



build
smart

your total hr solution...

Buildsmart HR Advanced

***Position Management
Module – Product
Overview***

www.psiberworks.com/buildsmart

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1. The Challenge

As organisations grow and change to meet the demands of doing business, they are often faced with the challenges of structuring and re-structuring the organisation to ensure maximum efficiencies are realised from their workforce. Structural changes tend to result in the re-establishment of business elements that include Divisions, Business Units, Departments, and Groups and so on... These business elements form the basic building blocks of the Organisation and are made up of specific Positions which have specific functional roles aimed at achieving the Organisation's goals. These Positions also contain Job information (i.e. Job Descriptions and Profiles) which detail the work that is required to be done by an individual who fills that Position. Keeping track of and managing these business elements and Positions is becoming more important to an organisations' ability to adapt and change to meet the challenges of business in this global economy.

The PSiberWORKS HRM Position Management Module is tailored to address these challenges, and more, while at the same time providing specific standards and processes that will enable a company to effectively manage organisational growth and design. The PSiberWORKS Human Resource Management Solution is built to deliver productivity-building tools, to remove pressure and reduce the potential for error.

2. How PSiberHRM is able to deliver Value

The PSiberHRM Solution has been built on the philosophy of delivering maximum performance for your Human Resource function. We have achieved this by:

- Addressing the processes and challenges found in the Human Resource functions;
- Assist in enabling you to adopt best practices;
- Earn a rapid return on your investment from using our PSiberHRM Solution;
- Integrating administrative and operational needs enabling you to handle them efficiently and cost-effectively;
- Delivering a "Modular" solution giving you the flexibility to select the building blocks to match your business needs as you grow;
- The ability to implement the software rapidly;
- Delivering rich functionality simply; and
- Ultimately offering you a highly productive tool for your business, HR department and its users.

3. What is the PSiberHRM Position Management Module?

The PSiberHRM **Position Management Module** addresses the needs and requirements of the Organisational Design and management functions including administrative, transactional and strategic. You are able to recognise trends, improve visibility and generate meaningful decision making reports from the Position Management Module.

The **Position Management Module** enables the following functions to be managed, they include:

- Organisational design including business elements and Positions;
- Employee functional hierarchy design;
- Manpower or Compliment planning, budgeting and control;
- Post administration;
- Vacancy management; and
- Potential Succession management.

4. Implementation Considerations

The Position Management Module can be implemented as a standalone or integrated module within the PSiberHRM system. Within PSiberHRM, the Position Management Module and the Job Description Module

form the foundation of the HRM suite. You are however able to decide if the Position Management Module should be used in isolation of the Training, Recruitment, Performance, Career and Succession modules or take the approach of an integrated solution with these other modules.

The Module however fully integrates with the PSiberWORKS database. This means that relevant data already in PSiberWORKS is automatically available for use in the Position Management Module. In addition, all the security controls in this module are established and managed through the PSiberHRM System Administrator function ensuring controlled access to information by all users.

The Position Management and Job Description Modules are 'core', and as such are mandatory to the other PSiberHRM Modules. It therefore fully integrates with the Job Description, Training, Recruitment, Performance, Career and Succession Modules.

5. Integration Considerations

The **Position Management Module** offers integration with certain functions available in the Job Description, Training and Recruitment facilities in the following ways:

Job Description Module:

- In this module users define the requirements of the Job as done by an individual on a daily basis; these same Job Titles are then linked to a Position in the Position Management Module.

Training Management Module:

- In this module users define a development plan, highlighting training courses that are required to be completed. In this way you are able to quickly view development needs and expected skills and experience achieved through this training for identified Positions.

6. Key Functions of the Position Management Module

By using the Key Processes in PSiberHRM Position Management Module companies empower users to deliver key services and functions enabling them to become agile and efficient providers within the Company, offering the following capabilities:

General Position Management Module Functions:

- Covers all aspects of Position and Post Management;
- Security is available to prevent unauthorised access and changes to positions;
- Users can define system defaults and parameters;
- All screens are easy to read and understand;
- User and Help guides are available online;
- Importing and exporting of Position Management data (i.e. business elements, positions, data and documents etc);
- Pre-defined and maintainable Pick Lists available for use in the Position Management Module; and
- A List of standard reports to enable both management and HR with information required to make decisions.

