BUILDSMART HR – YOUR TOTAL HR SOLUTION

COMPREHENSIVE HR MANAGEMENT

The Buildsmart Human Resources Management System is a comprehensive HR administration and management system, catering for the needs of small, medium and large businesses within which all statutory and labour requirements are catered for.

KEY FEATURES

- The HR System covers all aspects of day to day personnel administration from recruitment to retirement.

- All screens are easy to read, easy to use and logically grouped

- Security is available to prevent access to sensitive screens

- Many Standard forms, procedures and letters are available to enable the user to customise the system to suit their requirements

- Workflow Management for key HR processes

- Employee and Manager Self Service Tools such as online leave approvals, calendars, appraisal ratings, personal information tracking, and much more…

MIDDLE EAST SPECIFIC FUNCTIONALITY

- Accommodation/Camp Management

- Block Visa Management and Tracking

- Residency Permit, Work Permit, Visa and Passport Tracking all with Expiry Notifications

- Health Card and Insurance Tracking with Expiry Notifications

BENEFITS OF USING BUILDSMART HR

- The HR system is fully integrated with the Buildsmart Payroll, requiring one point of entry for all employee data

- It allows for accurate statistics and reporting across groups, companies and payrolls

- It is a web-based product, accessible from anywhere with an internet connection

- It is designed on tested and proven HR methodologies

- It facilitates the streamlining of administration processes resulting in time, effort and cost savings

- It is backed by qualified professionals ensuring quality services

AUDITING AND SECURITY

- Audit reports are available detailing all transactions on the system. The report can be filtered by user, date, time, facilities changed, before and after states of all fields affected, etc.

- Access is controlled using a User Setup facility, which caters for view, add, update or remove permissions. This can be defined individually down to a screen level

- Automatic email notifications can be configured for changes to key information such as banking details, job grades and titles etc

- Password configuration facility to enforce password complexity (special characters, numbers etc)

EMPLOYEE LIFECYCLE

ATTRACTION	SELECTION	EMPLOYMENT	UTILISATION	RETENTION	DEVELOPMENT	SEPARATION
			Personnel Administration	Leave Management		
			Performance Management	Labour Relations		
			Resource Planning	Health and Safety		
	Candidate Assessment	Legal	Job Analysis	Employee Services	Performance & Succession	
	Interviewing	Engagement	Access Control	Package Management	Training	
Recruitment	Candidate Selection	Employment Administration	Time Management	Payroll	HR Development	Administration of Termination

From administering….to managing….to utilising

CCS — Construction Computer Software
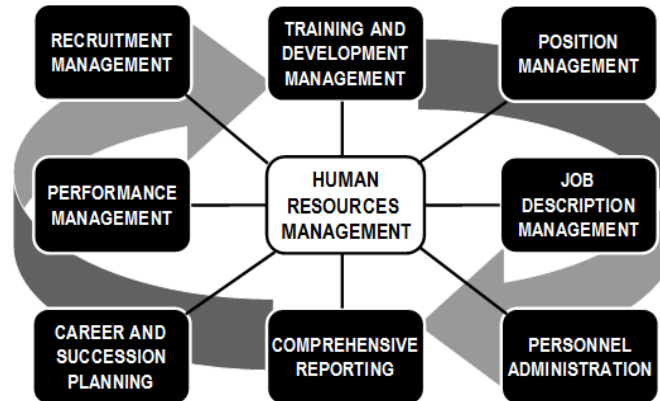
buildsmart — CONSTRUCTION COMPUTER SOFTWARE

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FACILITIES TO ADMINISTER AND MANAGE THE FOLLOWING:

➢ **Master Data:** All personal information such as names, addresses, next of kin and marital details etc.

➢ **Recruitment:** All information related to the recruitment function (E.g. costs, agency and media details, position applied for, interview results etc)

➢ **Disciplinary / Grievance Procedures:** Disciplinary, misconduct and grievance history including warnings, hearings, outcomes and follow-ups

➢ **Training:** Training needs and reminders, as well as courses attended (history including costs, NQF statistics, contractual requirements, restrictions etc)

➢ **Education and Qualifications**: History including qualifications achieved / in progress, institutions attended, major subjects etc.

➢ **Medical / Health and Safety**: capture / attach medical certificates (including expiry notifications), capture injuries on duty, allergies, disabilities etc

➢ **Employee Engagement and Discharge Audit Checklists:** Clothing, equipment, leave etc

➢ **Licences:** Tracking of all types including expiry notifications

➢ **Employment Contracts:** Tracking of all types of contracts (including expiry notifications)

➢ **Performance Management**: Including performance appraisals, interpretation and statistics, identified / resolved needs, development

➢ **Job Description Management:** Comprehensive job descriptions including the basic information, personal criteria, performance criteria, qualifications and skills

YOUR COMPANY'S GOAL!

A FULLY INTEGRATED AND COMPREHENSIVE HR SOLUTION

➢ **Organisational Design:** including business elements and positions, employee functional hierarchy design, vacancy management and potential succession management

➢ **Clothing and Equipment:** Tracking of the issuing and re-issuing of clothing and equipment (Including expiry notifications)

➢ **Policies and Procedures:** Can be attached on individual screens and available for access from anywhere

➢ **Image attachments:** Such as employee photographs, ID documents, medical certificates etc

➢ **On-screen Forms:** can be used as source documents for information update (take-on forms, maintenance forms, misconduct forms etc)

➢ **Passport Management:** Passports, visas and work permits (Including expiry notifications)

➢ **Task Knowledge Base:** for commonly used tasks, performance criteria and related criteria for job descriptions

➢ **Email / SMS Notifications:** Individual and / or bulk facility catering for expiry notifications, leave and loan applications etc.

➢ **Exit Interviews:** Reasons, follow-ups, equipment returned, restraint of trade details etc.

REPORTING

➢ More than 300 standard / customisable reports (both detail and summary) comprehensively covering all of your reporting requirements

➢ Coupled with the Buildsmart Business Intelligence tool (SmartBI), the user can create customised and versatile reports editable in Microsoft Excel

➢ Flexible report writer for customised system reports, including dynamic sorting, filtering and totalling mechanisms

CONTACT DETAILS

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DEMO WEBSITE

www.psiberworks.com/buildsmart

Please contact us for more information about the online demonstration version