

HR MANAGEMENT SYSTEM STRUCTURE

■ CANTEEN SYSTEM ■ ACCESS SYSTEM ■ TIME & ATTENDANCE SYSTEM ■ HUMAN RESOURCES ■ PAYROLL SYSTEM ■ STORAGE
 ■ PROPERTY ■ ORDERS ■ RON PORTAL

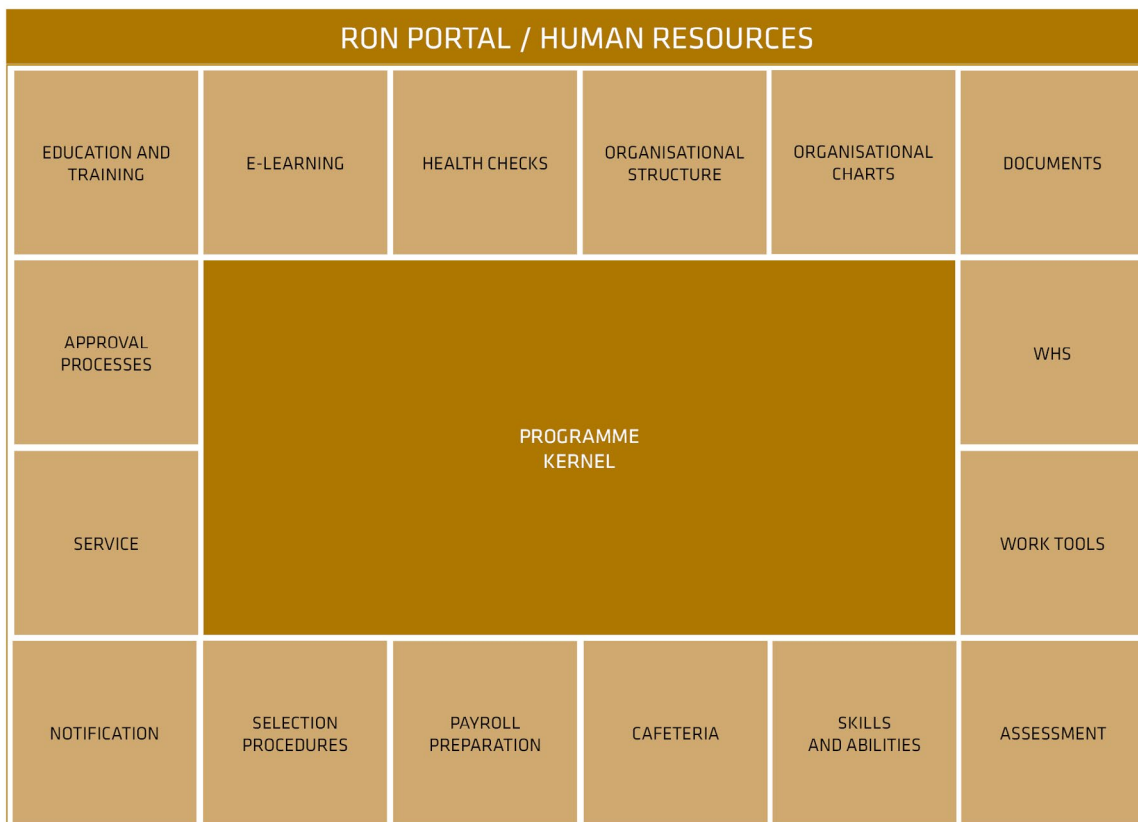
The HUMAN RESOURCES system supports work with personnel agendas within a company. The HUMAN RESOURCES system can be installed and used as a completely independent application or it can be integrated into the Payroll application or the Time & Attendance application. The HUMAN RESOURCES system consists of a basic kernel and extension modules. The programme and individual modules can be used in the HUMAN RESOURCES application. The extension module, the RON PORTAL, can also be used for the work with agendas. The RON PORTAL makes the agendas accessible to all employees in the company to the extent of set authorisations.