Highlighted Position Management Module Functions:

- Define and manage your business elements i.e. Organisational Units - Divisions, Business Units and so on;
- Define and manage your Positions;
- Define and manage your employee functional hierarchy 'filling' those Positions;

- Define and manage the financial information associated with each Position;
- Define and manage potential succession management for identified Positions;
- Link documents and images i.e. Job Profiles; and
- Identify business needs, gaps, and costs by using standard reports

Highlighted Key Processes:

Organisational Unit Maintenance –

- Define business elements or organisational units; and
- 'Link' organisational units to represent the hierarchy of the business elements.

Position Maintenance –

- Define Positions including Status, Type, Location Details, Equity Details and Dates;
- Maintain and enforce your manpower plans and budgets;
- Define and maintain special attributes that could affect an employee in the Position i.e. Requires physical strength;
- Define and maintain financial information about the Position;
- Define and maintain the 'reporting structure' of employees i.e. managers and subordinates;
- 'Link' positions to senior positions and organisational units to represent the hierarchy of your organisational structure;
- 'Link' the job title that is to 'fill' the position;
- 'Link' employees to a Position or Positions; and
- View employees 'linked' history i.e. what employees currently 'fill' or have 'filled' a Position.

Potential Successors Maintenance –

- Define and maintain employee succession information.

7. Print and View Organograms

To view pictorially what your organisation looks like, the PSiberHRM Position Management Module allows users to export information and, utilising organisational charting software, can generate visually attractive, easy-to-read and up-to-date organograms that accurately represent your organisational structure.

8. Screen Examples of the Position Management Module

Diagram 1.1 – Creating and Maintaining Positions: Position Attributes

Position Management

- System Administration
- Organisational Unit Maintenance
- **Position Maintenance**
- Reports

Job Description

Training Management

Recruitment Management

Performance Management

Career & Succession

Pick List Maintenance

System Rules & Utilities

Permissions

Reports

POSITION MAINTENANCE

Basic Position Information | Employee Info. Maintenance | Job Info. Maintenance | Financial Maintena... <>

Position Selection

Group Company Name

Organisational Unit Number

Organisational Unit Description

Position Number

Position Description

Maintain Position Details

Position Number

Position Description

Group Company Name

Position Type

Position Status

Position Level

Reporting Relationship

Is this Position a: Secondary Position Temporary Position

Key Position?

Clearance Required Yes No

Clearance by Whom

Clearance Date dd month yyyy

Clearance Reason

Diagram 1.2 – Creating and Maintaining Positions: Equity, Location and Date details

Maintain Position Equity Details	
Occupational Category	<input type="text" value=""/>
Occupational Level	<input type="text" value=""/>
Core Position?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Affirmative Position?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Maintain Position Location Details	
Country	<input type="text" value=""/>
Company	<input type="text" value=""/>
Payroll Name	<input type="text" value=""/>
Cost Centre	<input type="text" value=""/>
Department	<input type="text" value=""/>
Pay Point	<input type="text" value=""/>
Maintain Other Position Details	
Expected length of Time to fill this Position (Months)	<input type="text" value="0"/>
Average length of Time to fill this Position (Months)	<input type="text" value="0"/>
Position Definition Date	dd month yyyy <input type="button" value="Calendar"/>
Position Effective Date	dd month yyyy <input type="button" value="Calendar"/>
Position Ineffective Date	dd month yyyy <input type="button" value="Calendar"/>
Position Ineffective Reason	<input type="text" value=""/>
Position Review Date	dd month yyyy <input type="button" value="Calendar"/>
Position Review Reason	<input type="text" value=""/>
Position Last Changed Date	dd month yyyy <input type="button" value="Calendar"/>
Position Last Changed Reason	<input type="text" value=""/>

Diagram 1.3 – Linking: Linking Jobs to Positions

Position Management

- System Administration
- Organisational Unit Maintenance
- **Position Maintenance**
- Reports

Job Description

Training Management

Recruitment Management

Performance Management

Career & Succession

Pick List Maintenance

System Rules & Utilities

Permissions

Reports

POSITION MAINTENANCE

Basic Position Information
Employee Info. Maintenance
Job Info. Maintenance
Financial Maintena...

