



Human Resources Management

Introduction

The SynergySoft Human Resources System is a comprehensive system that supports the human resource information and management needs of Council, and is fully integrated with related SynergySoft systems including:

- Payroll
- Names and Addresses
- Assets
- Central Records.

Human Resource management has become a complex and demanding responsibility for any organisation. Through the effective management of your human resources, your organisation will function more efficiently.

Implementation of the SynergySoft Human Resources system will provide Council with the tools to:

- Record personnel information
- Monitor training requirements
- Control recruitment
- Track workplace incidents
- Manage workers compensation claims
- Manage Performance Reviews

Features of the SynergySoft HR module include:

Personnel Details

To record additional details regarding employees including Personal Contacts, Emergency Contacts, Employment Conditions, Leave History, Medical Details, Position History and Memos. Delegated responsibilities can also be recorded.

Employee Medical Details

All employee medical details can be maintained including details of new and existing medical conditions and disabilities, medical examinations by type i.e.: Medical declarations, Physicals, Chest X-rays, Employee Assistance Programme etc. Records can be flagged on

the SynergySoft Centralised Name & Address module to identify Medical Service Providers for the Human Resources System. There is also the ability to bulk update immunisation details when a mass immunisation process has been instigated.

Employee Skills & Training

A Positions file is used to maintain relevant details of all positions within Council including the skills and training required for the position and a history of incumbents. A process can be run to validate the required position skills against the current incumbents' skills and training record to identify any shortfall. Any skills not already held by the employee will be loaded into the employee's Skills Grid with a status of *Required*.

The Employee Skills and Training record holds all details of current skills, required skills, courses completed, courses scheduled and qualifications held.

Training Courses

The Training Course component comprises three core components and will facilitate the management of training requirements for Council staff. The three components of this system are details of Course Providers, Training Courses and Training Schedules.

The Training schedules aspect maintains all details of scheduled courses including the name and number of participants, actual costs, resources and equipment, qualification expiry date, skill renewal date, status, duration, date and time.

Recruitment

The Recruitment aspect enables HR staff to manage the recruiting process. Details of all applicants can be recorded in the database with links to SynergySoft Central Records for the receipt of applications/resumes/references, and for the automatic generation of mail merge templates throughout the recruitment process.



Details of each Recruitment process can be maintained including Interview Panel Members, Actions, Status, Advertising and Closing Dates, Applicants and Correspondence.

Risks

The Risks Register holds details of all hazards/risks identified by a Council and can be classified by type, e.g. OH&S, Business, Financial and Environmental. Information that can be recorded includes the risk location, reporting officer/contact, risk status and any risk control actions that have been implemented.

Incidents

Details of any incident that occurs in the organisation can be recorded in this register. A lookup to the Risks Register is provided and users are able to maintain all details of the incident including any insurance claims, medical treatment, incident location, causal factors and witnesses. A link to Workers Compensation can be used to raise a new claim record and the grid will display details of any existing claims.

A stages grid is provided to allow users to monitor actions and generate templates as part of the workflow process.

Workers Compensation

The Workers Compensation function can be used to register details of any workers compensation claims lodged with Council. Actual workers compensation payments made through SynergySoft Payroll will be displayed with a field that summarises the total value of the claim. Details of the insurance company and reference information can be recorded and a full stages grid is provided to allow users to monitor actions and generate templates as part of the workflow process. This is integrated with the SynergySoft Central Records System.

Organisation Chart

Council can use the SynergySoft Structural Views functionality with the Human Resources System, to define its Organisation Chart. The left hand panel of the form displays a windows tree view of all Council positions, in accordance with a defined hierarchy, and the right hand panel displays details about the employees holding the position.

Council Property

This program is used to record information about Council Assets, Keys and other Property issued to individual employees.

Performance Reviews

Each Performance Review may be recorded together with user defined coding Criteria – e.g. for Attendance, Quality of Work, Care of Property, Teamwork etc. and Performance Rating Codes.

Details are held regarding areas that have been highlighted during the review as needing attention and there is ample space for entering free-form comment.

Reports

Council officers will be able to produce comprehensive reports and statistics of the workforce by using the SynergySoft Report Manager program in conjunction with the Human Resources module. In addition the following standard reports are provided:

- Expired Skills and Qualifications
- Courses Report
- Reminders
- Resigned Staff
- Staffing Statistics
- Delegated Authority List

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