

People Inc. Employee Intranet

The People Inc. Employee Intranet module is a web-based tool that enables employees to book holiday on-line. These bookings are routed to their manager for approval, and then recorded automatically in the database. Managers can also access the records associated with their employees using this tool. Should HR wish, managers can be given responsibility for the maintenance of some employee-related information held in the system. Access to the Employee Intranet is achieved using a web-browser (no additional software needs be installed on employees' PCs).

The Employee Intranet

- provides employees with access to some or all of their personnel information (as held in the People Inc. database).
- enables employees to view additional personnel or company information (for example, current vacancies).
- enables employees to submit holiday requests online (and view holiday bookings for others in their department).
- enables employees to view details of their attendance (from People Inc. Time).
- enables HR to delegate administrative tasks to line-managers, empowering staff and improving efficiency.
- enables managers to approve or decline holiday requests submitted by employees.
- removes the need for paper-based requests and speeds up response times to queries. This saves time and improves efficiency.

User Training

A range of user-training courses are provided as part of the implementation and ongoing support for the system. Training can be delivered on-site at your location or in our training centre.

Consultancy

Consultancy services are available to assist in the implementation of People Inc. and to help customers who are looking to get more from their system.

Helpdesk

Our support team is available to address your queries and issues between 9.00am and 5.30pm Monday to Friday (excluding UK bank holidays).

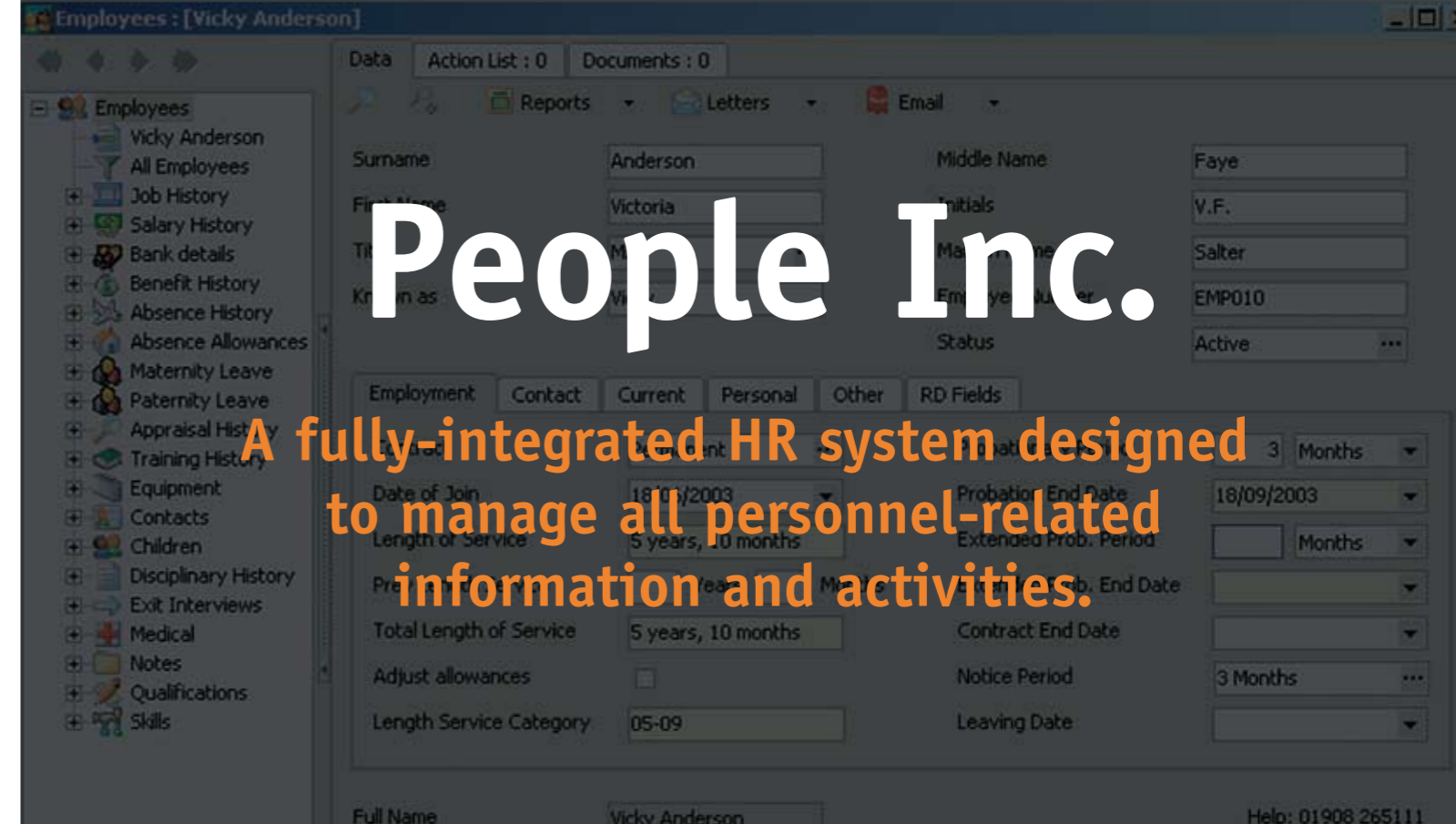
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People Inc. Time

