

HUMAN RESOURCES **HR MANAGEMENT**



Greentree® HR Management

Key Benefits



- Internet Enabled
- Detailed Employee Information
- Job Functions • Curriculum Vitae
- Skill Search • Grievances
- Disciplinary Actions
- Integration to Payroll for Greentree
- Committees • Powerful Security
- Related Person Maintenance
- Record Status • Attachments
- Extensive Reporting Capabilities
- Occupational Health & Safety
- Incident Maintenance
- Integration to CRM

Effective management of your organisation's personnel begins with maintaining accurate and detailed records of their attributes and capabilities. Only then can Management obtain a clear picture of the human resources at their disposal and in turn, the organisation's collective capacity. Human Resource Management for Greentree (HRM for Greentree) provides the tools to create a human resource information system that forms the basis of your organisation's workforce planning and analysis.

Internet Enabled

Greentree is enabled for Internet deployment, out of the box, using its thin client technology. This allows remote offices or travelling executives to obtain secure access to the complete functionality of Greentree via an Internet Service Provider.

Detailed Employee Information

The Employee maintenance screen drives HRM for Greentree. From this screen, users can enter and view a comprehensive range of details pertaining to each of the organisation's employees. In addition to the employee's basic contact details, users can input/view the employee's picture, allocated role(s), curriculum vitae and a log of all events that are relevant to the particular employee.

Job Functions

Virtually every organisation has standard functions that are fulfilled by employees. HRM for Greentree allows these functions to be created and defined by the HR Managers, which in turn can be allocated to employees as they take on new roles and responsibilities. Using

standard functions, HR Managers can ensure that when new functions are assigned to employees, the employee is suitably qualified and equipped to successfully carry out the tasks required. The functions defined and documented can range from formal job descriptions to informal 'everyday' tasks. Each time a new job function is assigned to an employee, HRM for Greentree adds this assignment to log of the functions that the employee has been allocated. From this screen, users can view the employee's tenure in each job function and which ones they are currently performing.

Curriculum Vitae

A full account of each employee's Curriculum Vitae (CV) can be kept either as a structured database records, or as a freeform word processing document attached to the employee record. The CV details include certification, training, skills, education and prior employment. HRM for Greentree allows you to attach relevant documents to each of the CV items, for example certificates, degrees, licences etc., as well as letting you create links to other pertinent records within Greentree.



"Very, very alive!"



Skill Search

HRM for Greentree's Skill Search allows perform powerful searches to be performed on the employee database, based on each employee's CV details. An unlimited number of search filters can be nominated, and broken down into Requirement/Type/Level. There is also the option of specifying whether an employee needs to match any or all of the specified criteria. When the 'any' option is chosen, search results are ranked in order of percentage of criteria that are met.

Grievances

HRM for Greentree allows you to capture any grievances that occur within the organisation. This important information is critical in ensuring that an appropriate resolution is achieved. The Grievance Maintenance screen records the type of grievance, e.g. workplace bullying, the key people involved in the grievance and the outcome(s). Grievances can be recorded by both employees and external parties.

Disciplinary Actions

The Disciplinary Action screen can take full account of

the circumstances and outcomes arising from the action taken. Disciplinary Action Maintenance is comprised of an extensive range of fields to ensure that all critical details relating to the disciplinary action are recorded.

These fields include people involved in the disciplinary action, any hearings and appeals, and a log of any events that transpire once the action is taken. In times where a grievance requires disciplinary action, it can be easily cross-referenced.

Committees

The Committee feature records the formation and affairs of the committees formed within an organisation and can include both employees and external parties. Committee Maintenance captures important information related to the committee's status and purpose, its past and present members and their role within the committee, the committee's meetings and any other applicable events. You can also use Committees to distribute meeting agendas, invitations and minutes to relevant members, via mail merge or email.



Related Modules



- eHRM
- Occupational Health & Safety
- Leave Planning

Related Person Maintenance

When events take place that involve other people, HRM for Greentree uses the Related Person Maintenance to add each person, be they an employee or external person, to the HRM for Greentree record. When users view the record, and its related people, they can drill-down on the person's name to retrieve that person's details instantly, along with a section for freeform notes that relate to the particular event.

