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Buildsmart HR Advanced

Sample Reports

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List of reports available in the HR Advanced System

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Sample Report - Position Detail Report

PSiber Holdings										
Position Management Module										
Position Detail Report										
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
Payroll Demo	-	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		
Yes	John Doe to Fair	12/05/2005	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			
South Africa	PSiberSTAFF	Executive	Exec, Dep8 (Executive)	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	10/11/2005	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		
ALCALA, D M - 17	13/10/2005	13/10/2005	-	-	-	-	-	-		
Current Employees Linked to this Position	Country Location	Payroll Description	Cost Centre	Department	Pay Point					
ALCALA, D M - 17	South Africa	PSiberSTAFF	Executive	Exec, Dep8 (Executive)	Edenvale					

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PSiber Holdings Position Management Module Position Detail Report

Previous Employees Linked to this Position	Previous Employee Payroll Description	Previous Employee Effective Date	Previous Employee Ineffective Date
COLLINS, C - 54	PSiberSTAFF	28/04/2005	13/09/2005

Job Related Details

Current Job Details

Job Number	Job Title	Job Grade	Job Category	Link Effective Date	Link Ineffective Date	Link Ineffective Reason
000001	Director of Human Resources	Patterson E Upper	Professional	05/09/2005	-	-

Previous Job Details

Job Number	Job Title	Job Grade	Job Category	Link Effective Date	Link Ineffective Date	Link Ineffective Reason
------------	-----------	-----------	--------------	---------------------	-----------------------	-------------------------

Position Reporting Details

Parent Positions

Position Number	Position Description	Position Effective Date	Position Ineffective Date	Position Deleted Date	Position Deleted Reason
000002	Chief Executive Officer	14/03/2005	-	-	-

Child Positions

Position Number	Position Description	Position Effective Date	Position Ineffective Date	Position Deleted Date	Position Deleted Reason
000005	General Manager: Human Resources	13/09/2005	-	-	-

Position Remuneration Details

Monthly

Min - Basic Salary	Max - Basic Salary	Average Monthly Salary	Min - TCTC	Max - TCTC	Average Monthly TCTC
R35,000.00	R42,000.00	R38,500.00	R55,550.00	R48,000.00	R51,775.00

Annually

Min - Basic Salary	Max - Basic Salary	Average Annual Salary	Min - TCTC	Max - TCTC	Average Annual TCTC
R420,000.00	R504,000.00	R462,000.00	R660,000.00	R744,000.00	R702,000.00

Deductions			Allowances			Fringe Benefits		
Code	Description	Value	Code	Description	Value	Code	Description	Value
0005	Medical Aid	R1,500.00	0005	Car Allowance	R4,000.00	0007	Meals	R1,000.00
0005	Medical Aid	R6,000.00	0005	Car Allowance	R12,000.00	0007	Meals	R1,000.00

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PSiber Holdings Position Management Module Position Detail Report

Total	R7,600.00	Total	R16,000.00	Total	R2,000.00
Other Benefits			Leave		
Code	Description	Value	Code	Description	Value
0005	Payment of Study Fees	R3,500.00		Leave Level 2 (20 Days)	
0005	Payment of School Fees	R7,000.00			
Total		R10,600.00			

Potential Successors Details:

Employee Name and Number:	Current Job Title:	Current Position:	Reason Identified:	Succession Priority:	Recommended by:	Date Nominated:	Potential Date of Succession:
DOWNIE, I - 8	-	-	Experience	High Priority	Gareth Banks	05/11/2007	05/11/2008
Holmes, H - 74	-	-	Length of Service	Medium Priority	Gareth Banks	05/09/2007	05/09/2008
CHUNARA, H - 5	-	-	Leadership Potential	Low Priority	Gareth Banks	18/07/2007	05/03/2008

Employee Name and Number:	Follow Up Comment:	Follow Up Date:	Reason for None Selection:	Comment:
DOWNIE, I - 8	-	-	-	-
Holmes, H - 74	-	-	-	-
CHUNARA, H - 5	Management Development	05/09/2007	On a Different Career Path	-

