ADVANCED HUMAN RESOURCES

Microsoft® Business Solutions–Navision Advanced Human Resources (HR) helps you effectively manage labor efficiencies, control labor related costs and improve labor productivity.

Key Benefits:

- Reduce human resources and payroll monthly costs

- Reduce burden on payroll and human resource departments

- Create an Applicant from an Employee with a click of a button

- Create a new Employee from an Applicant with a click of a button

- All information managed in one database eliminates duplicate data entry

- Creation of Organizational Charts through integration with Microsoft Visio

- Gap analysis available for positions and qualifications

- Easily drill down to specific information

- Seamless integration within the other areas of Microsoft Navision HR Management:

    o Payroll and Human Resources
    o Employee Self Service
    o Manager Self Service
    o Communication Tracking

Microsoft Navision Advanced Human Resources is an extensive human resources package that helps enable you to efficiently and effectively direct and manage your daily HR functions. From hiring the right staff to analyzing pertinent information, Advanced Human Resources helps you get the job done with minimal effort and maximum control.

Track and Analyze User Defined Data

Every company has different data that they need to store. Employee Attributes allows you to quickly enter an unlimited number of user-defined fields with the ability to group like fields together. It also enables you to establish a list of predefined values for each user-defined field. This eliminates the chance of data entry error and ensures accuracy when analyzing data.

One of the most common statements from human resource personnel is that there is no easy way to analyze data on-screen. With Employee Attributes, there are two different methodologies that can be used to analyze data quickly and easily on-screen. Being able to drill down and find specific employee information directly from the analysis form saves time and increases productivity.

Position Management

Define all positions within your company including specific information that is standard for the position. This information will automatically flow from an applicant to an employee when that applicant is hired (e.g. rates, deductions, benefits, earnings).
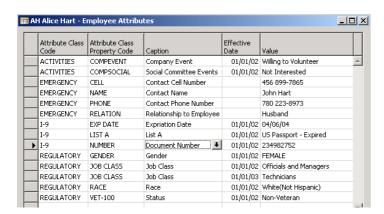
Recruiting

Whether you are recruiting internally or externally, finding the right candidates for an open position is extremely important. It can also be one of the most time consuming tasks a human resource department has. Microsoft Navision Advanced Human Resources streamlines this process.

Applicant specific information relating to an open competition can be accessed through the applicant card or the competition card. This includes items such as expected salary, willingness to relocate, and availability.

Automatically rate all applicants that have applied for a position through the interactive Applicant Analysis feature. This powerful feature rates all applicants based on the qualifications they have and the qualifications that the position requires.

AH Alice Hart – Employee Attributes

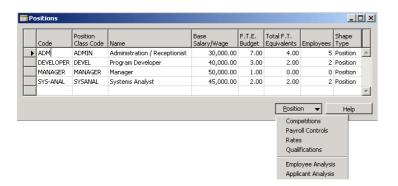|	Attribute Class Code	Attribute Class Property Code	Caption	Effective Date	Value
	ACTIVITIES	COMPEVENT	Company Event	01/01/02	Willing to Volunteer
	ACTIVITIES	COMPSOCIAL	Social Committee Events	01/01/02	Not Interested
	EMERGENCY	CELL	Contact Cell Number		456 899-7865
	EMERGENCY	NAME	Contact Name		John Hart
	EMERGENCY	PHONE	Contact Phone Number		780 223-8973
	EMERGENCY	RELATION	Relationship to Employee		Husband
	I-9	EXP DATE	Expiration Date	01/01/02	04/06/04
	I-9	LIST A	List A	01/01/02	US Passport - Expired
▶	I-9	NUMBER	Document Number	01/01/02	234982752
	REGULATORY	GENDER	Gender	01/01/02	FEMALE
	REGULATORY	JOB CLASS	Job Class	01/01/02	Officials and Managers
	REGULATORY	JOB CLASS	Job Class	01/01/03	Technicians
	REGULATORY	RACE	Race	01/01/02	White(Not Hispanic)
	REGULATORY	VET-100	Status	01/01/02	Non-Veteran

