

The Personnel module provides an effective solution to an organisation's human resource requirements. Decision making is made credible and harnesses employee management and set objectives. Employee details, recruitment, induction, job objectives, reviews, training, skills, health and safety, career paths, holidays and absences, medical details and accident recording are all catered for, enabling comprehensive personnel administration.

A diary facility books and tracks employee movements both on and off site. There is also a user-defined 'question-and-answer' function, which can be linked to other personnel details such as medical particulars, qualifications and reviews.

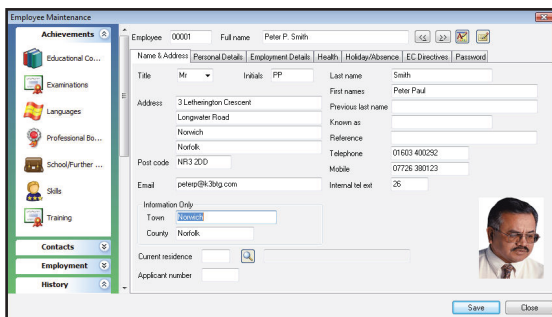
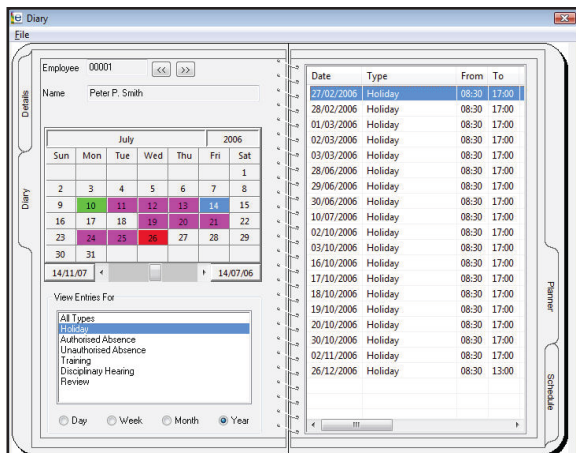
A memo pad feature allows extensive and virtually unlimited data entry. Additional flexibility in accessing, inputting or amending employee records onsite via an intranet, or offsite through internet connectivity is achievable with a Web Portal facility.

#### Graphical analysis and reporting

- Comprehensive selection criteria
- Date range for flexible period analysis
- Graphical representation
- Management reporting

#### Reports and enquiries include:

- Employee details
- Induction schedules
- Personal protective equipment issued
- Company tools and equipment issued
- Accidents
- Dangerous occurrences
- Hazards and Risk Assessments
- Health and safety audit
- Training and skills analysis
- Training and skill matching
- Training certificate printing
- Job details
- Vacancy and recruitment analysis
- Reminders
- Languages
- Holidays and absence analysis, including Bradford factor
- Head-counts
- Length of service and Staff turnover analysis
- Birthdays
- Applicant details including references and interviews
- Letters and correspondence history
- Disciplinary and Grievance actions
- Redundancy
- Automatic letter generator using mail merge

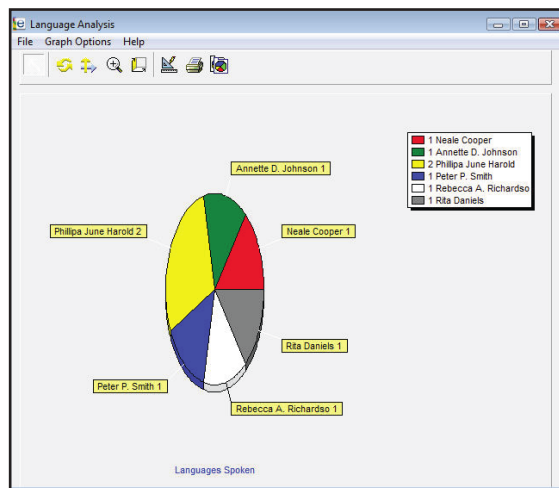


# K3 Factsheet

## Personnel

### Advanced functionality and flexibility

- Job descriptions and inductions
- Next of kin contacts
- Training records and requirements
- Language proficiencies
- Employee reviews and self-appraisals
- Calendar facility
- Accident and industrial injury recording for RIDDOR
- Dangerous occurrence recording for RIDDOR
- Hazardous substance recording for COSHH
- Employee qualifications
- Career and salary history
- Medical database including full inoculation record and user defined health questionnaire
- Vehicles, driving details, accident records, and budgets vs actual
- Health and safety including risk assessment
- Temporary and contract personnel



### Innovative processing

- Multiple notepad facilities
- Multimedia attachment for CV's and personal documents
- Workflow for automated document creation via mail merge
- Skill gap analysis
- Employee turnover, length of service and birthdays
- Vacancy and recruitment handling including workflow for letter production
- Advanced search for vacancy skill requirement matching
- Remuneration and benefits
- Employment termination procedures
- Employee disciplinary handling including workflow for control of stages
- Employee grievance handling including workflow for control of stages
- Employee and administration diary
- Periodic reminders and e-mail facilities
- Company equipment tracking by employee
- European Working Time toolbox for time sheet entry and monitoring
- Bradford factor
- Event management

The 'Employee Maintenance' window shows a detailed form for employee 'Peter P. Smith' (ID: 0001). The form is organized into several sections:

- Personal Details:** Date of birth (10/07/1962), Nationality (GB), Place of birth (Bristol), Sex (Male), Religion (C of E), Ethnic group.
- Marital Status:** Current marital status (Married), Date status changed (15/06/96), Previous marital status (Single), Dependents (3).
- Employment Details:** Passport number, Passport expiry date, Work permit number, Work permit expiry date, Hold for 15 years, Licence classes.
- Employment History:** Last training date (20/06/03), Last review date (06/12/06), Next review date (07/12/07).

The 'Global Diary' window displays a calendar for December 2007. The calendar shows events for various dates, with the 10th, 11th, and 17th highlighted. Below the calendar is a table of events:

Complete?	Date	Time	Type	Additional details	Employee
<input type="checkbox"/>	10/12/2007	12:00	Employee Review		Tyrosious A. Kirk
<input type="checkbox"/>	11/12/2007	1:00	Disciplinary		John Parker-Bowles
<input type="checkbox"/>	17/12/2007	9:00	Training		Penny Johnson

## K3 Factsheet

# Personnel

### Integration

- Payroll
- Time & Attendance
- Shop Floor Data Collection
- Access Control
- Job Costing
- Third party report writers
- Comprehensive import/export capabilities, including XML format
- ODBC compliant
- MS Office and MS Outlook
- SQL
- Web Portal

### Security

- User access controls and encryption
- Audit trails
- User defined menus

### Historical retention

- Retain Personnel history for an unlimited period

### User interface

- Wizards
- Online help
- Favourites

### Period/year end

- Holiday entitlements
- Long service holiday accumulators
- Absence threshold levels



### About K3 Business Technology Group

K3 are the world's largest supplier of SYSPRO ERP systems - one of the most widely installed Enterprise Resource Planning applications. Coupling robust, advanced functionality with first-class service and support, K3's scalable, integrated Enterprise Resource Planning (ERP) solutions are designed to address manufacturing, supply-chain, distribution, financial, customer management, human resources and e-commerce needs.

Our customers benefit from local supply and support backed by SYSPRO's global organisation and it is our reputation for excellence in customer service that has led many of the UK and Europe's leading manufacturing and distribution companies to choose K3 solutions.