Position Selection

Group Company Name

Organisational Unit Number

Organisational Unit Description

Position Number

Position Description

Link a Job to this Position

Job Title

Link Effective Date

Job Grade

Job Category

Link Ineffective Date

Link Ineffective Reason

Current Job Linked to this Position

Job Number	Job Title	Job Ineffective Da...	Link Effective Date

Previous Job(s) Linked to this Position

Job Number	Job Title	Link Effective Date	Link Ineffective D...

Diagram 1.4 – Creating your Position hierarchy: Linking Positions to Positions

Position Management

- System Administration
- Organisational Unit Maintenance
- **Position Maintenance**
- Reports

Job Description

Training Management

Recruitment Management

Performance Management

Career & Succession

Pick List Maintenance

System Rules & Utilities

Permissions

POSITION MAINTENANCE

Financial Maintenance
Position - Organisational Unit Linking
Position Linking
Potential Successor...

Link Positions to Positions

Select Parent Position Select Child Position

Linked Positions Summary

Parent Position	Child Position

9. Position Management Reports

The PSiberHRM Position Management Module has a set of predefined reports to enable users to extract pertinent information. These standard reports are enabled by the user who can define the extraction criteria to be used offering further flexibility. There are a number of categories these reports fall into further assisting the user. The categories and reports are as follows:

Organisational Units:

- Organisational Unit Summary Report;
- Organisational Unit Detail Report; and
- Linear Organisational Unit Organogram.

Positions:

- Position Summary Report;
- Position Detail Report; and
- Linear Position Organogram.

Financial and Budgeting:

- Budget Positions vs. Actual Positions;
- Budgeted Costs vs. Actual Costs;
- Budgeted Headcount vs. Actual Headcount; and

Vacancy Lists:

- Summary List; and
- Details of Position.

Historical:

- Position History; and
- Employee History.

10. Benefits of the Position Management Module

Users of the PSiberHRM Position Management Module successfully enable the organisation's design activities, offering users the ability to determine standards and transparency. It allows users to easily manage the entire organisation design process from administration to transactional to planning and finally reporting.

The Position Management Module offers more **business value** by:

- Delivering more services at reduced costs;
- Providing a proven solution that is able to deliver value at lower cost of ownership and scalability as you grow over time;
- Optimising the organisations design processes, reducing costs and supporting any further growth;
- Accelerating the realisation of your software investment;
- Achieve strategic goals rapidly such as shared data and processes;
- Minimising Risk, such as enabling the visibility and control of your manpower plan;
- Enhance the productivity of maintaining your organisation structure of business elements and Positions;

- Offering an easily achievable learning curve for the operational tasks and processes defined in the module; and
- Offers simple navigation and routine task execution with ease.

In determining your company's organisational structure, the Position Management Module enables you to **avoid**:

- None compliance with you manpower plan;
- Recruiting for Positions that do not exist and are not required by your organisation;
- Trying to manage organisational design at the "last minute"; and
- Assigning employees to Positions that don't match the work assigned and performed.

In determining your company's organisational structure, the Position Management Module will **enable** users to:

- Define and maintain organisational re-structuring activities;
- Gain clear understanding of the companies requirements regarding its manpower plan;
- Clearly understanding the needs and costs related to organisational design and re-structuring;
- Offer employees and the company defined, budgeted and 'planned for' Positions; and
- The opportunity to establish standards, consistency and transparency in Organisation Management.

11. Sample Forms

Company
Logo
Here

PSiberHRM
Human Resource Management System

Position – Detailed Information
for :

Org Unit No :	<input type="text"/>	Org Unit Description :	<input type="text"/>
Position No :	<input type="text"/>	Position Description :	<input type="text"/>
Job No :	<input type="text"/>	Job Description :	<input type="text"/>
		Job Title :	<input type="text"/>

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Date : 22-Oct-08
Page : 1 of 1
Company Name
Username : robn

Position – Detailed Information

Position No :	<input type="text"/>	Position Description :	<input type="text"/>
Job No :	<input type="text"/>	Job Description :	<input type="text"/>
		Job Title :	<input type="text"/>

Basic Position Details

Position Short Description: <input type="text"/>	Position resides in which Organisational Unit - Number : <input type="text"/>
Position resides in which Group Company : <input type="text"/>	Position resides in which Organisational Unit - Name : <input type="text"/>