Employee Attributes – define an unlimited number of user defined fields that will track employee specific information

10000 - Attributes by Attribute

Tabs: General | Employee Filter | Attribute Filter

Line
Class . . . . REGULATORY
Property . . . . JOB CLASS
Suppress Zeros? . . . . ☐

Column
Class . . . . REGULATORY
Property . . . . GENDER

	Name	Female	Male	Other
▶	Officials and Managers	2	0	0
	Professionals	0	1	0
	Technicians	1	0	0
	Sales Workers			
	Office and Clerical			
	Craft Workers (Skilled)			

Employee List

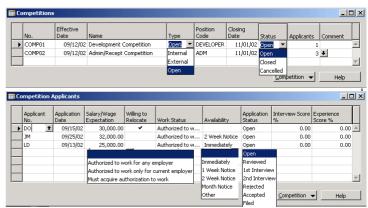|	No.	Name	Employer...	Job Title	Extensi...
▶	AH	Hart, Alice	EMPLR1	Manager	6743
	KD	Decker, Kate	EMPLR1	Administrative Assistant	1095

Employee ▼ | Payroll ▼ | Functions ▼ | Help

Attribute Analysis – interactively analyze attributes with the ability of drilling down to specific information

Positions

	Code	Position Class Code	Name	Base Salary/Wage	F.T.E. Budget	Total F.T. Equivalents	Employees	Shape Type
▶	ADM	ADMIN	Administration / Receptionist	30,000.00	7.00	4.00	5	Position
	DEVELOPER	DEVEL	Program Developer	40,000.00	3.00	2.00	2	Position
	MANAGER	MANAGER	Manager	50,000.00	1.00	0.00	0	Position
	SYS-ANAL	SYSANAL	Systems Analyst	45,000.00	2.00	2.00	2	Position

Position ▼ | Help

Competitions
Payroll Controls
Rates
Qualifications

Employee Analysis
Applicant Analysis

Position Management – define all positions within your company and track all standard data that belongs to the position
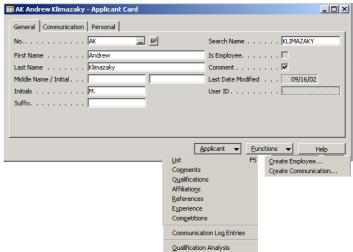
Organizational Chart – define the shape types, by position, that will be used in Microsoft Visio

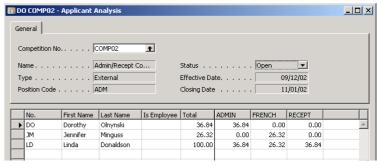**Gap Analysis** – determine where the FTE gaps are within your organization

Competitions

	No.	Effective Date	Name	Type	Position Code	Closing Date	Status	Applicants	Comment
▶	COMP01	09/12/02	Development Competition	Open	DEVELOPER	11/01/02	Open	1	
	COMP02	09/12/02	Admin/Recept Competition	Internal	ADM	11/01/02	Open	3	

Type options: Internal / External / Open
Status options: Open / Closed / Cancelled

Competition ▼ | Help

Competition Applicants

	Applicant No.	Application Date	Salary/Wage Expectation	Willing to Relocate	Work Status	Availability	Application Status	Interview Score %	Experience Score %
▶	DO	09/15/02	30,000.00	✔	Authorized to w...		Open	0.00	0.00
	JM	09/25/02	32,000.00		Authorized to w...	2 Week Notice	Open	0.00	0.00
	LD	09/13/02	25,000.00		Authorized to w...	Immediately	Open	0.00	0.00

Work Status options:
Authorized to work for any employer
Authorized to work only for current employer
Must acquire authorization to work

Availability options:
Immediately / 1 Week Notice / 2 Week Notice / Month Notice / Other

Application Status options:
Open / Reviewed / 1st Interview / 2nd Interview / Rejected / Accepted / Filed

Competition ▼ | Help

Competitions – track all open positions including the specific competition information

Applicant Data for Competitions – drill down into the applicant specific information for the particular competition

AK Andrew Klimazaky - Applicant Card

Tabs: General | Communication | Personal

No. . . . . AK
First Name . . . . . . Andrew
Last Name . . . . . . Klimazaky
Middle Name / Initial . . .
Initials . . . . M.
Suffix . . . .

