



Smart HR Core System



ABSALOM's Smart HR solution comprises a suite of modules that address all the needs demanded of the contemporary HR operations and management. These modules can be built upon a CORE System as required.

The CORE System is a mandatory infrastructure containing all the basic elements for data storage and common features and functions for efficiently accessing and analysing filtered information for day to day decision making. The features and functions of the CORE System are system-wide and can be tailored to your organisation's requirements in several aspects including:

Employee Management

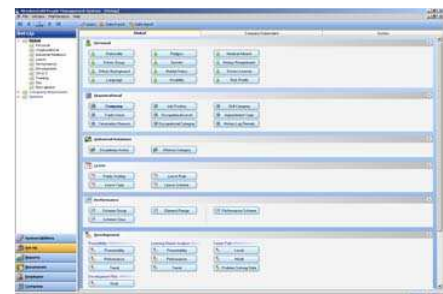
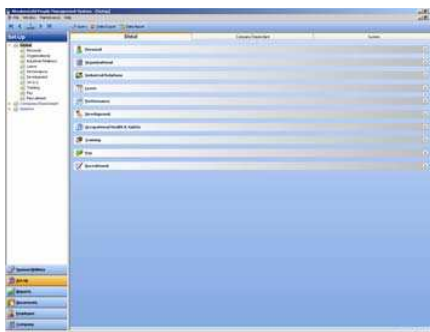
- All the essential information you need about your employees and other people who work for the organisation is captured and stored in a single structured record. The number of records allowed is limited by the physical size of the database.

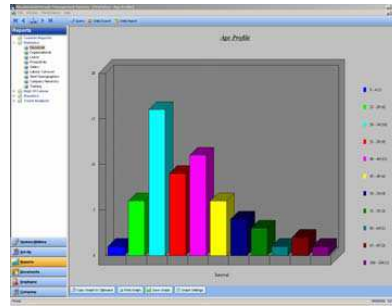
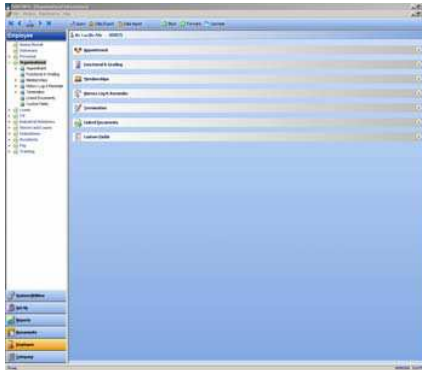


- Basic data in each record includes age, ID Number, preferred name, home language (read/write), nationality, special considerations, contact details (including street address, postal address and telephone numbers), marriage and spouse details, Next of Kin information, dependants, health record, and drivers licence and any certificate information
- Employee photograph
- Unlimited retention of terminated employee records with complete history
- Easy and quick addition of new employees
- FTE calculations.

Organisational Management

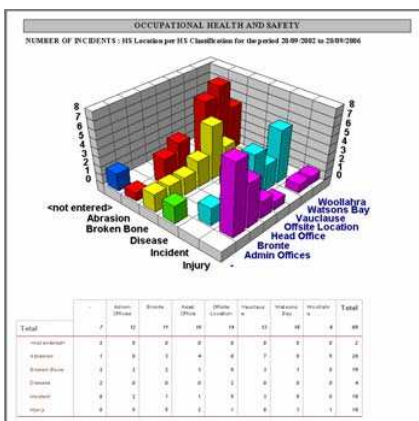
- Organisational change that is so common today is easily accommodated by using the systems standard ability to reconfigure its core structure to meet such changes
- Record and manage people functions and grading across all areas of the organisation
- A complete analysis of the status of employees in the organisation including job types and organisational structure. This frequently changing landscape is essential to managing the conditions of employment.
- Unsurpassed flexibility in allocating your human capital into meaningful levels, categories and bands to optimise and improve the quality of analysis and reporting





- Automated history log of changes to status of employees and their movement through the organisation including comprehensive standard and ad hoc reporting
- Easy creation of organisation charts according to user-defined criteria
- Comprehensive and flexible management of contractors
- Maintain and report on team and committee participation, union membership and shift work.

