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Buildsmart HR Advanced

Position Management Module – Product Overview

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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 costeffectively;
- 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.

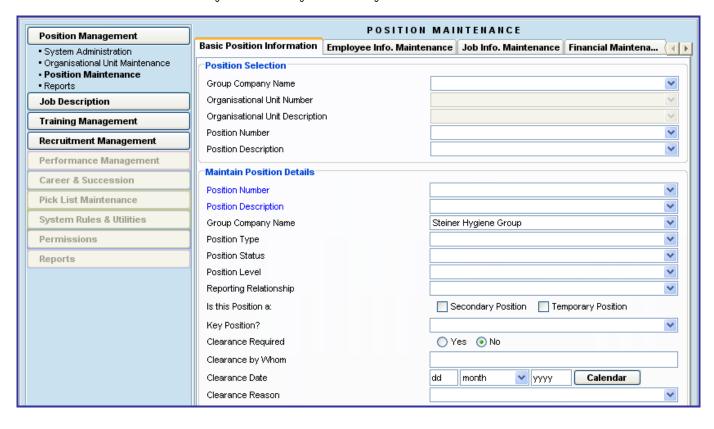
7. Print and View Organograms

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



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

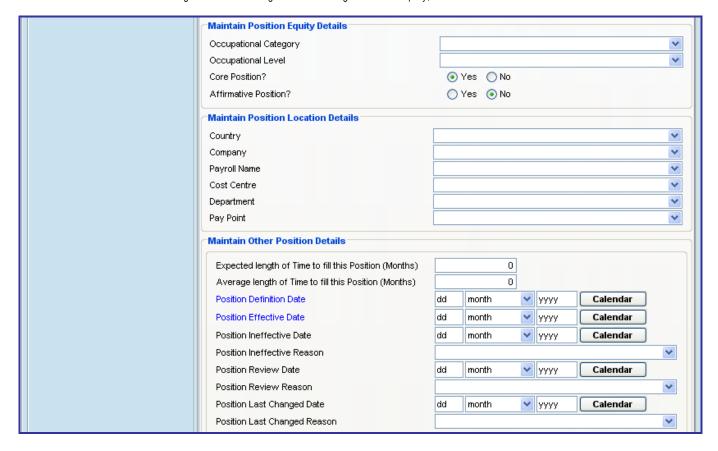




Diagram 1.3 - Linking: Linking Jobs to Positions

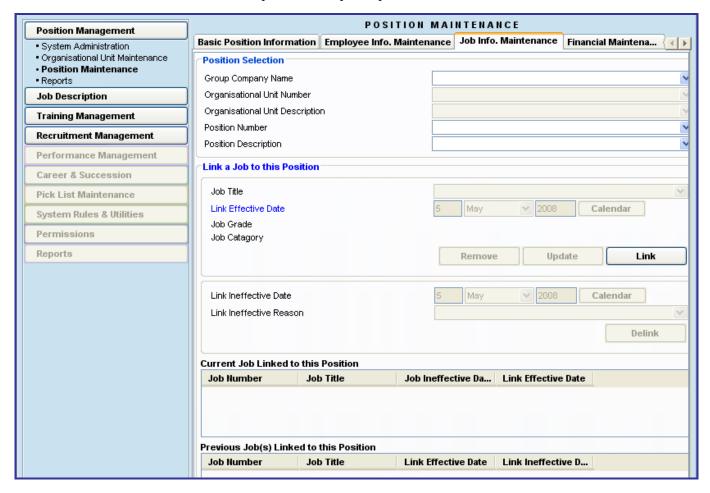


Diagram 1.4 - Creating your Position hierarch: Linking Positions to Positions





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.



