

Compliance : Modular : Process : Integrated : Options



Comprehensive Personnel System with Core System and Integrated Optional Modules

Personal Details and Information for All Types Of Employees, Including CRB Checks, Career History and Equal Opportunities

Job, Post and Establishment Management: Contracts of Employment - Employment Law Compliance

Absence and Attendance with Sickness, Absence, Lateness, SMP, SPP, SSP, Holiday Management, Work Patterns, EU Working Time Directive Compliance, Bradford Factor

e-HRP.Net Web Access for Employees, Managers and Administrators

Recruitment and Selection

Multi-Posting, Job Sharing, Salary, Earnings and Pay Records for Salaried and Non-Salaried Staff

Pay Features: Annual Pay, Weekly, Hourly Rates, Pensions, Benefits, Overtime, Commissions, Pay Scales & Spinal Columns, Gross Pay and Earnings Records

Training Course Administration

Appraisal, Skills, Qualifications, QCF/NVQs, Training Needs, and Skills And Human Resource Audits, Training and Skill Requirements for Jobs with Gap Analysis

Grievance, Discipline, Capability Records

Health and Safety Records with Risk Assessments, Accident Log and RIDDOR Reporting

Reduce Time and Costs with Checklists, Wise Owls, Quick Access, Business Rules, and Snapshot Screens, Alarms, Triggers. Reminders

Staff Scheduling and Rostering

Workflow With Mail Merge Templates: Standard Letters, Contract Letters, Memos, Emails

Integration with Ms Office™, Excel™, MapPoint™, QuickAddress Rapid™, OrgPlus™

Customisable and Flexible Standard Reports and Optional SDMS V Report Writer: Crystal Reports

Line Manager Access and Audit Trail

Pay Details and Payroll Integration Module

Special Editions for FE Colleges, Universities, Adult Care, Schools, Hospices and Local Councils



Your People Our Priority

SDMS V HRPersonnel for Windows is more than a personnel system. It encompasses all the major functions of today's personnel and training department providing a mission critical system to ensure the best in Human Resource management practice from recruitment to retirement. To guarantee that your personnel and training department is never left wanting; the software is modular in design with a truly functional Core System and an extensive range of optional modules: from Training Administration, Recruitment and Selection, Pay Details and Payroll Integration. It provides a single database for all personnel data, abolishing the need for double keying.

And with its Self-Serve Web Access Module, you can simplify and reduce administration costs and overheads still further by moving those time consuming administration jobs to the web or intranet with the e-HRP.net Web Access Option.

Ensure Compliance: Reduce Cost: Be More Effective

The software will help you simplify and standardise your personnel administration tasks and procedures while at the same time help you reduce the costs of keeping employee records. But it's not just about record keeping, but those processes essential to managing people effectively. It will enable you to report on and monitor all elements of personnel good practice and ensure that you are not only fully compliant with the latest employment legislation but more effective in doing so.

Core System and Optional Modules

Employee Details
Contracts and Job History
Basic Salary Record
Posts and Establishment
Work Patterns
Grievance and Discipline
Vehicles and Travel
Pensions
Diaries, Alarms, Reminders
Standard Documents
Maternity Leave
Policy Management

Next of Kin, Emergency Contacts
Employment Contracts
Department Membership
Skills and Qualifications
Health and Safety
Performance Appraisal
Sickness Absence
Holidays
Reporting
Mail Merge
Paternity Leave and Adoption
Training Needs

HRP's Core System satisfies the needs of most businesses and organisations.

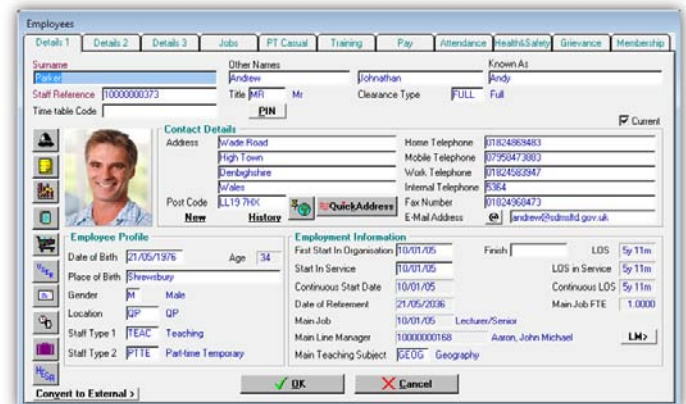
Building on the Core: Optional Modules

The cost of introducing a new personnel system just because it does not offer the functionality you now want can be avoided by taking advantage of HRPersonnel's extensive range of optional modules.