ABSALOM Smart HR caters for multi-tier company structures. Information can be viewed and analysed globally or by any combination of companies, branches, divisions and sub-divisions.



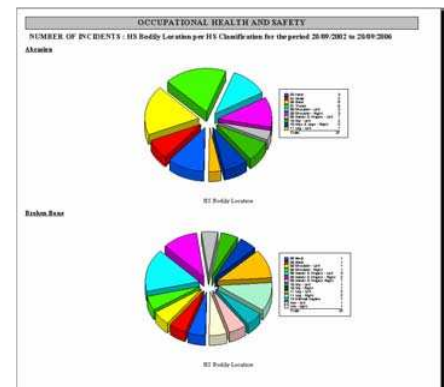
Security

- Complete hierarchical control over permissions to access your people information. This includes detailed security control down to field level and read-only access permission.
- Regulate use of functions and facilities within ABSALOM's Smart HR solution including database querying and management reporting
- The system is designed to serve an unlimited number of users.

Event and Email Reminder System

- ABSALOM Smart HR incorporates a sophisticated event and email reminder system that prompts users on pre-defined dates to undertake specific actions.
- The facility enables a future date to be set that depends on an outcome for an event affecting an employee. For example, alerting the user to undertake some form of action or preparation for action in readiness for a forthcoming performance evaluation, salary review or training course.
- Some of the events based on pre-defined dates include:
 - o Employees' birthdays
 - o Visa Expiry dates

- o Performance evaluation
- o Salary reviews
- o Service recognition (I.e. based on length of service)
- o Contract expiry date
- o Property issued (upon termination)
- o Probationary period
- o Disciplinary hearings
- o Employee counselling meetings
- o Training course due dates
- o Resumption of alternative duties (OH&S)
- o Commencement of rehabilitation
- o Hazard management and preventative action



Ad Hoc Report Writer

- A powerful, flexible and user-orientated tool enabling information from ABSALOM Smart HR's rich database to be easily mined to produce professional and comprehensive reports
- Offers a complete and tailored reporting environment that is easily used by people with minimal IT experience.



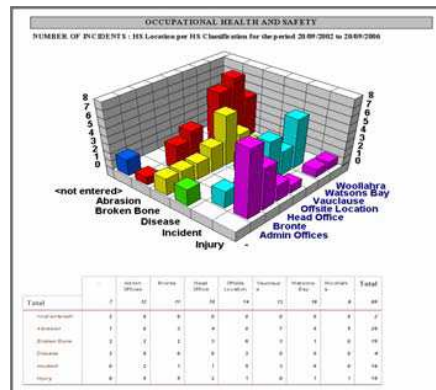
- All information imported from third-party applications such as Payroll, is made available for reporting through the Ad Hoc Report Writer
- Links directly into MS Word, Crystal Reports and MS Excel
- Is easily used as a mail-merge facility for letters, notices and notifications to employees.

Standard Management Reports

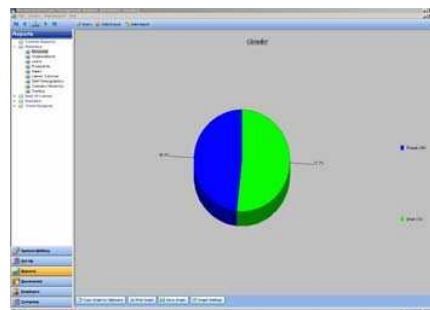
- A comprehensive and professionally presented suite of standard management reports for prompt and accurate management decision making. These standard reports cover the complete spectrum of key HR indicators including:

- o Headcount
- o Headcount: Budget vs. Actual
- o Staff movement reports
- o Length of service
- o Terminations
- o Appointments
- o Age analysis
- o Labour turnover
- o EEO reporting
- o Nationality analysis

- o Job title distribution
- o Job grade distribution
- o Union membership
- o Birthday list report
- o Employee status log reports
- o Organisation charts



- Reports include statistical analysis with graphical display
- Easily exported to other applications such as MS Excel or MS Word for further analysis and presentation.



