

MICROSOFT BUSINESS SOLUTIONS—NAVISION

HUMAN RESOURCES

Microsoft® Business Solutions HR Management—Navision® helps to make personnel management more effective through the optimal use of employee data.

Key benefits:

- Maintain comprehensive employee records
- Define your own absence tracking methods
- Identify absence trends through multidimensional reporting of absence history
- Give broad access to basic employee file information while placing tighter security restrictions on confidential data
- Track equipment issuance
- Attach comments to records

Accurate employee records are essential for human resource management. Yet, to make the most of such data, you must be able to manage it according to your particular organisational needs. For instance, you may need to compare your company's rate of absenteeism with national industry-related averages.

Microsoft HR Management provides flexible facilities for organising and controlling employee records. Built around a central repository of employee information, these facilities add reliable personnel management functionality to Microsoft Navision.

Maintain comprehensive employee records

An employee card provides a complete information file for each employee. The information includes personal employee information as well as various administrative status codes. Among these codes is one for employment contracts, which can be used to assign standardised employment contracts or levels. A generic statistical grouping code also enables you to categorise employees using various criteria.

Each employee's file includes a table of qualifications that you can assign from a user-defined table of qualification codes. These codes can include educational credentials, training/educational certificates and professional certifications. This information, along with the statistical codes, assists you in identifying employees that fit your profile for a job opening or project assignment.

Secure confidential information

Confidential employee information is tracked in a separate table attached to the employee card. This lets you give relatively broad access to basic employee file information, while placing tighter security restrictions on the confidential file. Confidential information can include such things as salary, insurance coverage, stock options and computer access codes.

You can also track equipment issued to employees, such as keys, credit cards, company cars, portable computers, mobile phones and pagers. There is also a place to attach a scanned employee photograph, as well as a list of alternate addresses.

Define your own way of absence tracking

The absence tracking function lets you create your own unique absence codes. These can then be used along with statistical codes, department codes, and project codes to provide multidimensional reporting of absence history. Trends or patterns can thus be easily identified and quickly addressed.

Attach comments to records

Comment sheets are provided throughout the Human Resources area so that all aspects of the personnel file can be properly documented. Comments can be attached to all employee records, including absences, qualifications, equipment issuances and confidential information.

Choose from a range of reports

The Human Resources area provides a range of reports that list and analyse your records. These include employee lists, labels, absence by employee, absence by reason, birthday lists and various statistical reports.

Ask your Partner

To learn more about Microsoft Business Solutions HR Management—Navision, contact your local solution centre. They have the expertise necessary to design a solution that fits your specific business needs.

Alternatively, visit our website at:

www.microsoft.com/uk/businesssolutions

About Microsoft Business Solutions

Microsoft Business Solutions, a division of Microsoft, offers a wide range of integrated, end-to-end business applications and services designed to help small, mid-market, and corporate businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions applications optimise strategic business processes across financial management, analytics, human resources management, project management, customer relationship management, field service management, supply chain management, ecommerce, manufacturing and retail management. The applications are designed to provide insight to help customers achieve business success. More information about Microsoft Business Solutions can be found at:

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Key features

Description

BASIC HUMAN RESOURCES

- Group and track relevant employee information, and organise your employees according to different types of information (*ranging from experience, skills, education, and training to the employee's union membership*)
- Store personal information, track job openings in your organisation and extract a list of candidates for these positions
- Keep track of benefits and distributed company items (*such as keys, credit cards, computers and cars*)
- Record all types of absences in units of measure that you define, and attach details of alternative addresses and names of relatives to employee records

System requirements

TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:

- Basic Human Resources