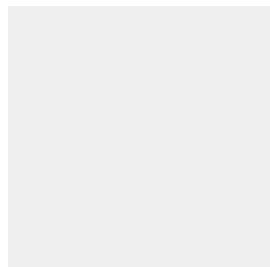
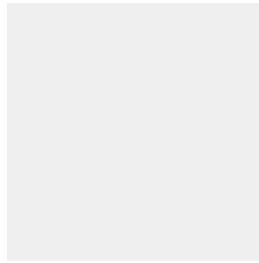
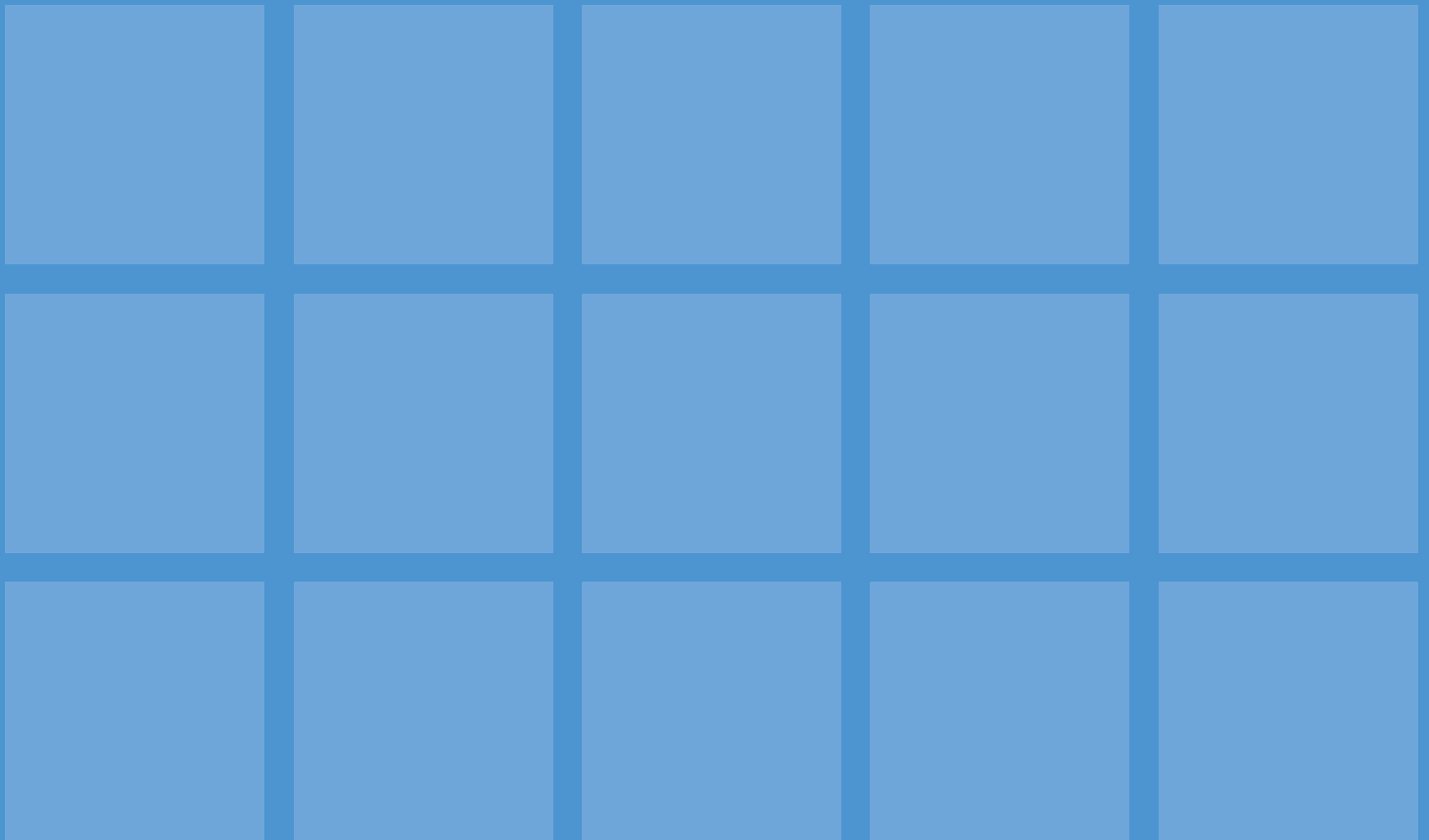