Documentation Management

- Incorporates a centralised document management structure to store, organise and distribute all policies, procedures, forms, notifications and letters. A mail-merge facility allows for quick distribution of corporate information and announcements.

Data Extraction Facility

- The Data Extraction Facility provides the user with total flexibility to extract information from the system. Users are able to create data export templates for standard analysis and reporting or extract data on an ad hoc basis. Export file characteristics can be specified including CSV and Fixed Width. The facility is fully ODBC compliant.

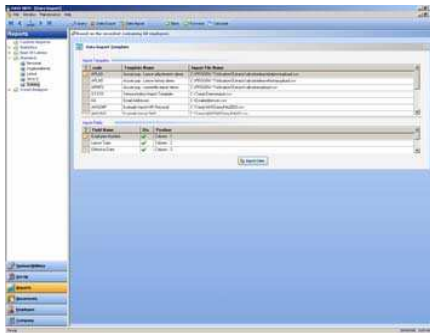
Database Query Building and Information Extraction

- Total flexibility in analysing, data mining and structuring information
- Quick and easy creation of customised user-defined queries on the database providing unlimited analysis and reporting capability. This includes:
 - o All the database fields as available criteria
 - o Your company structure
- Easy to use facility to save query templates



Data Import Facility

- An intelligent facility enabling the import of information from any electronic source including third party applications such as payroll and spreadsheets for data migration
- Fully ODBC compliant
- Data imports are easily scheduled at organisational-defined intervals to automate the process
- Minimises manual data entry and eliminates transcription errors.



Audit Trail

- A powerful template-based feature providing a comprehensive audit trail incorporating users, dates, times, fields etc.
- Capacity to easily search and report across all available criteria
- Includes audit trail and data imports from Third Party applications including Payroll.

Custom Forms & Fields

- Customise and create new screens and add fields and naming conventions to suit your unique requirements (without affecting upgrades)
- This powerful and unique feature is economical and ensures conformance to contemporary and future requirements.

Bulk Allocation Facility

- The ability to bulk allocate information such as Appointment Dates and training course attendance considerably reducing time spent on data entry and general system maintenance.

Linking documents to employee records

- Link multiple documents and files to employee records such as Resumes, Letters of Offer and file notes
- Ensure all information about your employees is securely stored centrally and accessible from the one integrated ABSALOM Smart HR solution.

Online Help

An extensive online help is available within ABSALOM's Smart HR solution.

- It provides multi-dimensional enquiries.
- It includes a tips, tricks and tools section as well as a troubleshooting area.

The ABSALOM Smart HR Core System also incorporates two important sub-modules to operate and manage Stores & Loans inventory and employee Curriculum Vitae (CVs).

Stores & Loans

Employers routinely provide employees with valuable company-owned assets to enable them to execute their jobs productively and efficiently. These may include:

- Laptop computers and software
- Mobile phones
- Security keys
- Uniforms

Managing the maintenance and tracking of these expensive assets can become logistically difficult and when they have to be retrieved due to resignation, disputes frequently occur because of poor record keeping.

Curriculum Vitae

The assessment of Curriculum Vitae (CV) or business resume forms a vital part of any employee recruitment process. Once hired, though, the employee's CV is often forgotten.

Today, the CV of any employee is a very dynamic information profile that changes frequently with:

- New job responsibilities
- Additional qualifications acquired
- New professional memberships
- Training programs attended
- New skills and competencies acquired

Detailed information is available for these sub-systems.

The Core System of ABSALOM's Smart HR is the foundation upon which organisations can grow and improve their Human Capital Management Systems. This can be simply achieved by implementing more functionality and solutions from Absalom's comprehensive range of Smart HR modules.