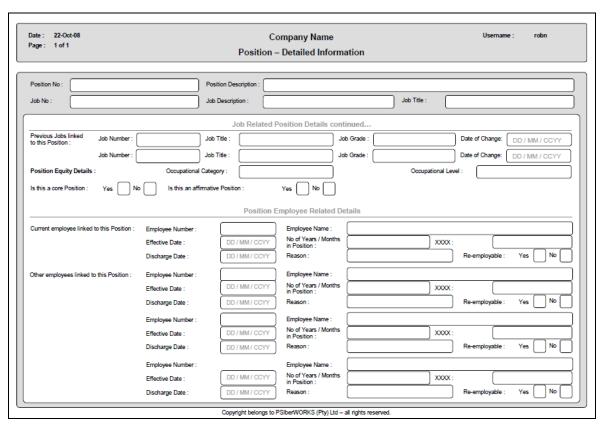
11. Sample Forms

	Company Logo Here										
PSIberHRM Human Resource Management System Position – Detailed Information for :											
Position No : Position D Job No : Job Descr	Description : Description : ription : In the belongs to PSIberWORKS (Pty) Ltd – all rights reserved.	Job Title :									

Date: 22-Oct-08 Page: 1 of 1					Name I Information			Username :	robn		
Position No :			Position De	scription :							
Job No :			Job Descrip	otion :			Job Title :				
				В	asic Position	Details					
Position Short Description	n:				Position	n resides in which Org	anisational Unit - Numbe	er:			
Position resides in which Group Company:					Position	n resides in which Org	anisational Unit - Name	:			
Position Attributes											
Position Type : tick one	Contrac	t Full Time Par	Time Pe	manent 📗	Temporary	Position Status : ticl	k one Inactive Occ	cupied Suspend	ed Unoccupied	d Vacant	
Position Level :					Is this a key Position? :						
Position Reporting Relat	ionship: Mar	ager Subordinate	•		Can this	Position be a Seconda	ary Position?		Yes	No	
Position Special Attribute	PS:				Can this Position be a Temporary Position?						
					Maximum number of employees that can be linked :						
					Does this	Yes	U № U				
Expected time to fill this	Position :				If so, by	who? N	Job	Job Title :			
Probation period for this	Position :				Reason :			Date Cleared :	DD/MM/C	CCYY	
Average time to fill this P	osition :				Notice pe	riod for this Position :					
				Job R	Related Positi	on Details					
Current Job linked to this Position :	Job Number :		Job Title :			Job Grade :		Effective	Date : DD / I	MM / CCYY	
Previous Jobs linked to this Position:	Job Number :		Job Title :			Job Grade :		Date of 0	Change: DD /	MM / CCYY	
	Job Number :		Job Title :			Job Grade :		Date of C	Change: DD / I	MM / CCYY	



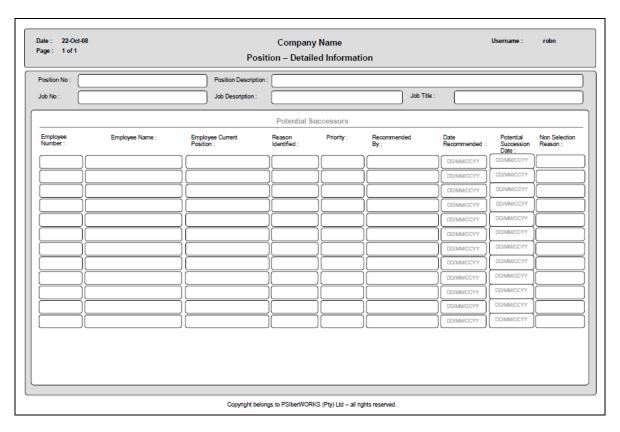
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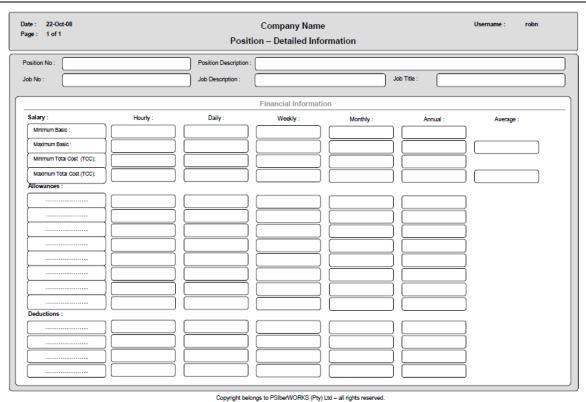


