

Human Resources

Introduction

Computron Human Resources lets organisations capture and manage operational and strategic information on employees. It is a decision-making system that has the analytical, planning and operational tools needed to monitor the activities and performance of an organisation's most vital resource – its staff. Because data is associated with an employee's record, it is always accessible, streamlined, and relevant. The system allows users to attach a wide variety of files to individual records – such as contracts or disciplinary warnings – providing added value as a tracking tool. The value of Computron HR filters through an entire organisation. Full integration with other components leads to faster processing and reporting.

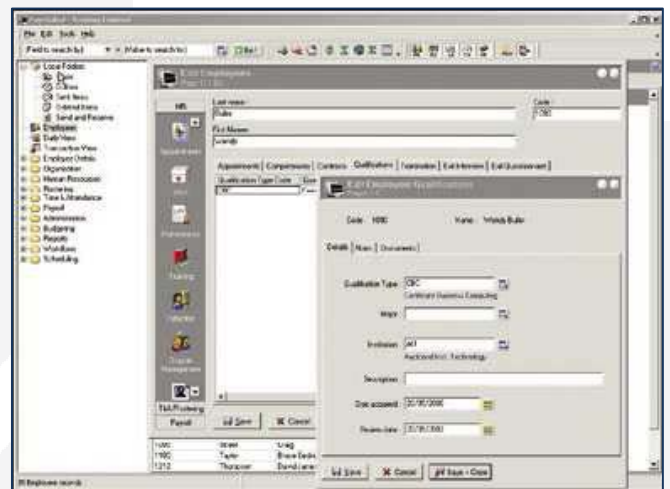


Costing Framework

Historically, Human Resources activities have been introduced and created with little focus on cost. However with the right system, Human Resources can be subject to the same cost/benefit analysis review as other parts of an organisation's operation. Significant costs can be associated with workplace accidents, recruitment, and training, including lost time, advertising expenses, and recruitment consulting costs. These costs can be allocated in the Computron system to fit in with your current or desired outcomes.

Strategic HR Management

For strategic organisational and individual development, Computron HR includes a competency framework that enables complete integration across all facets of people management. Simply outline the behaviours and skill levels that employees are measured against using key result areas and performance indicators. The competency framework enables you to design recruitment, training, and performance management programmes. These designs can be made to suit the direction, objectives, and identified skill gaps in your organisation. In fact, workforce-planning contingencies can be put in place before a vacancy even arises by matching key positions with potential successors and developing training schedules as required. To continue to attract and retain top quality staff you can use the remuneration feature in Computron HR to develop a strategy that reflects individual achievement so that it is in line with overall direction. You can define complete remuneration packages including retirement plans, share options, insurance, vehicles, bonuses, and subsidised study. For strategic policy development the Computron HR position management system incorporates job evaluation methodologies for comparing organisational remuneration structure with the market.



HR Management Modules

Computron HR covers the following modules:

- **Occupational Health and Safety:** Computron has a comprehensive health and safety management system that covers hazard management, incident recording, rehabilitation, and meetings. Users can log details of workplace hazards and allocate resources to manage them. Full details of all workplace incidents – including those that happen to nonemployees can be recorded, along with associated costs.
- **Position Management:** The ability to clearly define the roles of employees is fundamental to the success of any organisation. In Computron HR, users can set up a position with all relevant Key Result Areas, qualifications, and competencies. Management functions let users calculate salary ranges and create benchmark positions that can be used to create job evaluations.
- **Recruitment:** Every stage of the recruitment process can be managed – from creating the recruitment centre to appointing the successful applicant. The recruitment centre contains all the information on the vacancy including the details of the position, advertising, applicants, and costs.
- **Induction and Probation:** Induction programmes teach new employees about an organisation, its ethos, environment, and expectations. The programme can also include training plans for specific skills. Probation reviews can be recorded and the status of the employee changed, as required.

- **Training and Development:** The training framework provides tools to easily plan and manage staff development through two aspects - Training Plans and Course Management. Users can establish a training framework to manage employee development, monitor capability levels, control training budget and costs, specify learning outcomes, and generate required reports.
- **Employment Contracts Management:** Set up employment agreements, irrespective of whether they are individual or collective agreements. A contract can be used to define specific elements associated with an employee's (or group of employees') employment agreement, such as Terms of Contract, Hours of Work, Leave and Award Entitlements, Benefits, and Bargaining Agents.
- **Performance Management:** Performance management is the systematic process of involving employees in achieving stated business objectives. The two aspects of this process are Performance Plans and Performance Appraisals. Users can create a plan using the key result areas, key performance indicators and measures that they require. This allows users to monitor performance and develop employees' capacity to perform through relevant training.
- **Remuneration Packaging:** Remuneration packages can consist of cash and non-cash items. Computron allows default remuneration packages to be created and includes templates that will save time when creating such packages.
- **Termination:** This process allows users to record the dates, reasons, and details of a termination, and attach a redundancy agreement if applicable. Computron can automatically create a recruitment centre for the resultant vacancy.
- **Meeting Management:** Meeting management functions allow users to record every aspect of a meeting, including the attendees, actions, and minutes.

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About Computron

www.computronsoftware.com

Computron has a proven 30 year track record developing robust, high volume, scalable, secure and effective financial management solutions for more than 500 companies world wide. Headquartered in Lyndhurst, New Jersey, Computron has offices in Australia, Europe, South Africa and the United States.

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