Whether you need to extend your use to Training Administration, Recruitment and Selection, Part Time Staff, Pay Details Plus and Payroll Integration, Staff Rostering, Organisational Charting, or introduce web systems; HRPersonnel optional modules are available.

Employee Details

Comprehensive and detailed employee records for all types of staff are easily maintained. While the minimum of data is required by the system, a wide range of personal information can be easily held including staff reference and National Insurance number, names, known as, addresses, gender, ethnicity, date of birth, posts held, job titles and responsibilities, dates of appointment, retirement dates, career benchmarks, promotions, next of kin and doctors' details. Multiple addresses can also be held for employees and an address history kept.



Union memberships, special requirements, vehicles, medical conditions and UK work status can also be recorded. Staff may be assigned to departments, locations, operational teams or groups within the organisation.

Jobs, Posts, Establishment

The system is able to accommodate the simplest to the most complex range of jobs, posts and establishment structures if needed, the software may be used without defining posts for employees. Alternatively, employees can share the same post or be assigned to several simultaneously. Employment details, pay amount, pay grade and scale points together with funding can be set against posts. Induction, competency, qualifications and training requirements can be set against posts and applied to staff in those jobs. Evaluation criteria for posts can be defined to support periodic post review and authorisation. For organisations where staff return to employment – such as seasonal workers - the system has a re-employ function to avoid reentering the employee's basic data.

It also includes web based On Line Enquiry and Job Applications.

Absence Management

Absence can be logged on a daily or weekly basis and the software fully complies with the EU Working Time Directive. Statutory and non-statutory sick pay can be calculated and passed for payment. Bradford factor calculations are provided. e-HRP.Net supports on line absence records. Triggers and Alerts can be set up for sickness and sick pay entitlement expiry. The system calculates sickness related payments and deductions to be passed to payroll. Records of lateness with interviews or return to work interviews can be held, records of statutory sickness absence and pay include periods of sickness, related absence whether paid or not, whether linked to other periods of sickness absence, qualifying days and link letter and amount of SSP paid. Maternity leave and pay are also fully managed, together with the ability to apply non-statutory leave provisions.



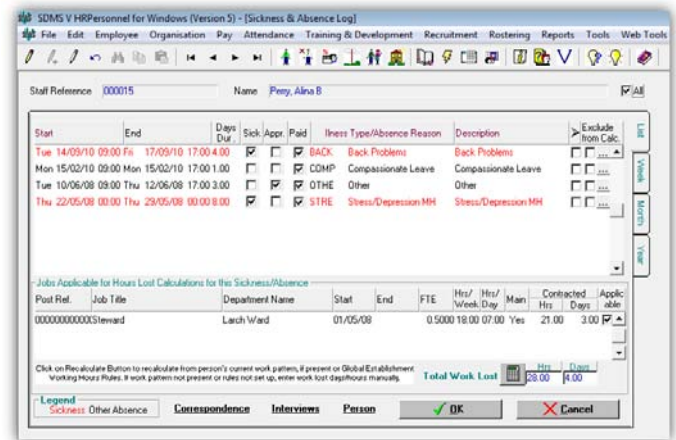
Global changes can be made to posts and applied to staff assigned to them. A wide range of statistics on post occupancy can be produced with full FTE reporting. Part time, casual and temporary employees can all be managed with the software. Employment contracts can be entered and contracts issued. Work undertaken by part-time staff can be recorded, with start/end dates, start and end time, number of weeks, budget to support salary administration and audit.

Employee Development and Training Administration

SDMS V HRPersonnel's Training Administration Module supports full course management and administration with course scheduling, course advertising, enrolments and attendance. The module allows the management of course waiting lists. Full training histories are maintained for all employees. A full profile of competencies and qualifications is held with NVQ/SVQ details. This data can be reported on to give comprehensive performance reports to assist organisations in evaluating the staff development provided to employees, the take-up and delegate costs of such training. Full details of trainers, whether in-house or external, as well as a database of training providers is maintained. Training courses can be evaluated by delegates, allowing you to identify courses which meet their objectives, enhance skills and enable additional roles to be performed. Employee appraisal and performance review, employee training, training needs, qualifications, skills and competencies can be administered.

Recruitment and Selection

The system includes extensive employee recruitment and selection functions. To assist success planning, recruitment needs can be identified based on employee retirement dates, temporary and fixed term post dates, planned maternity and other extended leave dates. The recruitment module includes creating new posts, campaign planning, advertising, initial enquiry management, candidate selection to short listing, interviewing and assessment, taking up references and pre-employment checks, as well as final appointment.



