



Human Resource Management I Overview

- Full range of core human resource management functionality
- Organizational modeling
- Line, Matrix and Project Organization
- Employee profile framework
- Curriculum Vitae/Résumés
- Education
- Skills & Professional experience
- Position of trust
- Language proficiency
- Certificate
- Project experience
- Photographs
- Affiliation (hire, terminate, history)
- Payroll information
- Additional employee data
- Transfer units to dimensions
- Employment, movement, resignation and retirement
- Reason codes
- Personal Networks
- Company contacts
- Reference types
- Archiving
- Search in external archives



Human Resource Management I

Presenting Navision Axapta

Human Resource Management

Navision Axapta Human Resource Management (HRM) is an innovative product that combines core personnel-administration capabilities with tools and modules for knowledge management.

The result is a powerful and flexible system that makes it easy to not only manage employees, but also to structure knowledge and competency areas — both existing and future. With this, HRM-related tasks can be fulfilled professionally and with the desired quality level for your company.

Integrated functionality based on a human resource management core

Navision Axapta Human Resource Management is divided into two modules:

Human Resource Management I – provides core functionality for efficient human resource management
Human Resource Management Series II – provides extended functionality for specific areas within human resource management

Core HRM functionality

The Human Resource Management solution delivers capabilities that strengthen and simplify personnel administration. These capabilities enable HRM professionals to:

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- Maintain a well-defined yet flexible organizational structure
- Collect and manage a range of personal information for employees
- Manage a virtual network to support business-related politics
- Establish processes for archiving and filing HR-related information

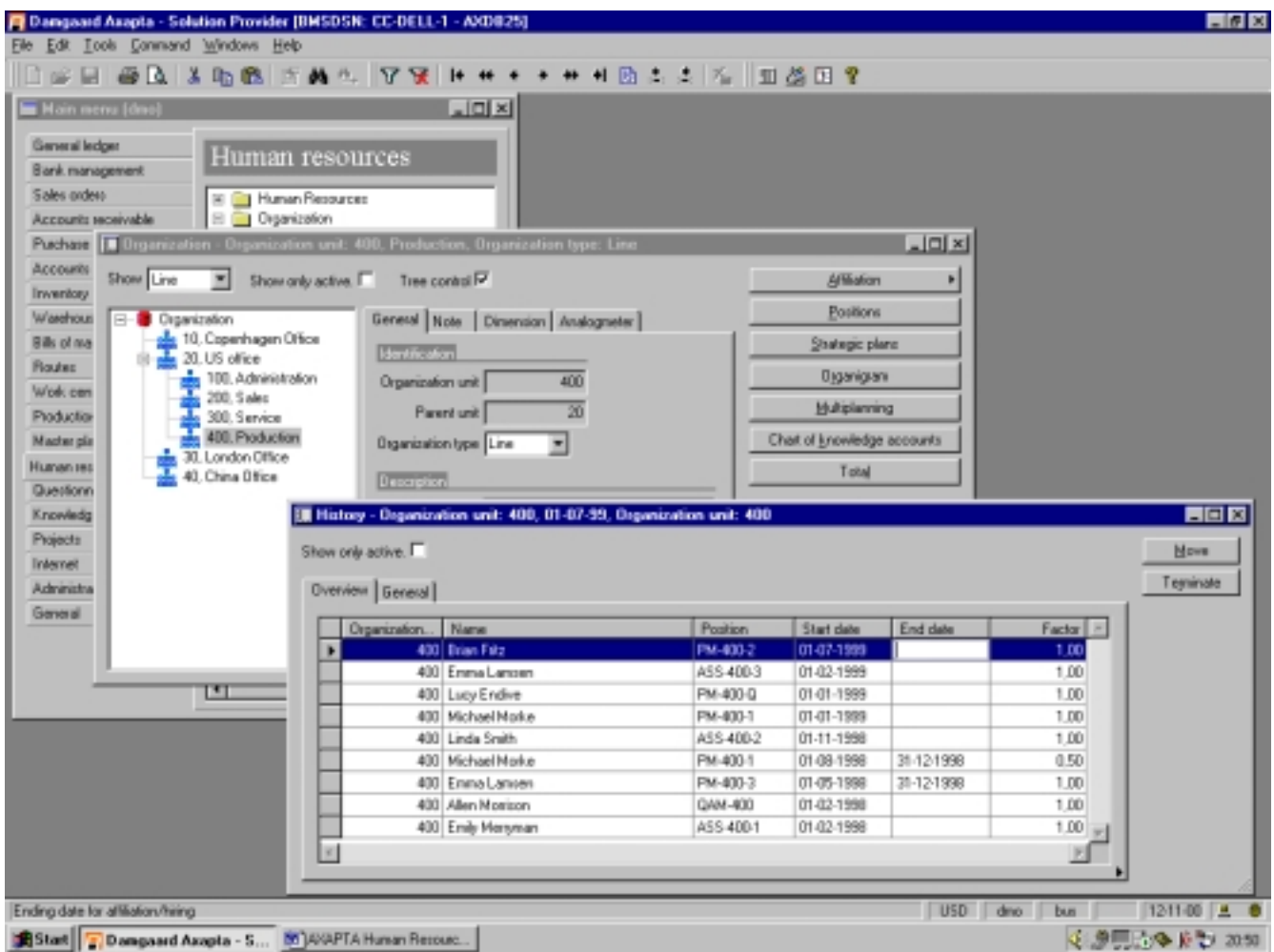
supports the processes necessary to establish and maintain a well-defined, yet flexible organizational structure.

