

BUILDSMART HR – YOUR TOTAL HR SOLUTION

COMPREHENSIVE HR MANAGEMENT	BENEFITS OF USING BUILDSMART HR	AUDITING AND SECURITY
<p>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.</p>	<ul style="list-style-type: none"> ➤ The HR system is 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 	<ul style="list-style-type: none"> ➤ Audit detail reports available listing all actions occurring on the system, including user, date, time, facilities changed, before and after states of all fields affected etc. ➤ Auditing performed on all emails and SMSs sent from the system, including detailed reporting on these ➤ User permission based facility, including view, add, modify and remove options for every screen within the system ➤ Automatic email notifications can be configured for changes to banking details, job grades and titles etc ➤ Password configuration facility to enforce password complexity (special characters, numbers etc)
<h3>KEY FEATURES</h3>	<div style="text-align: center;"> <h2>EMPLOYEE LIFECYCLE</h2> </div> <p style="text-align: center;"><i>From administeringto managingto utilising</i></p>	
<ul style="list-style-type: none"> ➤ 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 ➤ All help text and user guides are available online ➤ All Acts relating to HR Management (Tax Authorities, Basic Conditions of Employment, Skills Development, etc) are available online ➤ Many Standard forms, procedures and letters are available to enable the user to customise the system to suit their requirements 		
<h3>STATUTORY REPORTS</h3>		
<p>The system, using the information entered, helps to highlight non-conformance to legislation pertaining to basic conditions of employment and labour relations, produces comprehensive Employment Equity statistics and the various forms, and finally, produces the minimum reporting requirements for skills and training reporting (Workplace Skills Plans)</p>		

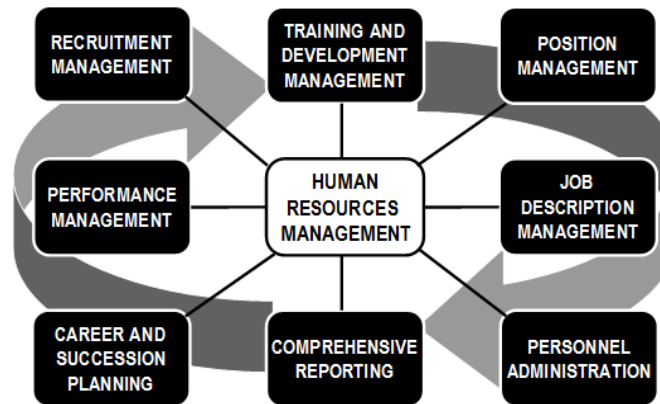
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FACILITIES TO ADMINISTRATE AND MANAGE THE FOLLOWING:

- **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 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

THE 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 to be accessed from anywhere
- **Image attachments:** Such as employee photographs, ID documents, medical certificates etc
- **On-screen Forms:** To used as source documents for information updates etc (Can be edited as well as printed to hard copy)
- **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
- Statutory reports and forms can be produced in the exact format stipulated by legislation, populated with your company information and statistics
- Coupled with the Buildsmart Business Intelligence tool (SmartBI), the user can create customised and versatile reports editable in Microsoft Excel

CONTACT DETAILS

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DEMO WEBSITE

www.psiberworks.com/buildsmart

Please contact us for more information about the online demonstration version