Date: 22-Oct-08 Page: 1 of 1			ompany Name – Detailed Inforn	nation		Username :	robn
Position No :		Position Description :					
Job No :		Job Description :			Job Title :		
		Position Emplo	yee Related Details	continued			
Previous employees linked to this position:	Employee Number :		Employee Name :				
	Date moved :	DD / MM / CCYY	Reason :				
	Employee Number :		Employee Name :				
	Date moved :	DD / MM / CCYY	Reason :				
	Employee Number :		Employee Name :				
	Date moved :	DD / MM / CCYY	Reason :				
	Employee Number :		Employee Name :				
	Date moved :	DD / MM / CCYY	Reason:				
	Employee Number :		Employee Name :				
	Date moved :	DD / MM / CCYY	Reason:				
	Employee Number :		Employee Name :				
	Date moved :	DD / MM / CCYY	Reason :				
	Employee Number :		Employee Name :			·	
	Date moved :	DD / MM / CCYY	Reason :				
			-				



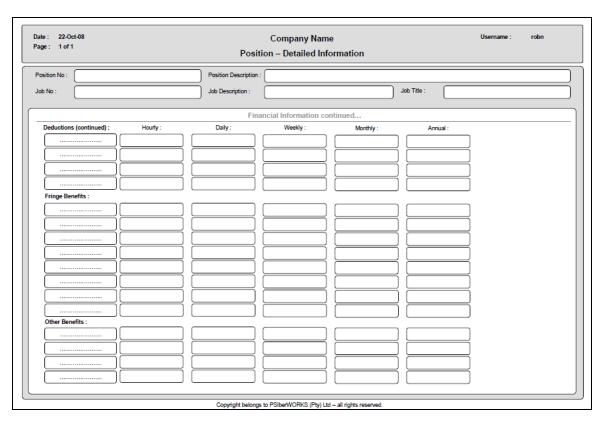


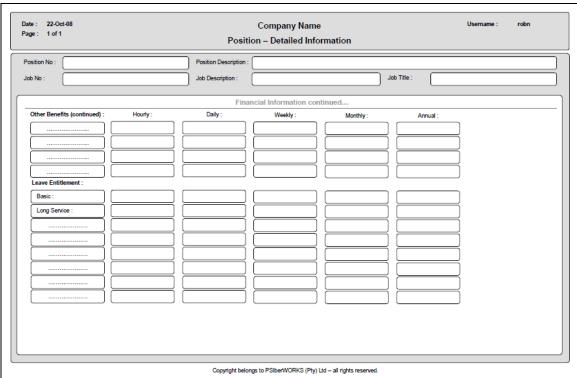






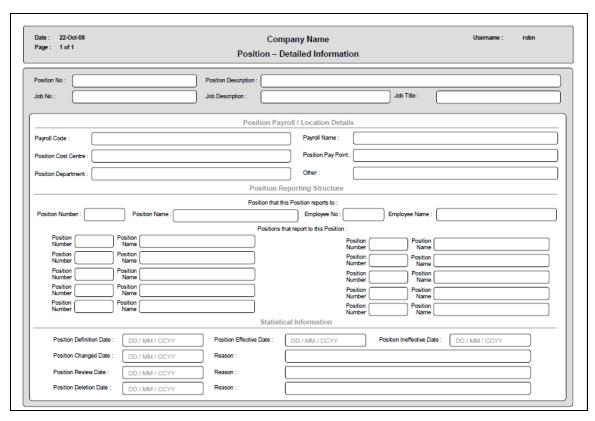


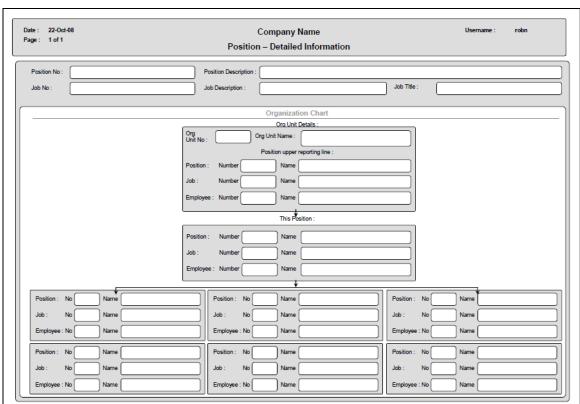




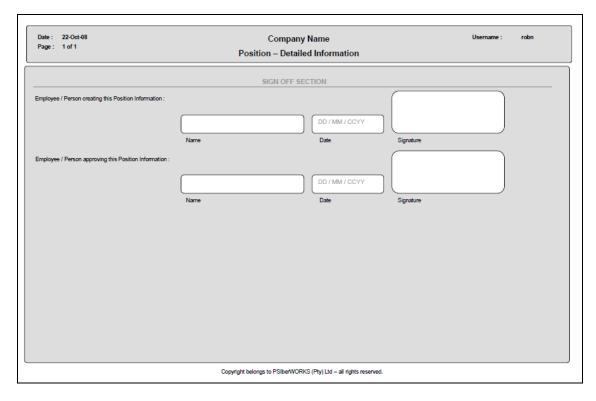


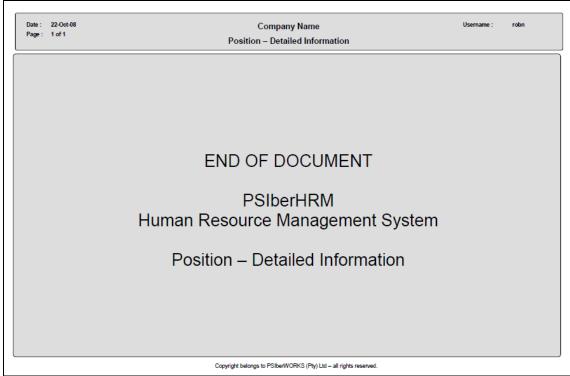














12. Sample Reports

Printed: 25/07	Printed: 25/07/2011 12:44:18 PM PSIber Holdings Usernal														
					Da	de de				Page: 2 of 15					
					Pos	sition Manag	gement ivio	aule							
	Position Budget vs. Actual Costs Report														
Org Uni	Org Unit Number: 0000001 Org Unit Description: Human Resources														
	Position Effective Date Status Type														
	ector of Human	12/04/2005													
Level	ector of Human		er Employees	Occupied Currently Linked Employees	Permanent										
Level 2		4	er Employees	1	•										
		-		<u> </u>											
				sition Remuneration Details (Budgeted)	***				eration Details (Actua					