Position Attributes

Position Type : <input checked="" type="checkbox"/> Sick one <input type="checkbox"/> Contract <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Position Status : <input checked="" type="checkbox"/> Inactive <input type="checkbox"/> Occupied <input type="checkbox"/> Suspended <input type="checkbox"/> Unoccupied <input type="checkbox"/> Vacant	
Position Level : <input type="text"/>	Is this a key Position? Yes <input type="checkbox"/> No <input type="checkbox"/>
Position Reporting Relationship : Manager <input type="checkbox"/> Subordinate <input type="checkbox"/>	Can this Position be a Secondary Position? Yes <input type="checkbox"/> No <input type="checkbox"/>
Position Special Attributes: <input type="text"/>	Can this Position be a Temporary Position? Yes <input type="checkbox"/> No <input type="checkbox"/>
Expected time to fill this Position : <input type="text"/>	Maximum number of employees that can be linked : <input type="text"/>
Probation period for this Position : <input type="text"/>	Does this Position require special clearance? Yes <input type="checkbox"/> No <input type="checkbox"/>
Average time to fill this Position : <input type="text"/>	If so, by who? Name : <input type="text"/> Job Title : <input type="text"/>
	Reason : <input type="text"/> Date Cleared : <input type="text" value="DD / MM / CCYY"/>
	Notice period for this Position : <input type="text"/>

Job Related Position Details

Current Job linked to this Position :	Job Number : <input type="text"/>	Job Title : <input type="text"/>	Job Grade : <input type="text"/>	Effective Date : <input type="text" value="DD / MM / CCYY"/>
Previous Jobs linked to this Position :	Job Number : <input type="text"/>	Job Title : <input type="text"/>	Job Grade : <input type="text"/>	Date of Change: <input type="text" value="DD / MM / CCYY"/>
	Job Number : <input type="text"/>	Job Title : <input type="text"/>	Job Grade : <input type="text"/>	Date of Change: <input type="text" value="DD / MM / CCYY"/>

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Date : 22-Oct-08	Company Name	Username : robn
Page : 1 of 1	Position – Detailed Information	
Position No : <input type="text"/>	Position Description : <input type="text"/>	
Job No : <input type="text"/>	Job Description : <input type="text"/>	Job Title : <input type="text"/>
Job Related Position Details continued...		
Previous Jobs linked to this Position :	Job Number : <input type="text"/>	Job Title : <input type="text"/>
	Job Grade : <input type="text"/>	Date of Change: DD / MM / CCYY
	Job Number : <input type="text"/>	Job Title : <input type="text"/>
	Job Grade : <input type="text"/>	Date of Change: DD / MM / CCYY
Position Equity Details :	Occupational Category : <input type="text"/>	Occupational Level : <input type="text"/>
Is this a core Position : Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this an affirmative Position : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Employee Related Details		
Current employee linked to this Position :	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Effective Date : DD / MM / CCYY	No of Years / Months in Position : <input type="text"/> XXXX : <input type="text"/>
	Discharge Date : DD / MM / CCYY	Reason : <input type="text"/> Re-employable : Yes <input type="checkbox"/> No <input type="checkbox"/>
Other employees linked to this Position :	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Effective Date : DD / MM / CCYY	No of Years / Months in Position : <input type="text"/> XXXX : <input type="text"/>
	Discharge Date : DD / MM / CCYY	Reason : <input type="text"/> Re-employable : Yes <input type="checkbox"/> No <input type="checkbox"/>
	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Effective Date : DD / MM / CCYY	No of Years / Months in Position : <input type="text"/> XXXX : <input type="text"/>
	Discharge Date : DD / MM / CCYY	Reason : <input type="text"/> Re-employable : Yes <input type="checkbox"/> No <input type="checkbox"/>
	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Effective Date : DD / MM / CCYY	No of Years / Months in Position : <input type="text"/> XXXX : <input type="text"/>
	Discharge Date : DD / MM / CCYY	Reason : <input type="text"/> Re-employable : Yes <input type="checkbox"/> No <input type="checkbox"/>
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Date : 22-Oct-08	Company Name	Username : robn
Page : 1 of 1	Position – Detailed Information	
Position No : <input type="text"/>	Position Description : <input type="text"/>	
Job No : <input type="text"/>	Job Description : <input type="text"/>	Job Title : <input type="text"/>
Position Employee Related Details continued...		
Previous employees linked to this position :	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Date moved : DD / MM / CCYY	Reason : <input type="text"/>
	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Date moved : DD / MM / CCYY	Reason : <input type="text"/>
	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Date moved : DD / MM / CCYY	Reason : <input type="text"/>
	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Date moved : DD / MM / CCYY	Reason : <input type="text"/>
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	Date moved : DD / MM / CCYY	Reason : <input type="text"/>
	Employee Number : <input type="text"/>	Employee Name : <input type="text"/>
	Date moved : DD / MM / CCYY	Reason : <input type="text"/>
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Company Name
Position – Detailed Information
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Position No :