Record Status

To cater for even the most dynamic workforce, HRM for Greentree allows you to activate, deactivate and reactivate records, as circumstances require. This is particularly useful for organisations that use contract or casual labour on a regular basis.

Attachments

HRM for Greentree allows users to attach files of any format to any of the HRM for Greentree records; typical examples would include résumés, licences, certificates or incident reports. Each attachment is catalogued with

summary information and stored in a tightly compressed database. These attachments can be opened and printed directly from Greentree at any time.

Extensive Reporting Capabilities

HRM for Greentree is supplied with a number of standard reports that provide insight and breakdowns required by most organisations. Like all other Greentree module suites, HRM for Greentree can be accessed by a number of reporting tools, such as Excel, Access, Crystal Reports, ODBC, as well as Greentree's built in report writer.

Powerful Security

Given the potentially sensitive nature of employee information, HRM for Greentree is equipped with an intricate security model, which while being functionally sophisticated, is straightforward to setup and maintain. HRM for Greentree security gives the option of being able to designate whether HRM for Greentree users are able to access Payroll functions and data, HRM for Greentree information or both. HRM for Greentree facilitates security rules that be applied to an individual, or a team's abil-



"Very, very integrated!"



ity to perform functions and to access particular records. Importantly, each individual's records can be secured, so that only certain users can access those records. For example, management's staff records could be restricted to select people who handle the executive payroll or executive HR functions. The security settings within the HRM for Greentree suite are respected in all reports, enquiries and maintenance screens.

Occupational Health & Safety

By using Occupational Health & Safety (OH&S) you are ensuring that any foreseeable workplace hazards are avoided, and if and when incidents do occur, the details are accurately recorded and the correct procedures are followed to resolve any arising issues.

Incident Maintenance

The Incident Maintenance screen allows users to input and view all of the necessary information relating to workplace incidents. Available fields relate to the person(s) injured, the surrounding circumstances, the people involved at the scene and the ensuing events that occur.

Integration to Payroll for Greentree*

HRM for Greentree and Payroll are fully and reciprocally integrated, where any data HR or Payroll data entered against an employee is automatically reflected in the corresponding record. Users with appropriate security



privileges can actually perform HR and Payroll employee maintenance functions from the one screen.

Integration to Customer Relationships Management (CRM) suite

In many cases, the events that are captured in HRM for Greentree involve people who are not employees of the organisation. HRM for Greentree is integrated with Greentree's CRM Contacts & Relationships module so that external parties can be entered as 'contacts' and their details stored in Greentree for future reference.

* Human Resource Management for Greentree and Payroll for Greentree is produced by Platsoft (Australasia) Ltd. The brand Greentree is a trademark of Greentree International Limited and is used with permission.

CLIENT SPOTLIGHT: HEPWORTH NEW ZEALAND

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"Very, very familiar!"



“Very, very integrated!”

Greentree is modular, with all business functions totally integrated. This provides you with a wide variety of modules and sub-modules that afford options rarely found in other packages. You purchase the pieces that you need, effectively matching the system to fit your business. Choose from: Financials, Job Costing, Supply Chain & Distribution, Manufacturing, Human Resources, Customer Relationship Management (CRM), Service & Asset Management, Business Intelligence, Retail, Workflow-Business Process Management and eBusiness.

Greentree is a **flexible** solution, readily adapting across a broad range of industries and business types. Businesses are provided with a **powerful**, extremely cost-effective system that has consistently proven itself capable of managing change and growing business potential.

With simple, smart thinking at your fingertips, Greentree provides the ultimate seamless business-building environment. Exploit its accuracy in business metrics, challenge its capability to deliver empowering information. Rely on the one highly **responsive** solution to efficiently streamline your internal processes resulting in increased manageability and productivity across all areas of your enterprise.

What's the difference to any other software solution? Greentree is the most responsive business software product available, providing a source of competitive advantage to help you drive your business to the next level!