			lasic Salary	√		TCTC			Basic Salary (тсто				
	Minimum	__	Maximum	Average	Minimum	Maximum	Average	(Employee		Difference	Actual	Difference			
Monthly	140,00	0.00	168,000.00	154,000.00	222,200.00	192,000.00	207,100.00	All Employees	9,900.00	130,100.00	10,628.40	211,571.60			
Annual	1,680,00	0.00	2,016,000.00	1,848,000.00	2,640,000.00	2,976,000.00	2,808,000.00		118,800.00	1,561,200.00	127,540.80	2,512,459.20			
	•	'						•							
						tion Allowances		Actual Employee Allowances (Employee Allowance Amount Differ							
				Max Employees	Allowance Car Allowance		20,000.00	Employee All Employees	No Allowance		0.00	Difference			
				wax cilipioyees	Tool Allowance		2,268.00	All Elliployees	No Allowance		0.00				
					Grand Total		22,268.00		Grand Total		0.00	22,268.00			
										_		-			
					Budgeted Posi	tion Deductions		Actual Employee Deductions							
					Deduction		Amount	Employee		Amount	Difference				
				Max Employees	Medical Aid		2,800.00	All Employees	No Deduction	0.00					
					Pension		3,600.00								
					Union		1,000.00								
					Grand Total		7,400.00		Grand Total	_	0.00	7,400.00			
					Budgeted Position	on Fringe Benefits			Actual Emplo	yee Fringe Benefits					
					Fringe Benefit		Amount	Employee	Fringe Benefit		Amount	Difference			
				Max Employees	Meals		2,712.00	All Employees	No Fringe Benefit		0.00				
					Use of Company	Car	2,000.00								
					Grand Total		4,712.00		Grand Total	_	0.00	4,712.00			
					Budgeted Position			Actual Employee	Other Fringe Benefits	1					
					Other Fringe Be	•	Amount	Employee	Other Fringe Benefit	•	Amount	Difference			
				Max Employees	Payment of Stud	y Fees	14,000.00	All Employees	No Other Fringe Bene	nt	0.00				
					Payment of Scho	ool Fees	28,000.00								
					Grand Total		42,000.00		0.00	42,000.00					