Position Description :

Job No :

Job Description :

Job Title :

Potential Successors

Employee Number :	Employee Name :	Employee Current Position :	Reason Identified :	Priority :	Recommended By :	Date Recommended :	Potential Succession Date :	Non Selection Reason :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Company Name
Position – Detailed Information
Username : robn

Position No :

Position Description :

Job No :

Job Description :

Job Title :

Financial Information

Salary :	Hourly :	Daily :	Weekly :	Monthly :	Annual :	Average :
Minimum Basic :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maximum Basic :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minimum Total Cost (TOC):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maximum Total Cost (TOC):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Allowances :						
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Deductions :						
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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Date : 22-Oct-08	Company Name	Username : robn			
Page : 1 of 1	Position – Detailed Information				
Position No : <input style="width:100%;" type="text"/>	Position Description : <input style="width:100%;" type="text"/>				
Job No : <input style="width:100%;" type="text"/>	Job Description : <input style="width:100%;" type="text"/>	Job Title : <input style="width:100%;" type="text"/>			
Financial Information continued...					
Deductions (continued) :	Hourly :	Daily :	Weekly :	Monthly :	Annual :
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fringe Benefits :					
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Benefits :					
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Date : 22-Oct-08	Company Name	Username : robn			
Page : 1 of 1	Position – Detailed Information				
Position No : <input style="width:100%;" type="text"/>	Position Description : <input style="width:100%;" type="text"/>				
Job No : <input style="width:100%;" type="text"/>	Job Description : <input style="width:100%;" type="text"/>	Job Title : <input style="width:100%;" type="text"/>			
Financial Information continued...					
Other Benefits (continued) :	Hourly :	Daily :	Weekly :	Monthly :	Annual :
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leave Entitlement :					
Basic :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Long Service :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Date : 22-Oct-08 Page : 1 of 1	Company Name	Username : robn
Position – Detailed Information		
Position No : <input type="text"/>	Position Description : <input type="text"/>	
Job No : <input type="text"/>	Job Description : <input type="text"/>	Job Title : <input type="text"/>
Position Payroll / Location Details		
Payroll Code : <input type="text"/>	Payroll Name : <input type="text"/>	
Position Cost Centre : <input type="text"/>	Position Pay Point : <input type="text"/>	
Position Department : <input type="text"/>	Other : <input type="text"/>	
Position Reporting Structure		
Position that this Position reports to :		
Position Number : <input type="text"/>	Position Name : <input type="text"/>	Employee No : <input type="text"/> Employee Name : <input type="text"/>
Positions that report to this Position :		
Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>
Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>
Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>
Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>
Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>	Position Number <input type="text"/> Position Name <input type="text"/>
Statistical Information		
Position Definition Date : <input type="text" value="DD / MM / CCYY"/>	Position Effective Date : <input type="text" value="DD / MM / CCYY"/>	Position Ineffective Date : <input type="text" value="DD / MM / CCYY"/>
Position Changed Date : <input type="text" value="DD / MM / CCYY"/>	Reason : <input type="text"/>	
Position Review Date : <input type="text" value="DD / MM / CCYY"/>	Reason : <input type="text"/>	
Position Deletion Date : <input type="text" value="DD / MM / CCYY"/>	Reason : <input type="text"/>	