Designed to enable users to schedule work-patterns and manage employee timekeeping, People Inc. Time combines hardware and software elements to provide a fully featured Time & Attendance system. With the additional benefits of the HR functionality from People Inc. and the fully-integrated Employee Intranet module, People Inc. Time is a powerful, flexible, up-to-date and cost-effective solution providing the following benefits:

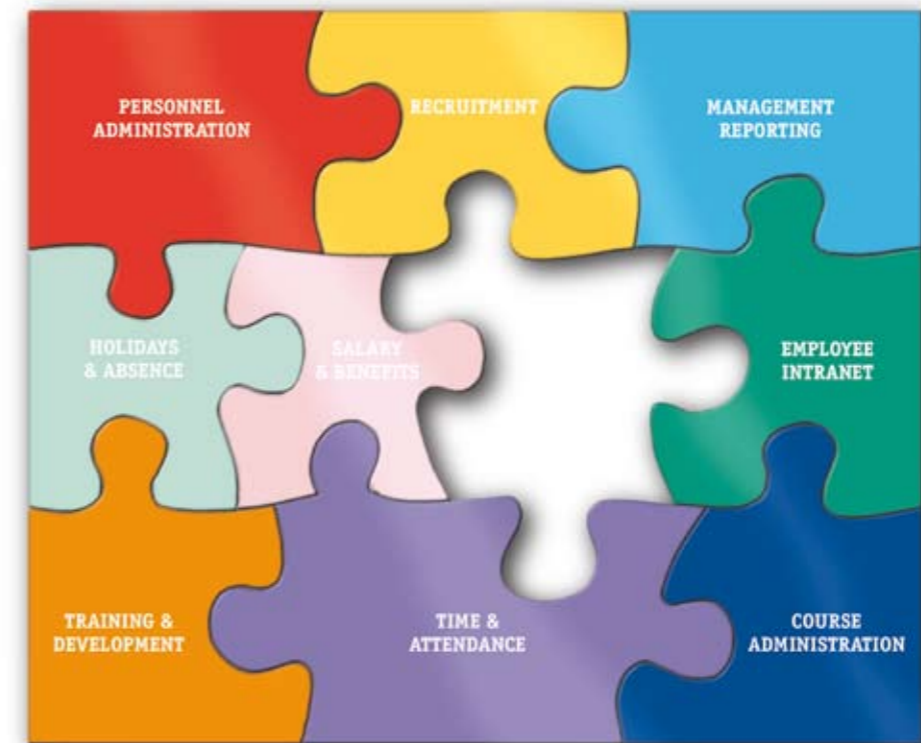
People Inc. Time

- Flexible work pattern planning that can be configured quickly and easily, and allows users to cater for variable staffing requirements.
- Facility to define standard business rules associated with shift patterns, overtime, holidays, and exceptions.
- Time registration via a range of devices, including modern clock-terminals (including biometric), PC clocking-agent (including touch-screen), and web-based time registration tools.
- Reporting tool provides a suite of standard reports used to feed payroll and to identify absence trends.
- Access Control features enable organisations to control and record employee access to buildings, or areas within buildings.
- Employee Intranet module enables employees to submit holiday requests and view attendance records.
- Operates over a wide-area network; one copy of People Inc. Time can be used to manage staff-attendance at many sites.