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BASIC KERNEL OF THE PROGRAMME

- + Programme setting, database, applications and security according to access and user rights
- + List of employees with basic personnel data records and working conditions – an employee file
- + Employee tasks, task list, task types
- + Warning agenda
- + Basic code lists
- + Output reports manager

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RON PORTAL MODULE

The RON PORTAL module is a web interface for work with personnel modules with an unlimited user licence. It is a tool for working with the kernel of the HR system and other modules purchased within the licence. In the description of the individual modules, it is stated whether the modules have a standard use within the portal and to what extent. Because the portal is configurable in many ways, it is possible – if requested – to modify the functionality of the modules on the portal. New functions can also be added.

The RON PORTAL allows detailed settings regarding the access rights of the individual agendas. The information can be accessed by only the employee or by the executive/superior who is authorised to work with the data of his/her employees or specific members of his/her staff.

The RON PORTAL can be extended with the XML module, which allows supplementing custom-programmed interactive forms into individual agendas in order to work with data according to customer needs.

Possible user extensions

The RON PORTAL can be customised to the desired corporate design according to the requirements and needs of our clients. Individual structure of its menu can be defined. It can work in various language versions.

EDUCATION AND TRAINING MODULE

The individual EDUCATION AND TRAINING module enables both the evidence of already conducted training sessions of personnel and the effective organisation and planning of training. Within training planning, a preliminary assessment of training costs can be evaluated. The cost of various training sessions will vary depending on the number of trainees. For each training different types of cost can also be defined regardless of the number of trainees. Training costs can be also monitored at the level of individual employees. The types of training may have a defined period of validity in order to monitor the need to repeat the training sessions.

Obligation to participate in a training session can be defined in the following ways:

- + According to the working position – a list of required trainings is defined for a given job. Subsequently, all employees working on that position have to attend the defined training. For each working position, a different length of validity in order to monitor the period concerning the need to repeat the training session can be set.
- + According to the placement in the centre (workplace, group, organisational unit) – a list of required training sessions is defined. Consequently, all employees assigned to this centre have to attend the defined training session. For each working position, a different length of validity in order to monitor the period concerning the need to repeat the training session can be set.
- + Individually – by entering a proposal for training only for a specific employee or by entering a record of training attendance with a

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“Compulsory” attribute. Subsequently, the programme also checks the validity of individual training and generates a request for its repetition.

- + A training session for increasing the level of skills – in case a higher skill level is required for a position than the level actually acquired by the given employee and there is a training session defined that enables the employee to reach a higher level of skills, such training will automatically be listed as compulsory for the given employee. The „Skills and Abilities“ module is required in order to ensure the functionality of the system.

In order to ensure full functionality specified in the paragraphs above, the „ORGANISATIONAL STRUCTURE“ module is required.

All required training is shown comprehensively within the required training form. Here, it is possible to filter employees, training types, as well as the end of the validity of training.

Another function of this form is the option to enter a training proposal.

There are several ways to define training: from the simplest, where the training session attended can be directly recorded onto the form of required trainings, through the creation of a training proposal as a medium step, to the necessity of confirmation of a training proposal which can be delegated to a different employee.

Another step whilst using the training agenda is the creation of specific details relating to the training courses (date), as well as the possibility for employees to sign up for the courses. The following can also be monitored if switched on: training capacity (training room) or costs of the implementation of the course. Records of the trainers can also be kept and attendance lists printed. Alternatively, training materials and signed attendance sheets can be uploaded onto the system (the „Documents“ module is necessary).

Clear information on compulsory training and on the history of attended training of a given employee can be found within the file of the given employee.

To assess a training session and set the success criteria of individual training attendants, the functionality of another module of the HUMAN RESOURCES software can be used – „the Assessment“ module.

Certificates of completion of training and other related documents can be attached to the attended training sessions if the „DOCUMENTS“ module is used.

Functionality on the RON PORTAL

- + Required and completed training sessions of an employee can be displayed within the RON PORTAL module. According to the access rights, the training sessions are accessible to an employee or to an executive so that he/she can monitor the course attendance of his/her employees.
- + The RON PORTAL enables the registration of employees for the individual scheduled training courses.

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Possible user extensions

- + Custom notification functions with the possibility to send email notifications to individual employees or executives regarding the required training information can be set up. Also reminders concerning the attendance of scheduled courses can be sent. Principles of functionality are defined according to customer requirements.

