

NUVIEWHR PRODUCT SUITE

HR & BENEFITS ADMINISTRATION

Maintain core demographic data, including job, salary, benefit elections, skills, emergency contacts and other information centrally for easy access & reporting.

Features/Functions:

- Flexible benefit eligibility calculations
- Automatic premium calculations
- Supports “cafeteria” benefits, FSA/HSA’s
- Employment history with effective dating
- Property/asset tracking
- COBRA administration with letters
- Carrier interfaces
- Absence tracking, FMLA
- Corporate organisational chart w/pictures
- Employee Nine Box
- Entity assignment

COMPENSATION MANAGEMENT

An advanced salary planning, incentive and stock planning tool that enables Managers and Human Resource departments to streamline the focal review process.

Features/Functions:

- Supports multiple allocation methods
- Reduces overall time spent on budgeting
- Real time compensation data
- Budget & increase overrides
- Merit matrix model

RECRUITING MANAGEMENT

Define requisitions and publish open positions to web site and job boards. Applicant data is automatically created and populated. Find the best match for jobs using job skills. Provides tracking & cost analysis on your recruiting efforts.

Features/Functions:

- Resume loading and parsing
- Auto populates key data fields
- Prior employment and skills
- Correspondence and interview tracking
- Job postings and job skills
- Budgeted & scheduled cost of requisitions
- One-click-hire feature – no re-keying!
- Targeted pre-screening and interview questions

CANDIDATE SELF-SERVICE

Job applicants develop a more positive image of your company and don’t feel ignored in the application process.

Features/Functions:

- Review openings & submit resumes on-line
- Update resume as needed
- Submit resume for multiple job openings
- Answer screening questions
- Employee referral information collected

TRAINING ADMINISTRATION

Training Managers can define the course list and programs, enroll employees, track credits, certifications, training costs and tuition reimbursements.

Features/Functions:

- Develops wait lists
- Tracks certificates and course credits
- Perform mass or individual enrollments
- Generates notifications and confirmations
- Authorization for employee self-enrollment

SUCCESSION MANAGEMENT

Succession helps you identify, prepare and develop your future leaders and managers.

Features/Functions:

- Organisational chart (multiple views)
- Identify backup candidates
- Competency & gap analysis
- Individual development plans
- Employee and organisational Nine Box

TIME ENTRY

Track work hours and exceptions for salaried and hourly workers.

Features/Functions:

- Allocate work hours to projects/departments
- Track vacation/sick/personal days
- Approvals; Export to payroll



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EMPLOYEE SELF-SERVICE (ESS) MANAGER SELF-SERVICE (MSS)

Self-Service allows Employees and Managers to access HR & Payroll information anytime, from anywhere. This provides significant benefits in the form of reduced administrative overhead, “paperless” transactions, more accurate data, faster response times, increased productivity and more efficient workflow and approvals.

Features/Functions:

- Benefit open enrollment
- Life event changes
- PTO requests and authorizations
- Performance evaluations
- Salary change requests
- Multilingual profiles
- Mobile authorizations

PERFORMANCE MANAGEMENT

Automate the review process in a less threatening, meaningful and actionable format, while gaining efficiencies and reducing administrative overhead.

Features/Functions:

- Employee self-review
- Manager and 360° reviews
- Strongest skills / accomplishments noted
- Goal setting and objectives/outcomes
- Performance review components template

REPORTING

Key to any system is the ability to access your data easily, when you need it, to make actionable business decisions. NuView's built-in report writer makes it easy for any level of user to get the information they need.

Features/Functions:

- Over 150 standard reports/letters
- Compliance reports (i.e. EEO, VETS, OSHA)
- Point-in-time reporting
- Ad hoc query builder and report writer
- Import/Export capabilities

METRICS

Companies track and analyze key variables, by role and business need, as the basis for measuring strategic effectiveness. Using role-based logins, Managers and Executives compare their results against company goals and objectives, as well as industry standards.

Metrics can be implemented at all levels of the company, starting with basic data and progressing to more complex metrics, including data external to our HRIS.

Features/Functions:

- Performance management, by role
- Comparison against company averages
- Comparison against industry standards
- Roll up capabilities
- Integration of third party benchmark data
- Role-based metric displays

PAYROLL

Our *hosted* payroll module offers solutions to complex payroll needs. This real time module provides quick and easy setup for new employees, with the ability to view multiple employee records.

Our in-house payroll module processes payroll at your convenience, not some pre-determined vendor schedule. The systems audits payroll data and corrects errors before checks are printed. Print manual checks on demand and process expense reimbursements whenever needed.

Features/Functions:

- Real time – no batch uploads
- Access multiple pay rates by employees
- Maintains multiple state & local earnings and taxes by employee
- Unlimited check history on line
- Export data to Excel for further analysis
- Interfaces to GL systems and 3rd party time keeping systems



Garrick House • 26-27 Southampton Street
Covent Garden • London WC2E 7RS
+44 20 7717 8496 • www.nuviewHR.com

NuView Systems is a global provider of HR & Payroll software tools that enable business strategy through advanced HR technology, across the enterprise, on a worldwide basis. Designed for organisations with a strategic HR vision, which utilize our flexible technology to achieve that vision, NuView's clients are leading organisations that have improved organisational effectiveness and earned global recognition for the strategic delivery of HR & Payroll services to their respective organisations.