## YOUR PEOPLE YOUR VISION OUR SOLUTION





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**Innovative HR solutions**

- Select HR product portfolio **1**

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# Your people, your vision, our solution



Select Software's product portfolio centres around your people and your need to recruit, manage, develop and remunerate them. Whether you are using the Select HR solution as an applicant, employee, manager, HR practitioner, payroll officer or IT administrator, you will be met with logical, flexible and powerful systems that will make your life easier and your job more enjoyable.

The latest addition to the product range is the exciting and innovative Select HR (web edition). This browser based solution, using Microsoft® .NET 3.5, can revolutionise your HR processes and the way in which you are able to deliver information across your business. Fully customisable and with drag and drop workflow, this really is an amazing system that is changing HR software as we know it.

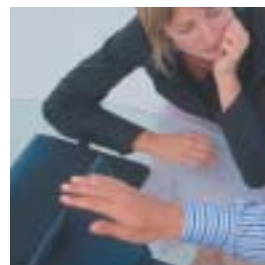
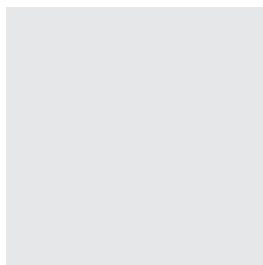
Select HR offers a comprehensive suite of HR functionality out of the box including the key areas of:

- employee details
- absence management
- learning and development
- applicant tracking
- employee and manager self-service
- online appraisals
- online recruitment

Select HR supports you through every aspect of the employee life cycle and will fit with your own processes and ways of working. Our aim is to streamline the communication, collection and analysis of information by providing tools not only for your HR Department but also for your applicants, employees, managers and key decision makers.

Select Software's approach has always been to provide comprehensive standard functionality and now clients can also configure their own screens, workflows and dashboards using tools provided with the software.

**Microsoft®**  
**GOLD CERTIFIED**  
 Partner



# Managing your processes

With many years of experience in working with clients to implement our HR solutions we have a real understanding of the requirements and complexities of HR. We are therefore able to provide a comprehensive solution that meets the requirements of the majority of organisations, so you can rest assured we will have thought of it!



## Recruitment and selection

Select HR's recruitment module helps you plan, manage and execute your recruitment campaigns. Whether recruitment is largely an HR owned process or devolved to managers, we have the tools to ease, simplify and accelerate it for you.

Vacancies can be requested, authorised and created with ease and speed using workflows which guide users through your processes. For those organisations wishing to maximise the technology, vacancies can be automatically uploaded to your website for applicants to apply online, thereby saving you time, money and resource.

- Create vacancies
- Track applicants
- Monitor success, cost and equal opportunities
- Enable applicants to apply online
- Provide web access for agencies
- Generate bulk correspondence by post or email
- Manage the hire process
- Transfer to payroll

Smooth transition for successful candidates is achieved through pre-employment checks, reminders and notifications. Terms and conditions, salary and job details, pre-calculated holiday entitlement and any other information can be used to automatically create offer letters and contracts. The workflow tools will ensure that all the right information is collected and the relevant people are informed of new starters.

“We benefit from the instant advertising that Select HR Recruit offers us, with no waiting around for publication deadlines and of course the speedy response from keen applicants!” **Caroline Howarth, Workforce and Data Planning Officer, MCCH.**

## HR Administration

Select HR enables you to hold all employee information in one place. This ensures that it can be accessed quickly and easily and that you can report on any aspect of it.

