

Personnel



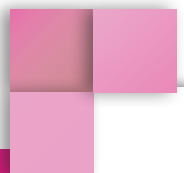
The Personnel module provides an effective solution to an organisation's human resource requirements.

Equator's Personnel solution from K3 provides an effective solution to an organisation's human resource requirements. Decision making is made credible and harnesses employee management and set objectives. Employee details, recruitment, induction, job objectives, reviews, training, skills, health and safety, career paths, holidays and absences, medical details and accident recording are all catered for, enabling comprehensive personnel administration.

Facts

The Benefits of Personnel

- A diary facility books and tracks employee movements both on and off site
- A user-defined 'question and-answer' function, which can be linked to other personnel details such as medical particulars, qualifications and reviews
- A memo pad feature allows extensive and virtually unlimited data entry
- Additional flexibility in accessing, inputting or amending employee records onsite via an intranet, or offsite through internet connectivity is achievable with a Web Portal facility
- Management reporting including graphical analysis with a comprehensive selection criteria and date range for flexible period analysis.



Personnel



Facts

The Features of Personnel

- Reports and enquiries
- Employee details and induction schedules including job descriptions and inductions, next of kin contacts, training records and requirements, reviews and self-appraisals, qualifications, career and salary history
- Equipment issued for personal protection and company use as well as company tools
- Safety reports on dangerous occurrences, Hazards and Risk Assessments, health and safety audit
- Training and skills analysis, matching and certificate printing
- General staff administrative reports such as job details, vacancy and recruitment analysis, reminders, languages, holidays and absence analysis (including Bradford factor), headcounts, birthdays, length of service, staff turnover, Disciplinary and Grievance actions, redundancy
- Automatic letter generator using mail merge
- Employee performance monitoring
- Employee induction procedures

The screenshot displays the 'Employee Maintenance' interface for James Peter Carter (Employee ID: 00001). The main window is divided into several sections:

- Left Sidebar:** Contains navigation menus for 'Achievements' (Educational Courses, Examinations, Languages, Professional Bodies, School/Further Educ..., Skills, Training), 'Contacts' (Dependents, Emergency Contacts, General Practitioners), and 'Personal' (Clubs & Societies, Commitments, Interests/Sports, Other Activities, Union Details, Vehicles).
- Main Content Area:** Shows a form for 'Personal Details' with fields for Name & Address, Title, First names (James Peter), Last name (Carter), Address (33 Lakeside Avenue, Norwich, Norfolk), Post code (NR1 1SD), OR Country, Personal e-mail (jcarter@company.co.uk), Work e-mail, Information Only, Town, Country, Current residence (UK), United Kingdom, and Applicant number. A photo of James Peter Carter is visible in the bottom right of the form.
- Right Sidebar:** Contains navigation menus for 'Employment' (Disciplinary Details, Grievances, Induction, Redundancy Details, Resignation Details, Reviews, Appraisals, Termination Details) and 'History' (Correspondence Ha..., Previous Employment, Salary History).
- Bottom Section:** Displays a table of skills for the employee, categorized into 'Available Skills' and 'Personal Skills'.

Available Skills			Personal Skills		
Code	Description	Level	Code	Description	Level
P01	First Aider - Basic	1	P01	First Aider - Basic	1
P02	First Aider - Advanced		W01	Forklift Truck - Basic	1
HA1	Handling Hazardous Materials				
HA2	Handling Hazardous Chemicals				
P01	Lattice - Basic				
P02	Lattice - Advanced				
W01	Forklift Truck - Basic				
W02	Forklift Truck - Advanced				