

## THE FOUNDATION MODULE

### PERSONNEL ADMINISTRATION

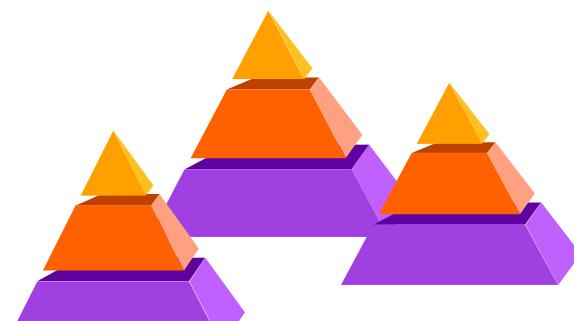
The Personnel Administration module is the core module of XQUIS Human Capital Management System ( HCMS ) and designed by human resource professionals to replicate and automate the functions of the personnel office, and provide vital management information to senior and line managers to enable effective 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.



## **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 <input type="checkbox"/> and <input type="checkbox"/> Substantive <input type="checkbox"/> Concurrent <input type="checkbox"/> Higher Duties <input type="checkbox"/>						
SUB	Start 01-AUG-2000 01-JAN-1991	End 31-DEC-2049 31-JUL-2000	Class ST ST	Step 1 AP	Reason AP	Position STAFF FINANCE Staff Bagian Training Evaluat
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.

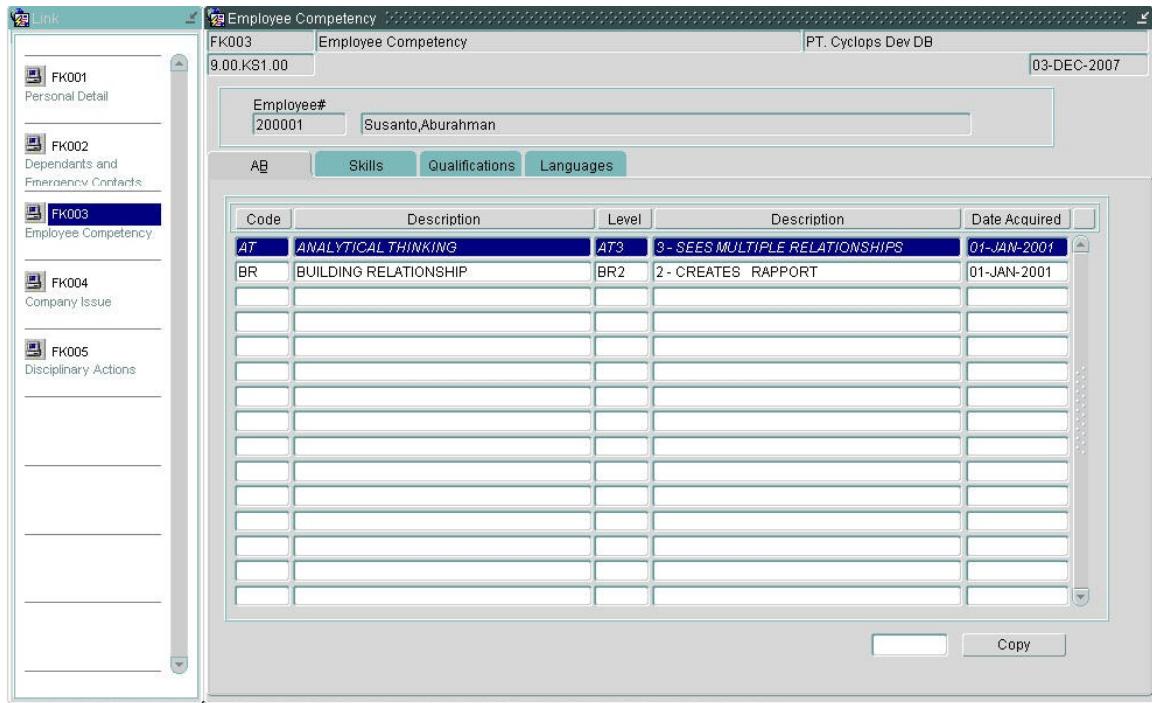
Employee Detail | Job Detail | Licence Data | Experience Data | Flex Field

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 Commerce	01-Jan-1991		
Citizenship			
Resident Status			
Ethnicity			
<b>Home Address</b>			
Jl. Rajawali No. 3			
Jakarta Barat			
Kelurahan			
Kecamatan			
RT / RW		Post Code	12520
State Code	DKI	Daerah Khusus Ibu-kota, Jakarta Raya	
<b>Portal Address</b>			
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.



## The Employee Competency screen