



Human Resource Management II

Presenting Navision Axapta

Human Resource Management II

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

Building 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.

Extended HRM functionality

The Human Resource Management II module builds on functionality in Human Resource Management I, providing additional key capabilities for managing personnel and supporting important issues such as professional development for individual employees.

The Human Resource Management II module delivers extended capabilities for highly efficient management of human resources and intellectual capital. These capabilities enable HRM professionals to:

Human Resource Management II Overview

- Extended HRM functionality
- Professional development
- Development plans
- Recruitment management
- Positions
- Areas of responsibility
- Loan administration
- Benefit administration
- Competency / skill mapping
- Employee statistics
- Personnel absence administration
- Registration and multi registration
- Absence statistics
- Recruitment projects
- Applicants and applications
- Employment interviews
- Employment procedures
- Recruitment statistics
- Training course administration
- Participants
- Facilities
- Locations and classrooms
- Course templates and statistics
- Network selection and selection templates





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- Support professional development
- Automate personnel recruitment
- Streamline course administration
- Administrate benefits and loans
- Automate absence management

Support professional development

Navision Axapta Human Resource Management I and II allow HR professionals as well as personnel managers to plan thoroughly for employee career development.

Foundations for agreements and decisions between managers and employees can be recorded and made easily accessible. A professional-development plan can focus on wishes and requirements related to a job profile, including progress on courses.

Development plans

The development planning capabilities supported in Human Resource Management II is an effective leadership tool that gives managers the ability to document areas of contribution. This helps coordinate individual goals with your company's investment in employees.

The system enables HR professionals to take advantage of tight integration with the Strategic Planning module in the Navision Axapta Knowledge Management solution if your company seeks to carry out development planning with control of actions, responses, milestones, completion of deadlines, and other advanced planning and follow-up between a manager and staff member.

Framework for job descriptions

To simplify the registration of the job descriptions, it is possible to use general or standard job descriptions as a starting point. In the system, positions are specified with descriptions, areas of responsibility, work tasks and accomplishments. These document the responsibility and competency areas that an employee must fulfill in any position in the company.

Responsibility and reporting hierarchy is visible within each job description. In addition, job descriptions include descriptions of responsibilities with regard to competency areas.

Employee statistics

Human Resource Management II makes it possible to generate statistical overview of employees based on the job profiles that are recorded in the system. A number of standard employee statistical reports are available and it is easy to generate new, customized reports.

Support for review meetings

The system provides a framework for supporting one-on-one personal development meetings between managers and the individuals they supervise. The framework supports issues such as salary, personal development, career development, 360 degree feedback, resignations, and so on. Each review meeting can be easily documented using the system. By using the Questionnaire module together with the HRM modules, performance reviews can be structure so that it is less time consuming and easier to review

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the history of review meetings with individual employees.

Skill Mapping (Competency Searching)

Effective skill mapping is an important element in Human Resources. Skills mapping is especially valuable when you have to assign key people and gather resources for a project or whenever a position must be filled in the company.

The system enables you to define which employees, applicants and contact people will make up the foundation for a specific competency search. It is easy to determine the criteria for a specific profile by choosing field information from respective databases like education and accomplishments, or whatever definitions you choose.

The setup of a skill mapping profile can be easily saved and re-used. It is also easy to access individual development plans and generate overview listings of skills mapping for a number of individual employees. At the same time, the system makes it easy to identify gaps in specific competency areas and generate reports that document gaps.

Conflict management

The system makes it possible to administrate personal relationships in a virtual network that is based on a hierarchy. This can facilitate the process of managing conflicts and enabling more open communication.

Automate personnel recruitment

Recruiting new employees and managing internal job rotations are ongoing processes in all companies. The costs involved in both of these areas is one of the

fastest growing administrative cost segments for many enterprises.

The recruitment functions in the Navision Axapta Human Resource Management solution provide effective control over these processes. Classification of employment applications makes it possible to analyze and evaluate them, with easy follow-up and re-use of information.

Support for recruitment cases

A recruitment case is identified by one or more positions that must be filled. The system helps automate many tasks within the area of employee recruitment. These tasks include standard handling of applicants, categorizing and tracking of correspondence, meetings and phone calls. This automation makes the recruitment process much more efficient.

Efficient management of applications

An applicant profile can be updated with contact information and diverse CV/résumé data, exactly as you can with one of your own employees. To register applications for a specific position, Human Resource Management provides functionality for controlling the process from the point when an application is received, through correspondence and interviews with the applicant, to meetings with responsible employees, and up to the point of employment or rejection.

Testing of applicants can be done via integration with the Questionnaire module. This provides a unique

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way to evaluate individual applicants.

Personnel recruitment advertising

The recruitment process is typically accompanied by advertisements in one or more media vehicles. The media used can be easily linked to each application. The system also makes it possible to follow up on which media gave the best response for a given position.

Statistics for job applications

The Human Resource Management II module enables HR professionals to easily generate statistical overviews for different phases of the recruiting process. This makes it possible to understand the caliber of applicants and measure the effectiveness of various recruitment activities.

Streamline course administration

Training courses can be administered with the specification of target groups, course identification, location, instructor and participant capacity. For each course, it is easy to register participants then print out a list of them, and any confirmations and course certificates.

The Questionnaire module makes it possible to evaluate the course contents or instructor, and to test participants to ensure that they have achieved the expected results.

The system ensures an overview of which courses an employee or contact person has completed or plans to take. Course activities can become a part of skills mapping.

Statistics for courses

The Human Resource Management II module enables HR professionals to easily generate statistical overviews for courses. Overviews can contain, for example, subjects, instructors, participants, locations, and so on.

Manage benefits and loans

The system makes it easy to control various benefits that have been agreed with individual employees. The system also offers effective tracking of items that are loaned out. This can include mobile phones, computers, access cards, keys, and so on. Agreements can be categorized, with administration of responsibility tightly controlled. These functions ensure more effective use of loaned items and help enforce better control over their return when resignations occur.

It is easy to control various benefits that have been agreed with an employee, and the system also offers effective tracking of any items that are loaned out. Things like mobile phones, computers, access cards, etc., can be categorized, with administration of responsibility by defined time periods for the loans. These functions ensure a more effective use of loaned items and better control over their return, for example, with retirement/resignation.

Automate absence management

Using the Human Resource Management solution, all types of employee absence can be registered and administered. This includes vacation, illness,

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disability, pregnancy, child leave, and so on.

Profiles can be set up for each type of absence. These profiles can contain a wide range of variables, such as dates, financial compensation, and approvals. When an individual employee is approved to take some type of absence, the employee can be linked to the appropriate absence profile. This automates the processes of managing all types of absences.

Statistics for absence management

A variety of statistics can be easily generated to show details about absence consumption. What's more, absence per employee can be displayed graphically in a calendar. This makes it easy to get an overview of the number of absences and the causes for any given time period.

Knowledge management integration

Integrating functionality from Human Resource Management with the Questionnaire module and functionality in the Knowledge Management module (Balanced Scorecard, and Business Process Management) provides your company with unique options for working with your intellectual capital on all management levels.

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