Modeling organizational units

Using the system, a given company's structure can be modeled in visual, function-oriented diagrams that show the business-line organization or matrix as well as the project organization. The system makes it easy to maintain the organizational structure and create new cross-units.

Maintain a well-defined yet flexible organizational structure

Navision Axapta Human Resource Management



A given company's structure can be modeled in visual, function-oriented diagrams.





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Support for core HR processes

In any company, there is a constant need to support organizational changes, appointments, job rotations, promotions, retirements, resignations, mergers, alliances and so on.

In Navision Axapta Human Resource Management, it is easy to undertake registration for employment, a resignation with reasons why, or a movement between departments. A comprehensive human resources management framework is provided for core tasks. The framework can be easily adapted fit any company's needs.

Collect and manage a range of personal information for employees

The employee database includes all information about individual staff members. From the system view of the employee, it is easy to maintain a wide range of information for individual employees. This information includes CVs/résumés, primary contacts, and payroll information.

Historical data is available at any time from the system view of employees or organizational units. This gives a flexible, comprehensive overview and provides necessary information for better decision making.

Framework for employee profiles

Navision Axapta Human Resource Management provides a framework for maintaining employee profiles. Using profiles, you can maintain basic data, enter important dates, document accomplishments by actual or goal-oriented levels as well as document a range of information including education with specifics

on place and level, language skills specified by reading, writing or speaking capabilities, position of trust, business experience, certificates, project experience, and payroll information.

Employee profiles provide an important contribution for determining the most suitable resources at the beginning of projects or for cross-functional activities in the enterprise. The system provides highly intuitive, user-friendly screens that make it easy to update CV data so it becomes a natural maintenance procedure.

Payroll information

Payroll information such as each employees' bank account number, tax numbers, retirement-savings account information, accrued vacation, and so on is maintained in the Human Resource Management solution. Variables such as bonuses, stock options, health insurance, and other employee-specific supplements can also be maintained in the system. Incentives like bonuses can be integrated with external payroll systems.

Manage a virtual network to support business-related politics

The Human Resource Management solution has been designed to work the way companies function. One example of this is the system's support for a virtual network that makes it easier to work with business-related politics.

Network of relationships

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offers functionality for maintaining a virtual network with the relationships that employees have with other persons, companies, or organizations. This network contributes to the intellectual capital of your enterprise and supports business-related politics.

The system enables the personnel department, manages, and individual employees to maintain and track customers, suppliers, consultants and “knowledge centers” that play a vital role in achieve overall business objectives. By documenting and tracking these types of relationships, employees can more readily solve challenges that are rooted in business-related politics.

Establish processes for archiving and filing

HR-related information

Navision Axapta Human Resource Management simplifies and streamlines the everyday tasks that are vital for the efficient management of human resources. One example is the system’s support for the archiving and filing of HR-related information.

Streamlined archiving and filing

The Archiving module is an effective way to connect relevant electronic information to a specific process or identification in the system. This could be, for example, an employment contract.

The system provides built-in mechanisms for archiving related information. With functions for grouping and identifying which type information is being filed, as well as who is responsible, structuring information while filing is easy. This makes it easy to quickly locate archived information as well as to search for specific information.

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