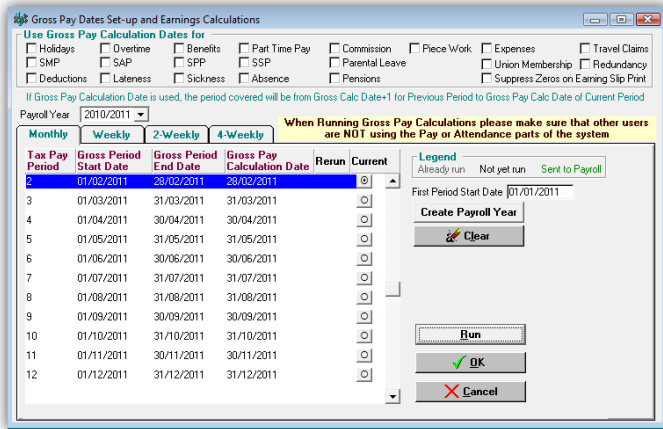
Sickness and Absence Log – Single Screen for All Forms of Absence

Holidays can be planned within the software. Staff holidays and other forms of leave are booked in a single screen which shows leave entitlement, days and hours booked and entitlement remaining for standard leave, bank and public holidays. Any additional days and TOILS are also shown. A single click takes you to a details form showing the entitlement rules.

Days booked and whether approved (or cancelled) and whether paid or not are also shown. e-HRP.Net supports on line holiday booking. Where required, attendance can be logged, analysed and reported on. Date, time and duration, together with reasons and whether paid or not can be held for each absence and matched against the standard work pattern for the employee. Automatic data capture hardware options such as Feedback Datas' Nohmad are available.

Salary, Earnings and Pay

Pay features are extensive. While it is not a “payroll system” - and does not calculate net pay by applying NI and Tax tables functions to gross pay figures - it does provide personnel departments with the tools to manage and calculate all other elements of gross pay. Annual, monthly and weekly pay details with hourly rates or pay scales with spinal columns can be administered.



Gross Pay Set Up and Earnings Calculations Screen

Many automatic pay calculation features support the preparation of gross pay taking holidays, attendance, pension contributions, and hours worked. It allows the typical types of payments, deductions and other elements of gross pay to be entered and fully managed with the software. In addition to basic pay statutory sick pay, maternity (or paternity) pay as well as adoption pay can be recorded and appropriate statutory or contractual rules applied to these. Similarly, a range of benefits and pension contributions can be assigned to individuals and appropriate calculations made by the module. The system can also be integrated with many of the well known payroll systems through its payroll integration module.

Line Manager Access

HRPersonnel for Windows can be configured to provide Line Manager Access, restricting the functions of the system accessible by line managers and their departments to update or see records for their staff only. The Audit Trail Module tracks all changes to the personnel data, when the change was made and by whom, thereby providing full traceability, accountability and security.

e.HRP.Net Web Access

e.HRP.Net Web Access Module provides a seamless and fully dynamic intranet and web access system for SDMS V HRPersonnel for Windows.

Easy to use browser access is available to employees, managers and administrators, allowing them to complete tasks such as applying for training, approving training, completion of absence forms on line.

Reporting, Word Templates and Workflow

The software comes with easy to use and flexible Standard Reports. The comprehensive range of reports provided gives detailed analysis of: posts and occupancy, employee costs and funding, jobs and contracts, vacant posts, recruitment, equal opportunities and many more. Each standard report may be customised by search criteria with easy to use report customisation screens and option to output to MS Excel™. SDMS V Report Writer: Crystal Reports™ for ad hoc report writing is available as an option. For the many standard letter writing and office tasks in personnel administration, the system is integrated with MS Office™ for producing standard letters using mail merge including contracts of employment, absence, training, recruitment etc.

Quick Administrators, Checklists and Wise Owls

HRPersonnel for Windows enables the day-to-day tasks of personnel administration to be carried out simply and effectively with the minimum amount of effort and staff time. Wise Owls, Quick Administrators, Checklists, Business Rules with Auto Data Entry and At-a-glance screens, are just some of the many ease of use and Speed Entry Features built in.

Access Rights and Utilities

The system can be configured and tailored to meet the requirements of individual customers and users in a variety of ways. User Access rights can be set up to allow view, modify or create rights to personnel data. Access to specific modules or elements of the core system down to the level of each access tab can be restricted simplifying the overall look and feel for particular users. Selection Lists can be set up and modified by the user and the system is provided with user definable fields in key areas. Business rules allow the system to be set up with default values to speed up data entry, set screen views, and make fields mandatory or not.

Editions - Single User, WorkGroup Enterprise

SDMS V HRPersonnel for Windows is available in single user, WorkGroup, and Enterprise Editions to suit the requirements of all sizes of Company from the smallest to the largest.

For Information and to Purchase:

Contact SDMS Ltd's Sales and Business Development Team on 01952-200911 or by email: sales@sdmsltd.com or alternatively visit the SDMS website: www.sdmsltd.com.