

THE FOUNDATION MODULE

PERSONNEL ADMINISTRATION

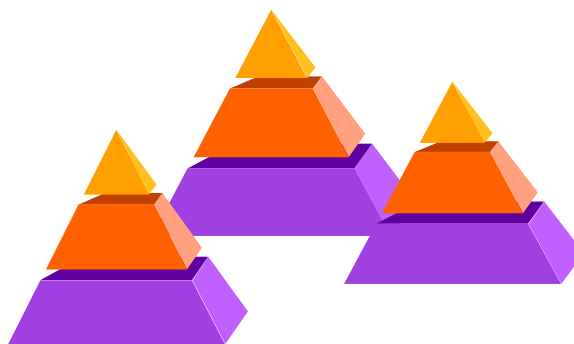
The Personnel Administration module is the core module of XQUIS Human Capital Management System (HCMS) and designed by human resource professionals to replicate and automate the functions of the personnel office, and provide vital management information to senior and line managers to enable effective organization versus personnel management to achieve maximum benefit from these most valuable resources.

This module identifies an extensive array of management and administrative information and reports across five key criteria :

Organization Structure

It allows the creation of a framework depicting the structures, hierarchy and allocation of functions within which one operates, devolution of decision-making and administrative responsibilities, with centralized or distributed control of such parameters at company's discretion.

Levels of organization structure is flexible, unlimited – horizontal and vertical, with dynamic linkage to unlimited multiple General Ledger cost-centers and multi-entity Corporate Tax File Numbers to allow changes, modeling, adept to changing business conditions including award negotiations, national wage guidelines, enterprise bargaining and productivity agreements at any given time.



Multi Entity Structure

Position Management

The position management function identify roles and responsibilities, task descriptions and costing components, control and reporting links, award and industry requirements for each structure level within the organization.

Roles are able to be tailored at departmental and sectional levels to reflect the varying operating procedures and requirements of different business units. Equally important to knowledge and covered within is the definition of the work environment, its constraints and potential hazards within which people are to be managed.

Awards and Classification

Awards and Classification depict the hierarchy of the whole organization structure. It forms the base of the company position leveling, used to build career pathing and the reward structure.

Awards and Classification is fully user-definable multi-level type, able to be used either as default for the whole of the organization, configured as "agreed" structure or as a "mix" within its structure.

Occupancies

Occupancy is the link between employees to positions and roles, data which is personal and that data which is occupational. XQUIS Human Capital Management System have a real time frame of all data stored, including a start date and an end date, enabling full historical of all data within each record.

Three occupancy types – inherently flexible , covering Normal (also known as substantive), Concurrent (of which secondment is one form), and HDA (higher duties, or acting). These three occupancy types support many-to-many relationships between people and positions.

Employee Occupancies [A]

FC039 Employee Occupancies PT. Cyclops Dev DB

8.1 03-DEC-2007

Employee: 200001 Job: 01 Name: Susanto,Aburahman

Active during: Substantive and Concurrent Higher Duties

	Start	End	Class	Step	Reason	Position
SUB	01-AUG-2000	31-DEC-2049	ST	1	AP	STAFF FINANCE
	01-JAN-1991	31-JUL-2000	ST		AP	Staff Bagian Training Evalua
CON	01-JAN-2003	31-MAY-2003	SM	1	AP	Project Manager
HDA						

Occupancy Types Screen

People within the Organization

Extensive, unlimited and user defined data is provided by HCMS within this function covers amongst it: bio-data, work-experience and career data, training and development data, remuneration data, dependant data, and other related people data.

The screenshot displays the 'Employee Personal Detail' screen for employee FK001. The interface includes a sidebar with navigation options (FK001-FK005) and a main form area with tabs for Employee Detail, Job Detail, Licence Data, Experience Data, and Flex Field. The Employee Detail tab is active, showing the following data:

Employee#	200001
Name Form	Susanto,Aburahman
Surname	Susanto
Initials	S
Title	BP
Gender	L Laki-laki
Place Of Birth	JKT Jakarta
Date Of Birth	02-Jan-1950
DoB Verified	Y
Marital Status	S single
Id#	
Phone#	5637955
First Commence	01-Jan-1991
Citizenship	
Resident Status	
Ethnicity	

Home Address:

Jl. Rajawali No. 3	
Jakarta Barat	
Kelurahan	
Kecamatan	
RT / RW	
Post Code	12520
State Code	DKI Daerah Khusus Ibu-kota, Jakarta R

Portal Address:

Jl. Rajawali No. 3	
Jakarta Pusat	
Kelurahan	
Kecamatan	
RT / RW	
Post Code	12520
State Code	DKI DKI Jaya - Jakarta

Employee Personal Detail screen

Other in-situ data can be further administered e.g. uniforms, ID cards, licenses, credit cards, vehicles, permits, passports and visas as well as highlighting specific information on particular employees like warnings, prompts, and reminders to ensure privacy and observance of statutory and legal obligations.

Unlimited Flex-Field data facility is present, should specific unsupported data category be required.

link Employee Competency PT. Cyclops Dev DB
 9.00.KS1.00 03-DEC-2007

Employee# 200001 Susanto,Aburahman

AB Skills Qualifications Languages

Code	Description	Level	Description	Date Acquired
AT	ANALYTICAL THINKING	AT3	3 - SEES MULTIPLE RELATIONSHIPS	01-JAN-2001
BR	BUILDING RELATIONSHIP	BR2	2 - CREATES RAPPORT	01-JAN-2001

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The Employee Competency screen