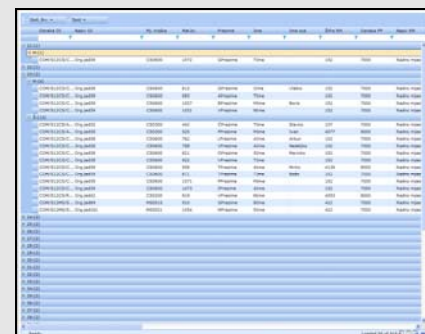
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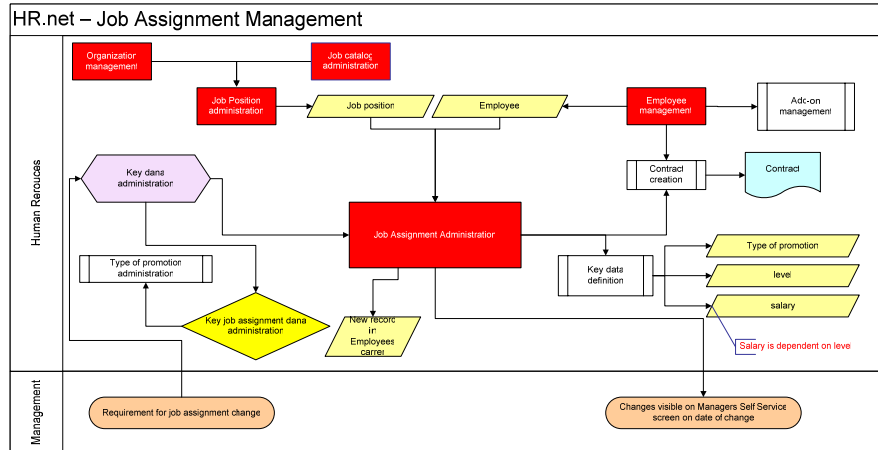
HR.net – Employee data administration



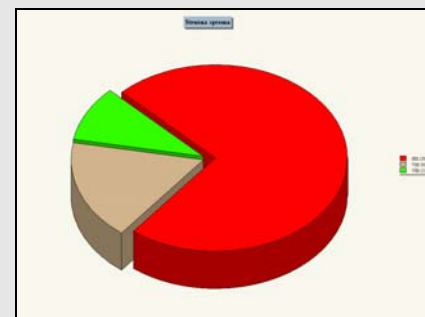
HR.net – organization, job positions and job assignments for employees



HR.net – creation of a structured analysis report



HR.net – Employee job assignment management process



HR.net – Analysis of employee qualifications for a unit

Advantages

A single Employee Administration system is a true and reliable source of information about all employees in the company, enabling the simple implementation of a planning process that is tailored to the specific needs of a company.