Printed: 25/07/2011 12:42:22 PM **PSIber Holdings** Username: admin **Position Management Module** Page: 2 of 11 Position Detail Report Position Number: 0000001 Position Description: Director of Human Resources Position Details: Is this Position a Reporting Relationship Position Short Description Position Type Affirmative Position Company Name High Priority Demo Company 12/04/2005 Permanent Occupied Manager Level 2 No Position Probation Period Average length of time to fill this Position Clearance Required Clearance from whom Clearance Date Clearance Reason Special Attributes John Doe 'o Fair 12/05/2006 Key Position 1. Employee may encounter elevated 2 Months work location 2. National Travelling 3. Employee may encounter construction activities Position Notice Period Country Location Payroll Description Cost Centre Pay Point Position Definition Date Department South Africa HR Demo Executive Executive - Exec (Dep8) 01/01/2004 4 Weeks 1 Months Edenvale Position Ineffective Reason Position Ineffective Date Position Review Date Position Review Reason Position Last Changed Date Position Last Changed Reason Position Deleted Date Position Deleted Reason Position Upgrade 10/11/2006 Position Details Updated **Employee Related Details** Employee can be Linked to Probation Period Notice Period Max Employees Allowed in this Position Months Secondary Position Temporary Position 8 Weeks 2 Months 4 Weeks 1 Months No Current Employees Linked Employee Effective Date Employee Ineffective Date Employee Employee Last Changed Date to this Position Definition Date Review Date Employee Last Changed Reason Employee Ineffective Reason Employee Review Reason CHUNARA, H - 5 28/02/2007 28/02/2007 Current Employees Linked to this Position Country Location Payroll Description Pay Point Cost Centre CHUNARA, H - 5



Total Payroll and HR Solutions

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Position Management Module

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Position Audit Report

Position	Effective Date	Ineffective Date	Level	Туре	Status		Currently Linke Employees	d Org Unit	Child Position	Parent Position
0000001 - Director of Human Resources	12/04/2005	-	Level 2	Permanent	Occupied	Yes	1	Human Resources	9000005 - General Manager:	0000002 - Chief Executive Officer
0000002 - Chief Executive Officer	09/03/2005	-	Level 1	Contract	Occupied	Yes	1	Executive Board	9000001 - Director of Human	
									0000004 - Director of Operations	5
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	9000003 - Human Resource	0000001 - Director of Human
									0000011 - Payroll Administrator	
									•	

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PSIber Holdings Position Management Module

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Position Vacancy Report

Effective					Employee(s) Currently				Length of Time to Fill (Months) Key			Max Number of	Number of Employees
Position	Org Unit	Date	Level	Type	Status	Filled	Linked to Position	Expected	Average	Position	Successors	Employees Allowe	ed currently linked
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

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Product Overview

Version 13.02.00