E-LEARNING MODULE

The E-LEARNING module allows the creation of e-learning courses directly on the RON PORTAL and allocates them to the individual training session within the „EDUCATION AND TRAINING“ module. It is possible to create an e-learning course using a text editor with the possibility to insert an image, video, or upload a PowerPoint presentation (through the import of images).

The „EDUCATION AND TRAINING“ module allows the user to define who the particular course is designed for. Whether the course is compulsory or recommended can also be specified. The courses are allocated according to working positions, other organisational structures or according to the individual needs of a particular employee. Employees can then see the relevant courses in the RON PORTAL. Here, the employee can enrol on the course and begin studying. The course can be stopped at any time; the employee can return and continue the course according to his/her needs or requirements. If the course includes a knowledge test, the employee file will contain the information of its successful completion, allowing the HR manager to obtain the required overview of the course participants. In the event that the customer uses the „SKILLS AND ABILITIES“ module, he/she can achieve a defined level of skills once he/she successfully completes the course.

HEALTH CHECKS MODULE

The module allows the possibility to define the obligation for employees to undergo medical examinations. These health checks can be either regular (with the option to set a time interval for repetition) or a one-off health checks (e.g. the entry health check).

The obligation to undergo a health check can be defined in various ways, similarly as described in the „EDUCATION AND TRAININGS“ module. To ensure full functionality, the „ORGANISATIONAL STRUCTURE“ module is required.

A tool is created within the software – a special form enabling the comprehensive monitoring of validity (or the end of validity) of employees' health checks. Requirements regarding the repetition of the health checks are also monitored.

The following functionality is implemented within the form:

- + simple filter of employees list, dates of the end of health check validity, health check types, etc.
- + entering health checks, both collectively and individually for each employee.
- + sending invitations to attend a health check – selected employees can receive an information e-mail about the necessity to undergo a health check within a given period of time.

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- + form requesting health eligibility of an employee can be printed (in case information about risks is necessary to be included in the form, the „WHS“ module is needed).

Clear information on compulsory health checks and on the history of health checks attended by a given employee can be found within the file of the given employee. Documents related to the health check can be attached to the undergone health examination of an employee if the „DOCUMENTS“ module is used.

Functionality on the RON PORTAL

Required and completed health checks of an employee can be displayed within the RON PORTAL module. According to the access rights, the health checks are displayed to an employee or to an executive so that he/she can see the course of the health checks of his/her employees.

Possible user extensions

- + This includes the possibility to enter the health checks requirements via the RON PORTAL. Medical records can also be attached in an electronic format (the XML module is necessary).
- + Another extension is the custom notification function with the possibility to send email notifications to individual employees or executives. Principles of functionality are defined according to customer requirements.

ORGANISATIONAL STRUCTURE MODULE

The module enables the creation of the hierarchy of the centres (elements of superiority and subordination). These elements can then be integrated into a tree organisational structure. The elements of the organisational structures can be of various types. An individual tree structure can be created for each type. Examples of such types are as follows: a list of workplaces, a list of personnel centres, etc.

The structure of hierarchy can be set for working positions, as well as other kinds of elements of the organisational structures. Requirements relating to the follow-up operated agendas can be defined for each working position, as well as for each element of any organisational structure - required training sessions, required health checks, required skills and abilities, requirements for PPE, registered risks, recorded activities and work responsibilities, documents. Responsibilities and competences can be further defined for a particular working position.

It is also possible to set a required capacity – the required number of employees - for individual structures. For instance, you can define the required exact number of employees of specific professions; this can also be defined for each centre. The time specification “from - to” is necessary to add. The system then allows you to compare the actual occupancy of staff within a specific date. Information about the number of vacant jobs can also be acquired and selection procedures can be initiated. Overstaffing can also be detected and procedures towards staff reductions or redeployment of workers to another working position or other element of the structure (centre) can be planned and implemented.

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ORGANISATIONAL CHARTS MODULE

The module allows you to graphically work with the structure of jobs, elements of the organisational structure (centres). This enables the creation of a graphical structure of a company. The organisational chart can be printed in versions and with or without a list of names of employees. The „ORGANISATIONAL STRUCTURE“ module is required.

Changes set in the system are then reflected in the organisational chart.