Report Summary

Maximum Number of Positions that can be Defined:	1000
Total number of Positions defined in the System:	10
Total number of Positions printed on this Report:	1
Total Number of Positions this user has been denied access to:	0
Total Number of Positions that are Inactive in the System:	0
Total Number of Positions not extracted in this Report:	9

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Sample Report - Position Linear Hierarchy Report

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Position Management Module
Position Linear Hierarchy Detail Report

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Position Number	Position Description	Position Level	Employee Number	Incumbent	Status	Key Position	Effective Date	Ineffective Date
Linked Positions								
000002	Chief Executive Officer	Level 1	4	ARENDIS, TA	Vacant	Medium Priority	21/03/2005	-
000001	Director of Human Resources	Level 2	1	ALCALA, D M	Occupied	High Priority	13/10/2005	-
000004	Director of Operations	Level 2	1	Brown, J	Occupied	Medium Priority	31/10/2005	-
000006	General Manager: Operations	Level 3		CHUNARA, H	Occupied	Medium Priority	01/11/2005	-
000007	Engineering Supervisor	Level 4		DAGHER, N	Occupied	Low Priority	01/10/2005	-
000009	Engineer	Level 5	6	JACK, MZ	Vacant	Low Priority	14/09/2007	-
000008	Engineer	Level 5		DOWNIE, I	Occupied	Low Priority	02/02/2006	-
000005	General Manager: Human Resources	Level 3	000	Banks, G	Occupied	Medium Priority	15/09/2005	-
000003	Human Resource Specialist	Level 4	2	MCKENNA, C	Vacant	Medium Priority	13/06/2007	-
Positions not yet Linked								
000010	Administrator	Level 4			Vacant	Low Priority		

Sample Report - Position Vacancy Report

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**Demo Group Company
Position Management Module
Position Vacancy Report**

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				
000001 - Chief Executive Officer	Executive Board	01/01/2010	Directorate	Full-Time	Vacant	Yes	AM008 - Smit, BJ	0	0	Yes	No	1	1
000002 - Manager: Human	Human Resources	01/01/2010	Management	Permanent	Vacant	Yes	AM001 - Du Prez, P	2	2	Yes	Yes	1	1

Sample Report - Position Budget vs Actual Costs Report

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**Demo Group Company
Position Management Module
Position Budget vs. Actual Costs Report**

SUB TOTAL Org Unit Number : 0000001 Org Unit Description : Executive Board

Position Remuneration Details (Budgeted)						Employee Remuneration Details (Actual)					
	Basic Salary		Average	TCTC		Employee	Basic Salary (Rate of Pay)		TCTC		
	Minimum	Maximum		Minimum	Maximum		Actual	Difference	Actual	Difference	
Monthly	25,000.00	50,000.00	37,500.00	20,000.00	45,000.00	All Employees	0.00	25,000.00	0.00	20,000.00	
Annual	300,000.00	600,000.00	450,000.00	240,000.00	540,000.00		0.00	300,000.00	0.00	240,000.00	
Budgeted Position Allowances						Actual Employee Allowances					
	Allowance		Amount	Employee	Allowance	Amount	Difference				
All Positions	Car Allowance		8,000.00	All Employees	No Allowance		0.00				
	Grand Total		8,000.00		Grand Total	0.00	0.00				
Budgeted Position Deductions						Actual Employee Deductions					
	Deduction		Amount	Employee	Deduction	Amount	Difference				
All Positions	Pension		790.00	All Employees	No Deduction		0.00				
	Medical Aid		1,000.00								
	Provident		1,500.00								
	Grand Total		3,290.00		Grand Total	0.00	3,290.00				
Budgeted Position Fringe Benefits						Actual Employee Fringe Benefits					
	Fringe Benefit		Amount	Employee	Fringe Benefit	Amount	Difference				
All Positions	Use of Company Car		4,000.00	All Employees	No Fringe Benefit		0.00				
	Grand Total		4,000.00		Grand Total	0.00	0.00				
Budgeted Position Other Fringe Benefits						Actual Employee Other Fringe Benefits					
	Other Fringe Benefit		Amount	Employee	Other Fringe Benefit	Amount	Difference				
All Positions	Payment of School Fees		15,000.00	All Employees	No Other Fringe Benefit		0.00				
	Payment of Study Fees		5,000.00								
	Grand Total		20,000.00		Grand Total	0.00	20,000.00				

