

Product Profile: HR Professional - for Infor10 Financials Business (SunSystems)



Human Resource departments operate in a dynamic environment and therefore demand software that meets all the current needs of the day. Importantly, ASR's personnel module is flexible enough to evolve with the HR department and the organisation itself, as and when the marketplace dictates.



Effectiveness and Efficiency

As well as offering users HR software that can be moulded to suit individual requirements, **HR Professional - Personnel** also offers features that have become the benchmark for our existing clients. The rich functionality will help to save time, money and increase the effectiveness and efficiency of the HR department and allow HR truly to function as a strategic value-enhancing department.

Utilising the latest technology, **HR Professional – Personnel** will help companies to streamline internal processes through effective workflow practices, helping to improve business performance, facilitate innovation and enhance operations. Furthermore, enhanced email functionality and the use of electronic forms in **HR Professional – Personnel** reduces unnecessary administrative practices, ensuring effective and efficient use of an individual's time.

HR Professional – Personnel is fully compatible with the windows Graphical User Interface philosophy making it extremely user friendly and provides flexible navigation.

HR Professional - Personnel offers context sensitive menus, picture icons with screen tips, on-line help and powerful search facilities making it extremely easy for the end user to navigate around the system. Functions also include drag and drop, rightclick, common key presses and shortcuts. All of which will be familiar to every day windows users.

Absenteeism can cost a company thousands of pounds each year and can be a thorn in the side of any HR professional. ASR's **Personnel** module gives the user the ability to control the absentee process, save money and increase employee productivity.

Patterns of absence by day of the week can be shown for an individual employee, a particular group / department and the calendar enables you to view absence by individual and by department. Trends can be identified immediately and appropriate action taken if necessary. Holidays, maternity, paternity, training etc can also be viewed on the calendar.

Running a comprehensive appraisal program is key to the success of any organisation. **HR Professional – Personnel** manages the process extremely diligently – more importantly, it helps ensure that business objectives and training needs are met in full for each individual employee. **HR Professional - Personnel** also ensures that successors are identified to replace the current incumbents of management roles, performing gap analysis to identify areas where the successor does not yet meet the competency profile needed for the next position and arranging individual training programs accordingly.

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Furthermore, organisations can monitor the actual individual competencies of the workforce, mapping them against the requirements of specific assignments and ensuring that “the right people are in the right place at the right time”. It also enables organisations to take a longer term view and identify what HR will need to do to ensure that the collective profile of the workforce will be in sync with the requirements of the organisation in 3 years time.

Appraisals can also be run on-line via our e-HR module, allowing Line Managers to identify training needs, identify suitable training courses and making training requests to the training manager. The training manager can then authorise the request depending on the status of the course. The paper trail becomes non-existent with processes completed on-line and automatic email triggers set up notifying all the relevant parties.

Full current and historical salary details can be held for each employee in [HR Professional - Personnel](#). With the payment of employees’ salaries being one of the major outgoings of any organisation, it is extremely important to record all data on salary. ASR’s Personnel Software will then allow the user to produce business-critical statistical analysis, so that the board can make informed decisions on the organisation’s future strategy. “What if?” analysis can also be applied in HR Professional, allowing the user to produce reports of the impact on the organisation of potential salary increases, both to individuals and to departments as a whole.

[HR Professional - Personnel](#) allows HR transactions to be completed effectively and efficiently. You can track, notify and prioritise work, generating to do lists on one’s personal computer. Reports and documents produced on a regular basis can be batched together and executed with a single mouse click or directly from ASR’s built-in diary management system. Without ASR the time taken to run reports and documents individually could eat into most of the working day.


As well as holding comprehensive details on employees [HR Professional - Personnel](#) also contains applicant and training files. These deal with basic recruitment administration and also retain a complete history of training needs together with the training courses attended. However, for larger companies the Training and Recruitment modules are likely to be more suitable. The additional functionality of these modules will complement an organisation’s existing processes and provide a fully integrated system. Personnel, Training, Recruitment and Payroll modules can all stand alone and be purchased separately.

Other key features include:

- ▶ Flexible Benefits
- ▶ Company Car Management
- ▶ Health and Safety
- ▶ Investors in People
- ▶ Maternity & Paternity
- ▶ NVQ’s
- ▶ Psychometric Tests
- ▶ Salary Modelling
- ▶ Skills Gap Analysis
- ▶ Performance / Talent Management
- ▶ Discipline



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For more information on HR Professional or any of Sapphire's other solutions and services, please contact our Product Advisory Team on 020 7648 2000 or email us at info@sapphiresystems.com.



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