Working with the module is very simple and intuitive. Customers using the payroll and personnel system will especially appreciate the pre-set charts according to already existing structures of the centres or jobs. Simply use your mouse to adjust the graphical layout and define what you require to be displayed in the individual parts of the chart – a centre, working positions, employee names and their photos. Individual working positions or centres may also be colour coded. There can be an arbitrary number of organisational charts created within one company.

DOCUMENTS MODULE

The functionality of the module „DOCUMENTS“ can be divided into three parts.

DOCUMENTS REGISTER WITHIN THE EMPLOYEE AND IN INDIVIDUAL AGENDAS

It allows the attachment of any electronic document to the employee file. This document can be uploaded directly onto the database or attached as a link to a shared repository folder. It is possible to attach documents to the planned training sessions, concluded courses, undergone health checks, work equipment and tools, warning and assessment, education, acquired skills, working positions, centres and other elements of organisational structure, etc. The agendas have to be active in the operating licence.

BULK PRINTING OF DOCUMENTS USING INFORMATION FROM THE SYSTEM

Templates of corporate documents are created in Word (employment contracts, pay-slips, etc.) into which tags for data fields are inserted. The necessary documents for individual employees can be printed using the print manager.

DOCUMENT DISTRIBUTION INCLUDING E-MAIL TRACKING

The system allows the electronic distribution of documents to employees. At first, a document is loaded onto a database. Then, it is manually or automatically sent to the desired employees or centres. It is possible to create distribution lists which can combine various elements of the company (working positions, centres, etc.) Corporate documents are displayed on the RON PORTAL. After reading the document received, the employee confirms he/she has read the document and may add his/her comments.

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Functionality on the RON PORTAL

Documents stored in the employee file or at the elements of the organisational structure (centres) to which the employee is assigned can be displayed via the RON PORTAL. Document distribution and read receipts are available only on the RON PORTAL.

Possible user extensions

- + Multiple documents can be automatically numbered according to defined rules and can be attached to the file of a specific employee directly into the database.
- + Custom notification functions with the possibility to send email notifications to individual employees or executives can be programmed. These notifications are emailed with the requirement to confirm the reading of the document distributed to the individuals. Principles of functionality are defined according to customer requirements.

WHS MODULE

The WHS module (Workplace Health and Safety) enables the possibility to keep records of potential work risks, sources of danger within the workplace and the occurrence of injuries at work, etc.

Work risks are defined directly for working positions where they might occur. The working risk definition itself includes the description and code and information describing the source of the risk as well.

The work injuries register includes all basic details about the injury, including information on the activity during which the injury occurred, as well as the source and cause of the injury and possible consequences which may ensue.

WORK TOOLS MODULE

The module allows the possibility to keep registers concerning work tools and their storage, as well as the agenda for their assignment. Each work tool is defined by type, description and, among other details, an expiration period.

This is important for assessment on whether to assign a new work tool to an employee in place of an expiring one.

To assess the issuing of work tools, a special form is implemented – the Agenda of Work Tools Assignment. This enables the filtering of employee requirements, tool types and expiration date. At the same time the return and issuing of a work tool to a given person can be registered.

The obligation to issue a work tool is defined by the level of working position or other element of the organisational structure (centre, workplace). All employees transferred to the given working position are entitled to be assigned the defined work tool. Work tools may be marked as tracked. In that case, detailed information (serial number, warranty, etc.) is recorded and the particular tool is monitored (laptop, phone, SIM card, parking card). Once the work tool is returned, it can be appointed to another worker.

Work tools that are not tracked are only issued to the employees. The expiration date of these tools is monitored in order to generate a claim for a new tool (overalls, boots, gloves, etc.). The size of tools can also be monitored and a particular tool can be ordered in advance, according to the registered size of a specific employee (shoes, shirts, etc.)

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Functionality on the RON PORTAL

Entitlements to the assignment of work tools, as well as the list of assigned work tools can be displayed via the RON PORTAL. According to the access rights, the work tools are displayed to an employee or to an executive who can monitor the tools assigned to his/her employees.

Possible user extensions

- + Work tools can be issued to employees via the RON PORTAL.
- + Custom notification functions with the possibility to send email notifications to individual employees or executives can be programmed. Principles of functionality are defined according to customer requirements.

ASSESSMENT MODULE

The functionality enabling the creation of diverse matrices for assessment and testing is implemented into this module. In order to use this module, the following modules are necessary: RON PORTAL and ORGANISATIONAL STRUCTURES.