People Inc.

A fully-integrated HR system designed to manage all personnel-related information and activities.



- Employee records and documents held securely in one centralised system.
- Manage all aspects of HR from recruitment to retirement.
- Analyse records, identify trends, and communicate effectively using reports.
- Generate letters and e-mails to employees; file copies electronically.
- Key dates and other personnel reminders fed to your Action List.
- Adapt the system to meet your needs by adding and modifying screens.
- Grant access to areas of the system to line-managers and other employees.
- Import and Export data using MS Excel. Generate PDF and MS Word documents.
- Manage recruitment, training course administration and company cars.
- Spend less time on administration, more time on personnel.
- Involve employees, supervisors and management in HR activities.
- Adhere to key Human Resources legislation.

Also available

People Inc. Employee Intranet:
Enable employees to book holidays on-line using the Intranet module.

People Inc. Time:
Capture working hours and absence using the Time and Attendance module.

Designed to manage HR-related information and activities.

System Features:

Manage Information:

- System screens enabling you to record extensive HR information:
- Basic employee details (name address, key dates, equal-ops, etc.).
- Absence allowances, absence bookings and public holidays.
- Job details, establishment, headcount, career history.
- Remuneration (pay and benefits).
- Appraisals and training needs, course bookings.
- Recruitment (including internal recruitment).
- Discipline and grievance.
- Next of kin, bank account, contact information.
- Parental leave, maternity leave, paternity leave.
- A facility to attach documents to records (for example CVs).
- A screen design tool enabling you to modify and add to the screens.

Communicate:

- Generation of letters and e-mails based on user-definable letter templates (using Microsoft Word).
- Generation of reports (including PDFs MS Excel and graphs).
- Route holiday requests from employee to manager to the system using the Intranet module.

Personalise:

- Screen-design and report-design tools (to tailor system).
- Utilities to import and export data (to MS Excel and other formats).
- User-level security; flexibility to specify detailed access to screens.

Work Efficiently:

- Centralised Action List.
- Empower line-managers by granting system access and delegating tasks.
- Wizard-driven processes (for key activities).

Use Technology:

- Integration with Microsoft Office and SMTP e-Mail.
- Fully scalable Client-Server application.
- Access also available using web-browser.
- Powerful MS SQL database (providing reliability, security and high capacity).

People Inc. is designed to enable users to record and manage personnel records, to communicate with employees and management, and to improve the efficiency of the HR function. An Employee Intranet module and People Inc. Time (time & attendance module) are also available. These modules can be fully-integrated with People Inc.



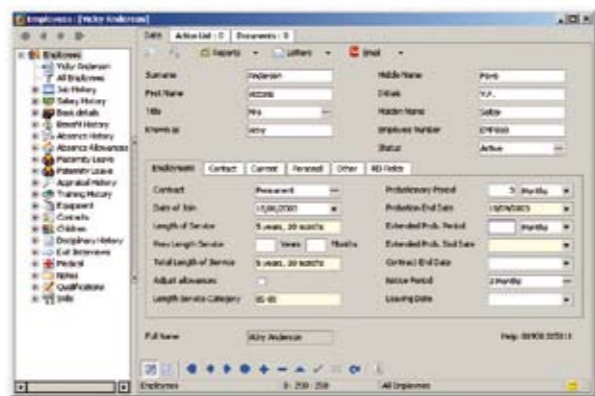
People Inc. enables users to manage a wide range of personnel information, manage training and recruitment, and generate reports and letters. The Employee Intranet module enables managers to book sickness records for their team, and enables employees to submit absence requests to their managers for approval.

All aspects of the system can be modified; functionality can be added to the system quickly and easily by the user. This ensures that the system will adapt as the HR function and legislation changes.