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Demo Group Company Position Management Module Position Budget vs. Actual Costs Report

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GRAND TOTAL All Org Units

	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	40,000.00	85,000.00	62,500.00	30,000.00	75,000.00	52,500.00	All Employees	24,000.00	16,000.00	24,000.00	6,000.00
Annual	480,000.00	1,020,000.00	750,000.00	360,000.00	900,000.00	630,000.00		288,000.00	192,000.00	288,000.00	72,000.00

Budgeted Position Allowances			Actual Employee Allowances		
Allowance	Amount	Employee	Allowance	Amount	Difference
All Positions	Car Allowance	11,500.00	All Employees	No Allowance	0.00
Grand Total		11,500.00	Grand Total		0.00

Budgeted Position Deductions			Actual Employee Deductions		
Deduction	Amount	Employee	Deduction	Amount	Difference
All Positions	Pension	1,230.00	All Employees	Arrear Pension Fund	0.00
	Medical Aid	1,000.00		Retirement Annuity Contr.	0.00
	Provident	1,500.00		Arrear Provident Fund	0.00
				Arrear Retirement Annuity	0.00
				PSiber Provident Fund	0.00
				PSiber Pension Fund	0.00
				UIF	124.78
Grand Total		3,730.00	Grand Total		124.78
					3,625.22

Budgeted Position Fringe Benefits			Actual Employee Fringe Benefits		
Fringe Benefit	Amount	Employee	Fringe Benefit	Amount	Difference
All Positions	Loan Subsidy	1,000.00	All Employees	Pension Fund Employer Contr.	0.00
	Use of Company Car	4,000.00		Provident Fund Employer Contr.	0.00
Grand Total		5,000.00	Grand Total		0.00
					5,000.00

Budgeted Position Other Fringe Benefits			Actual Employee Other Fringe Benefits		
Other Fringe Benefit	Amount	Employee	Other Fringe Benefit	Amount	Difference
All Positions	Payment of School Fees	15,000.00	All Employees	No Other Fringe Benefit	0.00
	Payment of Study Fees	5,000.00			
Grand Total		20,000.00	Grand Total		0.00
					20,000.00

Sample Report – Job Description Detail Report

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PSiber Holdings
Job Description Module
Job Description Detail Report

Job Number: 000002 **Job Title: Receptionist**

Basic Job Details:

Short Job Title	Grade Method	Job Grade	Alternate Job Grade	Comparative Grade
Receptionist	Patterson	Patterson B Upper	Pheromones 13	Hay 9

Job Related Details:

Job Purpose	Job Importance	Job Discipline		Job Category	Evaluation Number	Security Level	Performance Contract Code
		Major	Sub				
To provide an efficient and professional reception for the company and to provide general administrative support to the finance department.	Average		Reception	Skilled	Job Evaluation Number 10	Average Security	Secretarial Contract

Other Job Details:

Date First Defined	Job Commencement Date	Date Last Evaluated	Last Evaluated Reason	Date Last Updated	Last Updated Reason	Job Inactive Date	Inactive Reason
11/05/2005	26/06/2005	13/10/2006	Job Upgrade				

Personal Criteria Details:

Gender	Minimum Age	Maximum Age	Cell Phone	Marital Status	License Code	Residential Area	Passport
Female	18	18	Yes	Single	Valid Driver's Licence (Motor Vehicle)	Bedfordview Edenvale Modderfontein	South African

State of Health:

State of Health	Length of Service - Company		Length of Service - Group		Language	Speak	Read	Write
	Min	Max	Min	Max				
Good	0	0	1	6	Afrikaans English	Good Good	Good Good	Good Good