An assessment matrix is represented by assessment prescripts, in other words the list of specific assessment criteria is defined in order and with a defined answer key. A point value is then attributed to them.

The following has to be defined and selected in order to carry out the assessment: the purpose of the assessment including the repetition period, the type of matrix, the handover process, employees who are going to be the subject of the assessment. The person conducting the assessment performs the evaluation of the employee according to the predefined matrix and then forwards the assessment to another assessor or his/her superior who is responsible for the approval of the assessment. It is possible to define a specific matrix including the handover process for each working position. The result of the assessment is the number of points or a coefficient generated by completing the assessment from the set point values of the individual questions.

Functionality on the RON PORTAL

In order to use the ASSESSMENT module, the RON PORTAL module is required. Through the module the assessment of employees and presentation of results is carried out. Definitions and the handover process are defined within the application. The RON PORTAL provides the assessment process itself.

Possible user extensions

- + The content, as well as the graphic design of the assessment software can be adjusted and modified on the portal according to specific customer requirements.
- + The possibility to make a specific assessment form on the portal according to the customer needs. The XML module will be used.

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SKILLS AND ABILITIES MODULE – EMPLOYEE COMPETENCIES

The programme allows the possibility to define the required skills and abilities of employees. The obligation to gain a skill can be defined in various ways, as described in the module „EDUCATION AND TRAINING“; according to the need to assign an employee to a particular working position and other organisational structures. Various levels of a specific skill can be defined.

A special form is a part of this programme. It enables the possibility to monitor and compare each worker’s achieved level of skills with the demands of a particular working position (or an element of the organisational structure – centre, workplace) that are placed on him/her.

Some skills can be registered as „Compound“ skills.

In case the employee does not have a skill necessary for performing a specific working position, the module „EDUCATION AND TRAINING“ can be used. The system can generate a request for a worker to complete a particular training course in the event that he/she does not currently possess the required level of skill.

The following functionality is implemented within this form:

- + Simple filtering of employees with requirements to supplement their skills.
- + Uploading skills individually for each employee.
- + Control of obtaining a compound skill.

Related documents can be attached to the acquired skill level when using the module „DOCUMENTS“.

Functionality on the RON PORTAL

Acquired skills and their levels, as well as the comparison of required and acquired skills can be displayed on the RON PORTAL. According to the access rights, records are accessible to an employee or to an executive who can monitor the records of his/her employees.

Possible user extensions

- + The RON PORTAL can be extended with the possibility to enter skill acquisition.
- + Custom notification functions with the possibility to send e-mail notifications to individual employees or executives can be programmed. Principles of functionality are defined according to customer requirements.

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CAFETERIA MODULE – EMPLOYEE BENEFITS

The module allows monitoring the use of employee benefits. The system enables the possibility to register different types of benefits that are offered to employees. There are a few ways to gain entitlement to benefits.

There is the possibility to manually enter a claim for entitlement to benefits. It is also possible to define different sources and methods of calculation of entitlements. Automatic calculation of entitlements is implemented individually according to customer requirements by programming scripts according to defined conditions. Such conditions are represented by data defined in the system (the length of employment, results from the attendance system, results from wage calculation for elected prior period, the imported data from the production system, the placement of an employee on the working position or a selected element of organisational structure (centre, workplace), etc.).

Claims for employment benefits can be recorded in the form of credits - points. For these credits, the worker may choose offered benefits according to the menu, or, an entitlement for a specific type of benefit is registered.

Functionality on the RON PORTAL

Thanks to this portal, the employee can monitor the possible benefits and check whether he/she is entitled to them. The employee can express his/her requirement for offered benefits and monitor a list of benefits taken in the past.

Possible user extensions

- + Custom notification functions with the possibility to send email notifications regarding the access to benefits to individual employees or executives can be programmed.
- + Imports of the following functions – benefit offers from providers and taking benefits from providers by employees.

PAYROLL PREPARATION MODULE

The module allows working with payroll items and thus allows the monitoring of the wage of an employee, his/her remunerations and bonuses, including the history of these items. This module is applicable for customers who use the human resources module separately without the MZDY PROFÍ application and want to follow the above-mentioned items, as well as print reports and contracts while using the „DOCUMENTS“ module.