Date : 22-Oct-08 Page : 1 of 1	Company Name	Username : robn
Position – Detailed Information		
Position No : <input type="text"/>	Position Description : <input type="text"/>	
Job No : <input type="text"/>	Job Description : <input type="text"/>	Job Title : <input type="text"/>
Organization Chart		
Org Unit Details :		
Org Unit No : <input type="text"/>	Org Unit Name : <input type="text"/>	
Position upper reporting line :		
Position : Number <input type="text"/>	Name <input type="text"/>	
Job : Number <input type="text"/>	Name <input type="text"/>	
Employee : Number <input type="text"/>	Name <input type="text"/>	
↓ This Position :		
Position : Number <input type="text"/>	Name <input type="text"/>	
Job : Number <input type="text"/>	Name <input type="text"/>	
Employee : Number <input type="text"/>	Name <input type="text"/>	
↓		
Position : No <input type="text"/> Name <input type="text"/>	Position : No <input type="text"/> Name <input type="text"/>	Position : No <input type="text"/> Name <input type="text"/>
Job : No <input type="text"/> Name <input type="text"/>	Job : No <input type="text"/> Name <input type="text"/>	Job : No <input type="text"/> Name <input type="text"/>
Employee : No <input type="text"/> Name <input type="text"/>	Employee : No <input type="text"/> Name <input type="text"/>	Employee : No <input type="text"/> Name <input type="text"/>
↓		
Position : No <input type="text"/> Name <input type="text"/>	Position : No <input type="text"/> Name <input type="text"/>	Position : No <input type="text"/> Name <input type="text"/>
Job : No <input type="text"/> Name <input type="text"/>	Job : No <input type="text"/> Name <input type="text"/>	Job : No <input type="text"/> Name <input type="text"/>
Employee : No <input type="text"/> Name <input type="text"/>	Employee : No <input type="text"/> Name <input type="text"/>	Employee : No <input type="text"/> Name <input type="text"/>

Date : 22-Oct-08 Page : 1 of 1	Company Name Position – Detailed Information	Username : robn
SIGN OFF SECTION		
Employee / Person creating this Position Information :		
<input type="text"/>	<input type="text" value="DD / MM / CCYY"/>	<input type="text"/>
Name	Date	Signature
Employee / Person approving this Position Information :		
<input type="text"/>	<input type="text" value="DD / MM / CCYY"/>	<input type="text"/>
Name	Date	Signature
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Date : 22-Oct-08 Page : 1 of 1	Company Name Position – Detailed Information	Username : robn
END OF DOCUMENT		
PSIberHRM Human Resource Management System		
Position – Detailed Information		
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12. Sample Reports

PSiber Holdings											
Position Management Module											
Position Budget vs. Actual Costs Report											
Org Unit Number : 0000001				Org Unit Description : Human Resources							
Position	Effective Date	Status	Type								
0000001 - Director of Human	12/04/2005	Occupied	Permanent								
Level	Max Number Employees	Currently Linked Employees									
Level 2	4	1									
Position Remuneration Details (Budgeted)						Employee Remuneration Details (Actual)					
Basic Salary			TCTC			Basic Salary (Rate of Pay)			TCTC		
Minimum	Maximum	Average	Minimum	Maximum	Average	Employee	Actual	Difference	Actual	Difference	
Monthly	140,000.00	168,000.00	154,000.00	222,200.00	192,000.00	All Employees	9,900.00	130,100.00	10,628.40	211,571.60	
Annual	1,680,000.00	2,016,000.00	1,848,000.00	2,640,000.00	2,976,000.00		118,800.00	1,561,200.00	127,540.80	2,512,459.20	
Budgeted Position Allowances						Actual Employee Allowances					
Allowance	Amount		Employee	Allowance	Amount	Difference					
Max Employees	Car Allowance	20,000.00	All Employees	No Allowance	0.00	0.00					
	Tool Allowance	2,268.00									
	Grand Total	22,268.00		Grand Total	0.00	22,268.00					
Budgeted Position Deductions						Actual Employee Deductions					
Deduction	Amount		Employee	Deduction	Amount	Difference					
Max Employees	Medical Aid	2,800.00	All Employees	No Deduction	0.00	0.00					
	Pension	3,600.00									
	Union	1,000.00									
	Grand Total	7,400.00		Grand Total	0.00	7,400.00					
Budgeted Position Fringe Benefits						Actual Employee Fringe Benefits					
Fringe Benefit	Amount		Employee	Fringe Benefit	Amount	Difference					
Max Employees	Meals	2,712.00	All Employees	No Fringe Benefit	0.00	0.00					
	Use of Company Car	2,000.00									
	Grand Total	4,712.00		Grand Total	0.00	4,712.00					
Budgeted Position Other Fringe Benefits						Actual Employee Other Fringe Benefits					
Other Fringe Benefit	Amount		Employee	Other Fringe Benefit	Amount	Difference					
Max Employees	Payment of Study Fees	14,000.00	All Employees	No Other Fringe Benefit	0.00	0.00					
	Payment of School Fees	28,000.00									
	Grand Total	42,000.00		Grand Total	0.00	42,000.00					