Here is a selection of the wide range of topics we cover:

- Personal details (including diversity, work permits, CRB checks)
- Job and salary history (including multiple jobs, salary scales, bands)
- Employment details (including exit interviews and terms and conditions)
- Disciplinary and Grievance (including stage tracking and documents)
- Skills and competencies (linked with training and appraisals)
- Absence and holidays (including work patterns, LOS, part-time calculations)
- Health & Safety (including accident reporting and medicals)
- Benefits, pension, fleet management, P11D
- Salary modelling
- Organisation structure (including multi-level, headcounts, turnover)

# 62.9%

of employers do not count the cost of absence to their organisations

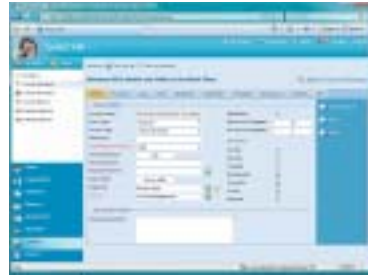
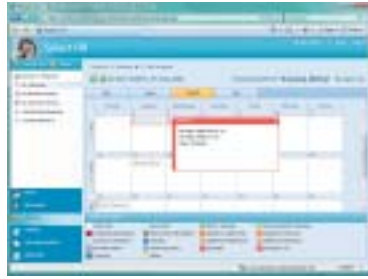
**Your vision**

Because Select HR is ultimately flexible, if you need new fields, you are able to create them yourself, so your system can stay in step with your HR vision.



**Your people**

Select HR provides all the information to help you manage your people and to help them manage themselves by automating processes and delivering information to their desktops.



# Training, development and self-service

## Learning and Development

Select HR addresses the important areas of Training, Learning and Development and Performance Management. As these areas impact upon each other, our solution brings them together to ensure that you are able to monitor activities and maximise the knowledge of an employee's needs and abilities.

Our training administration module holds details of employees' training needs and a history of activities they have completed. Tools are provided for scheduling training events, bulk booking, cancellations and generation of correspondence as well as analysis of costs, attendance and effectiveness.

- Training course administration
- Online booking
- CPD (caters for any scheme membership)
- Microsoft® Outlook Calendar integration
- Online appraisals (including competency models)
- NVQs
- Skills search and management

Self-service users can also access training and development information to check courses that are on offer, request attendance, log their own training activities and CPD and access their appraisal form. In fact, you can decide what information you would like them to see and what they have access to update.

## Self-service

HR systems no longer have to be stand alone storage areas for information that can only be accessed by HR staff. Today's technology enables us to re-engineer our HR processes and share information across our organisations.

As Select HR is browser based, you can choose to give access to anyone in your organisation. Security options enable you to specify what you want them to be able to see and do. Employees can update their own details, managers can record absence, log job changes, view reports: it's up to you! We have also provided many self-service specific processes including:

- Holiday/planned absence request and authorisation
- Training request and authorisation
- Online appraisals
- Sickness self-certification
- Online forms such as return to work or exit interview can be configured to meet your own requirements.

With staff able to provide their personal data online, access their own documents and payslips, request leave and training and prepare for their appraisals, HR are left with the time and information to influence strategic change.

Select HR can be personalised to give each type of user the information and options that are relevant to them. So managers accessing self-service can see key performance indicators relating to their department's turnover, sickness, headcount or budget spend while employees can see how much holiday they have remaining and access their payslip.



**"I never have any difficulties phoning the Select Software helpline as my problems always get sorted with ease!" Hayley Charles, Training Assistant, Thera Trust.**

**Our solution**

Select HR enables you to take our solution and make it yours. With configurable workflows, dashboards and the ability to add fields, you can ensure it fits perfectly with your organisation.

**Payroll**

Our payroll solution gives you the tools to manage people's pay and reward, as well as the analysis capabilities to ensure that it falls in line with your strategic objectives. Powerful payroll functionality caters for even the most complex payrolls and unrivalled ease of use ensures that our payroll solution is suitable for any type of organisation. It can handle data for companies with any number of employees and provides access to payroll information quickly and efficiently, saving you time and money.