Search Name . . . . . . KLIMAZAKY
Is Employee. . . . . . ☐
Comment . . . . ☑
Last Date Modified . . . 09/16/02
User ID . . . .

Applicant ▼ | Functions ▼ | Help

List   F5   Create Employee...
Comments   Create Communication...
Qualifications
Affiliations
References
Experience
Competitions

Communication Log Entries

Qualification Analysis

Applicant Card – have applicant information easily accessible

Create Employee – all applicant information and standard position information is automatically entered into an employee card with a click of a button

DO COMP02 - Applicant Analysis

Tab: General

Competition No. COMP02
Name . . . . Admin/Recept Co...
Type . . . . External
Position Code . . . . . ADM

Status . . . . Open
Effective Date. 09/12/02
Closing Date 11/01/02

	No.	First Name	Last Name	Is Employee	Total	ADMIN	FRENCH	RECEPT
▶	DO	Dorothy	Olnynski		36.84	36.84	0.00	0.00
	JM	Jennifer	Minguss		26.32	0.00	26.32	0.00
	LD	Linda	Donaldson		100.00	36.84	26.32	36.84

Employee or Applicant Analysis – let the system determine who is the most qualified applicant or employee for a position

Key Features	Description
EMPLOYEE ATTRIBUTES	- Track an unlimited number of user defined fields for an employee. - Fields can be logically linked together through the use of Class Codes and Properties. - Pre-determine the type of data that can be entered into a specific field (e.g. Code, text, Boolean, etc). - Set up a pre-defined list of values a user can select from for a specified field.
ATTRIBUTE ANALYSIS	- Select from two different methodologies to analyze the data that is stored in the employee attributes. - Drill down into the specific details of the analysis to get the exact information that you are looking for.
POSITION MANAGEMENT	- Define specific information that is standard for a position. - When you create an employee from an applicant the standard information will flow through from the position card into the employee card. - Define the skills or qualifications that is required for a position. - Drill down and see the exact employees who have been assigned to a specific position. - Perform an analysis on employees or applicants to determine who has the best qualifications for a specific position.
ORGANIZATIONAL CHART	- Integration with Microsoft Visio enables you to customize the look and feel of your chart. - Determine the default shapes that each position will be when the organizational chart is created.
GAP ANALYSIS	- Analyze the gaps in staffing positions through the use of the Full Time Equivalent (FTE) field in the position card. - Analyze Qualification gaps by comparing the qualifications required for a position against the qualifications of the employee(s) who hold that position.
COMPETITIONS	- Keep track of and report on information that is specific to a competition. Such as Effective Date, Closing Date, Position, etc. - Track applicant information that is specific to a competition. Such as Salary or Wage Expectation, Willing to Relocate, Status of the Application, etc. - Determine who the best-qualified applicant is for a position through Applicant Analysis.
APPLICANTS	- Track applicant specific information. Such as Qualifications, Work Experience, References, Positions they have applied on, etc. - Determine the best position that the applicant is qualified for through Applicant Qualification Analysis. - Automatically create an employee from an applicant by a click of a button. - Automatically create an applicant from an employee by a click of a button.

System Requirements

| TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED: | Microsoft Visio (min. version, 2002) for Organizational Chart.

Microsoft Business Solutions–Navision supports graphical 32-bit technology and genuine client server, multitasking environment.
The following operating systems are supported:
Client 32-bit: Windows XP, Windows 2000, Windows NT, and Windows 98
Server: Navision Database Server: Windows 2000, Windows NT, IBM AIX, IBM OS/400
Microsoft SQL Server Option for Microsoft Business Solutions–Navision: Any operating system supported by MS SQL Server 2000.

To obtain all of the above-mentioned features, the following granules are required: Advanced Human Resources |