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PSIber Holdings
Position Management Module
Position Detail Report

Username: admin
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Position Number: 0000001 **Position Description:** Director of Human Resources

Position Details:

Company Name	Position Short Description	Effective Date	Position Type	Position Status	Reporting Relationship	Is this Position a		Position Level	Key Position Indicator	Affirmative Position
						Secondary	Temporary			
Demo Company	-	12/04/2005	Permanent	Occupied	Manager	No	Yes	Level 2	High Priority	No

Clearance Required	Clearance from whom	Clearance Date	Clearance Reason	Special Attributes	Expected length of time to fill this Position	Average length of time to fill this Position	Position Probation Period	
							Weeks	Months
Yes	John Doe 'o Fair	12/05/2006	Key Position	1. Employee may encounter elevated work location 2. National Travelling 3. Employee may encounter construction activities	5 Months	4 Months	8 Weeks	2 Months

Country Location	Payroll Description	Cost Centre	Department	Pay Point	Position Definition Date	Position Notice Period	
						Weeks	Months
South Africa	HR Demo	Executive	Executive - Exec (Dep8)	Edenvale	01/01/2004	4 Weeks	1 Months

Position Ineffective Date	Position Ineffective Reason	Position Review Date	Position Review Reason	Position Last Changed Date	Position Last Changed Reason	Position Deleted Date	Position Deleted Reason
-	-	08/08/2006	Position Upgrade	10/11/2006	Position Details Updated	-	-

Employee Related Details

Max Employees Allowed In this Position	Probation Period		Notice Period		Employee can be Linked to	
	Weeks	Months	Weeks	Months	Secondary Position	Temporary Position
4	8 Weeks	2 Months	4 Weeks	1 Months	No	No

Current Employees Linked to this Position	Employee Definition Date	Employee Effective Date	Employee Ineffective Date	Employee Ineffective Reason	Employee Review Date	Employee Review Reason	Employee Last Changed Date	Employee Last Changed Reason
CHUNARA, H - 5	28/02/2007	28/02/2007	-	-	-	-	-	-

Current Employees Linked to this Position	Country Location	Payroll Description	Cost Centre	Department	Pay Point
CHUNARA, H - 5	-	-	-	-	-



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PSIber Holdings
Position Management Module
Position Audit Report

Username: admin
Page: 2 of 3

Position	Effective Date	Ineffective Date	Level	Type	Status	Key Position	Currently Linked Employees	Org Unit	Child Position	Parent Position
0000001 - Director of Human Resources	12/04/2005	-	Level 2	Permanent	Occupied	Yes	1	Human Resources	0000005 - General Manager:	0000002 - Chief Executive Officer
0000002 - Chief Executive Officer	09/03/2005	-	Level 1	Contract	Occupied	Yes	1	Executive Board	0000001 - Director of Human	-
									0000004 - Director of Operations	
0000003 - Human Resource Specialist	13/03/2006	-	Level 4	Contract	Vacant	Yes	0	Human Resources	-	0000005 - General Manager:
0000005 - General Manager: Human	13/09/2005	-	Level 3	Permanent	Occupied	Yes	1	Human Resources	0000003 - Human Resource	0000001 - Director of Human
									0000011 - Payroll Administrator	

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PSIber Holdings
Position Management Module
Position Vacancy Report

Username: admin
Page: 2 of 3

Position	Org Unit	Effective Date	Level	Type	Status	Filled	Employee(s) Currently Linked to Position	Length of Time to Fill (Months)		Key Position	Identified Potential Successors	Max Number of Employees Allowed	Number of Employees currently linked
								Expected	Average				
0000003 - Human Resource	Human Resources	13/03/2006	Level 4	Contract	Vacant	No	-	1	1	Yes	No	1	0
0000009 - Engineer	Manufacturing	28/09/2005	Level 5	Contract	Vacant	Yes	WILLOCKS, H - 13	0	0	Yes	No	1	1

END OF DOCUMENT

Buildsmart HR Advanced Position Management Module

Product Overview

Version 13.02.00