System Functionality

Record and Manage Extensive Employee Details

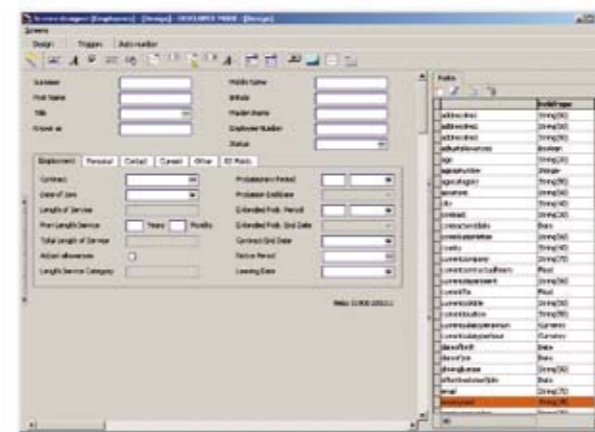
Full employee records can be recorded within the system, including documents. Screens are provided for all areas of HR. These allow unlimited details to be recorded.



Standard People Inc. screens enable users to manage their workforce (job definitions, organisation, headcount, starters and leavers); further employee details (emergency contacts, medicals, disciplinary records etc.); absence information (holiday allowances, holiday booking, sickness, paternity leave, maternity leave, parental leave); remuneration (pay reviews, bonuses, benefits); staff development (appraisals, training needs, training records); company cars, etc.

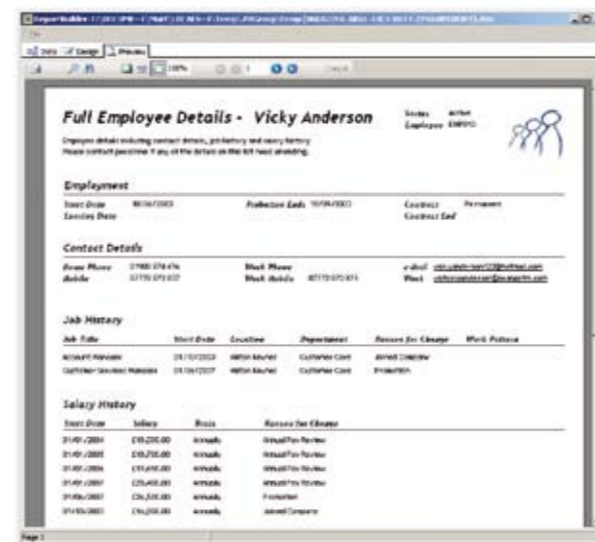
Fully Customisable System

The system can evolve as your organisation's needs change. Using the screen designer, users can adapt the content and layout of the system screens to more-closely meet their needs. Screens to manage additional information can be added to the system (without the need for an IT expert!).



Reporting Tools

The report writer generates a variety of pre-defined reports to analyse personnel information and communicate with management and employees. Reports can be viewed on-screen, printed, or generated as a PDF file, MS Excel, MS Word or HTML. Users can modify report templates and create their own reports as required.



Letter Generation

Ready-to-merge HR letters (and e-mails) can be created from the system using MS Word. Users can modify these standard letters or add their own as required.

Action List

People Inc. can be configured to automatically record important events in the Action List. Actions can be allocated to individual users and given a priority and deadline. In addition, actions can be associated with any record in any screen.

Using Existing Data

Rather than manually typing information, users can import existing information and documents into the People Inc. system. This includes scanned documents, spreadsheets or data from payroll systems.

Controlled User Access

Administrators can define any number of user accounts and specify an access profile for each of these accounts (detailing what the user can see and do). This enables administrators to grant system access to directors, to line-managers and to temporary HR staff.

Automation of Tasks

The People Inc. system includes a number of Wizards designed to simplify multi-step, time-consuming or complex tasks.

Recruitment and Selection

Vacancy and candidate details can be managed in People Inc. The system can generate letters and e-mail (interview invitations, offer letters, contracts). The details of successful candidates can be used to generate employee records.

Course Administration

Training needs can be identified from appraisal records, and from the mandatory training associated with a job definition. Courses can be scheduled to satisfy these needs. Training-related e-mails and letters can be sent to delegates. Details of completed training are automatically recorded against each employee.