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SELECTION PROCEDURES MODULE

JOB APPLICANTS

The software registers all applicants for selection procedures, including history. Both the period during which the data is preserved and the date the applicant's data is discarded (deleted) can be determined.

The following information can be monitored:

- + basic data of the applicant
- + education
- + skills
- + electronic documents
- + jobs (professions) for which he/she is currently applying or applied for in the past
- + participation in selection procedures, individual rounds and assessment results
- + interview and testing plans
- + telephone, e-mail and other communication

SELECTION PROCEDURE

The SELECTION PROCEDURE module can prove useful to both large companies organising sizeable selection procedures when hiring new employees and small companies that want, for example, to be able to use information from selection procedures which have already been performed. It can also be used by HR agencies organising selection procedures for their clients.

A selection procedure is launched for a specific position. Applicants apply for jobs and are subsequently included into a relevant selection procedure. One applicant can apply for several jobs. On behalf of the employer, the HR department employees take part in the selection procedures. These employees either represent the organisational part of the selection procedure, or the commissioners who are directly involved with interviewing and assessing the applicants.

A selection procedure is divided into rounds. In each round the number of applicants taking part is given, as well as the number of successful participants of the given round; these automatically proceed to the next round. Within the rounds the participants are invited for interviews. A tool is implemented into the application, which enables clear and simple organisation and planning of individual interviews. When all interviews of a given round are concluded, an assessment of applicants can be performed and the points given to an individual applicant by a commissioner can be counted and the applicant proceeding into the next round determined. The system performs an automatic assessment according to selected specifications that can be modified by the administrator of the selection procedure.

Successful applicants from the last round become the winners of the selection procedures and are suitable for the job. By using a guide, the applicants can be simply added as new employees. Data about the applicants will be automatically transferred into a new employee file.

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Possible user extensions

Basic information on applicants can be inserted into the system manually or automatically (with the possible need for approval) from an Internet browser. A list of applicants can be displayed by the head of the centres where the applicant is applying to work.

NOTIFICATION MODULE

This module allows the possibility to send e-mail reports to employees automatically. Areas from which the reports will be generated, as well as the target employees can be defined. For example, a head of a centre may receive an e-mail report the first day of each month, which contains a list of his/her employees with issues that need to be addressed (for instance, their health check validity expires in the next 60 days or their trial period is about to end). The report can also contain information on compulsory training sessions suitable for a specific employee, etc.

Areas for sending notifications:

- + Health checks – a list of employees who have to undergo a medical check-up
- + Training – a list of employees who have to attend a compulsory training
- + Work tools – a list of employees who have made a claim or are entitled to a work tool
- + Skills – a list of employees who have not met the required skills yet
- + Unfinished task – a list of employees who have failed to meet the deadline of a particular task
- + Starting a job – a list of newly hired employees
- + End of contract – a list of employees whose employment contract ends
- + End of the probationary period – a list of employees whose trial period ends
- + Assignments of employees – a list of employees, with a change in organisational assignment (e.g. payroll centre)
- + Termination of the assignments – a list of employees whose assignment ended (e.g. payroll centre)
- + Change in the registration status – a list of employees who are affected by the change of the registration status
- + Completing the XML template – a list of employees who have not completed the required XML forms (such as a form of remuneration)

Notification profiles can be used while setting the module. These profiles are then assigned to specific employees. Individual employees can have their notifications set individually.

Not only your own notifications can be sent. Notifications can be sent on behalf of all employees or on behalf of a selected centre. There are many other variations possible.

SERVICE MODULE

Once the task setting is all done, it is automatically put into operation via this module. A regular backup of the database can be set up via this software. A print server, which provides printing reports from the RON PORTAL, is a part of this software. The module is indispensable to the NOTIFICATION module.

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APPROVAL PROCESSES

This is an extension module for the RON PORTAL module. The XML forms enable the creation of any form for a web portal with the possibility to set up approval and distribution process. The portal can be, for instance, extended by the indexation of wages form, fault in a workplace reporting, request for a new employee, etc.

NET (TECHNICAL MODULE)

This is an extension module for another network user of the application (thick client). The licence can be configured on an optional number of network clients.