Our payroll solution enables clients to benefit from the full features of Select HR and utilise a highly flexible payroll system with common data shared between the two in line with your requirements. Additional facilities are also provided for online payslips. In a secure environment, employees are able to view their current or previous payslips and print copies as required, thus further saving time for the Payroll Department.

- Full security down to field level
- Online payslips
- Easy links to Accounts, BACS and Time and Attendance
- Part payment for starters and leavers
- Comprehensive payment/deduction formulae
- Library of pre-designed reports
- Departmental and cost centre reporting
- Split the cost of an employee over more than one cost centre
- Timesheet facilities
- P11D

**Workflow**

Select HR's workflow tools allow clients to build processes into the system to cater for activities such as adding new employees, booking and approving holiday etc. Many of these workflows are provided as standard however clients have the flexibility to tailor them to reflect their own processes and to create additional ones where required.

Based upon the new Windows standard called the Windows Workflow Foundation (WWF), workflows can be quickly visualised and make use of 'drag and drop' for maximum ease of use. This is an excellent way of streamlining many of the HR related processes in your organisation, reducing paper flow and informing staff across the organisation of events relevant to them.

- Holiday requests
- Training requests
- Request creation of a vacancy
- Self certification
- New employee processes
- Online appraisals

*"The Select solution has an established integration path to our payroll system, excellent functionality and a self-service capability which made it an obvious choice for us." Philip Rose, IT Manager, Tottenham Hotspur Football Club.*

# Information and technology

## Document Management

The document management features in Select HR allow you to upload and store documents against employees or any other part of the system.

Documents can be searched for using a number of different criteria or located based on the content they include:

- Search CVs by keywords (applicants and employees)
- Search for documents by category
- Search by author, date range – or any other meta data
- Locate documents for an individual
- Locate documents by content
- Hold non employee specific documents such as policies and job descriptions

## Business Intelligence

One of the key drivers in the design of Select HR has been the idea of delivery of information directly to those who need it and for this information to be immediately relevant.

In addition to the extensive suite of standard reports, such as turnover, headcount, absence analysis, training needs and recruitment analysis, Select HR provides the ability to create dashboards and for these to be made available to relevant users. Dashboards can include charts, gauges, listings and slideshows as well as information from external sources on the web (RSS feeds).

Integration with Crystal Reports also provides clients with a user friendly report writer, enabling you to create ad-hoc reports on any area of the system as you need them. This ensures further flexibility in case you need information that is not provided in one of the many standard reports.

## System Configurability

Select HR is a fully configurable system which allows you to choose how information is presented to specific groups of users and which information they have access to. You can control the content of menus, screens etc, using the tools available in the Administrator module.

Even the Administrator itself can be configured for individual users. For example, HR users may be able to produce graphs and reports and publish these for other staff to use, while system administrators may also be allowed to create and modify workflows or menus.

Many highly configurable systems are effectively just 'tool kits' with which clients have to effectively build their own system. However, Select HR includes a huge array of standard functionality which means you can be up and running very quickly yet still have the ability to expand the system as your needs change and evolve.

**“Select Software understood our people, HR and IT needs and we wanted a provider who was developing their products as fast as we were developing our business.” Vicky Athersmith, IT Project Manager, Pinsent Masons.**

# Technical details

Select HR is a browser based HR solution entirely written in .NET. Using many of the technical advances found in .NET 3.5 and providing administration access via a Windows Smart Client (self-installing via a web browser), this is HR software for today's companies.

**Smart Client...** *simultaneously capturing the benefits of a "thin client" (zero-install, auto-update) and a "fat client" (high performance, high productivity)*

As a Microsoft® Gold Certified Partner, we embrace Microsoft® technology and integrate with the latest versions of Office and Exchange, while also maintaining backwards compatibility. Based on Microsoft® SQL Server 2005 and with the majority of users requiring only Internet Explorer, there is a zero client footprint for many users. Standard integration is provided to Microsoft® Outlook as well as other mail systems such as Lotus.



**"Using the Windows Workflow Foundation allows greater control over processes and centralises the facility using a standard part of the Microsoft® environment." **Julian Kirkness, MD,** Select Software UK.**



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