Equity Criteria Details:

PDI	Race	Disabilities
No	African Coloured	N/A

Other Criteria Details:

Physical Attributes	Importance Level	Behavioural Attributes	Importance Level	Additional Attributes	Importance Level
Must be presentable	Level 5 - High	Able to handle stressful situations	Level 4 - Medium	Must be able to communicate verbally	Level 5 - High
Must be able to sit	Level 5 - High	Strive to understand the details	Level 5 - High	Able to interact with different cultures	Level 5 - High
Requires visual acuity	Level 4 - Medium	Displays endurance over extended periods	Level 4 - Medium	Able to interact with different religion	Level 5 - High
Must be able to lift/carry loads of up to 10 kg					

School Education Details:

Name of Institution	Mandatory	Qualifications Achieved	Mandatory	Subject	Mandatory	Grade	Mandatory
-	-	Grade 12	Yes	-	-	-	-

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PSiber Holdings Job Description Module Job Description Detail Report

-	-	-	-	English First Language HG	Yes	-	-
-	-	-	-	Accounting HG	Yes	-	-
-	-	-	-	Computising HG	Yes	-	-

Tertiary Education Details:

Name of Institution	Mandatory	Qualifications Achieved	Mandatory	Subject	Mandatory	Grade	Mandatory

Other Qualifications Details:

Name of Institution	Mandatory	Qualifications Achieved	Mandatory	Subject	Mandatory	Grade	Mandatory

Professional Body Membership Details:

Professional Body	Mandatory	Membership Status	Mandatory	Time Indicator	Membership Period	
					Min	Max
Institute of Chartered Secretaries and	Yes	Fellowship	Yes	6 Months	0	0

Remuneration Details:

Monthly

Min - Basic Salary	Max - Basic Salary	Average Salary	Min - Total Cost to Company	Max - Total Cost to Company	Average - Total Cost to Company
R7,500.00	R9,500.00	R8,000.00	R8,000.00	R9,000.00	R8,500.00

Annual

Min - Basic Salary	Max - Basic Salary	Average Salary	Min - Total Cost to Company	Max - Total Cost to Company	Average - Total Cost to Company
R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

Allowances

Code	Name	Amount

Deductions

Code	Name	Amount
0005	Medical Aid	R769.00
0005	Pension	R250.00
Total		R1,019.00

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PSiber Holdings Job Description Module Job Description Detail Report

Fringe Benefits

Code	Name	Amount

Other Benefit Details

Code	Name	Amount
0008	Payment of Study Fees	R1,500.00
Total		R1,600.00

Development Plan Details:

Development Plan Code / Description	Development Plan Category	Time Period to be Completed In		Estimated Time to Complete		Estimated Cost to Complete	
		Time Indicator	Period	Time Indicator	Estimate Time	Time Indicator	Cost
- Administration Management Development	Administration Jobs	Month(s)	8	Month(s)	8	Per Month	R1500.0

Experience Details:

Code / Description	Category	Proficiency Level	Importance Level	Time Indicator	Length of Time		Development Plan
					Min	Max	
- Previous proven reception experience	Business Soft Skills	Level 5 - High	Level 5 - High	Week(s)	2	3	Administration Management Development

Skills Details:

Code / Description	Category	Proficiency Level	Importance Level	Time Indicator	Length of Time		Development Plan
					Min	Max	
- Typing	Business Soft Skills	Level 5 - High	Level 5 - High	Year(s)	2	10	-

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PSiber Holdings Job Description Module Job Description Detail Report

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Key Performance Area Details:

Maximum Key Performance Areas	Maximum Physical Attributes	Maximum Additional Attributes	Maximum Behavioural Attributes	Maximum Skills	Maximum Experience	Maximum Development Plans
1. (KPA Code / Description)						
Reception Duties		KPA Importance Level	KPA Weighting Factor	Percentage of Time		
		Level 5 - High	between 31 and 50	Daily		
1. (Task Code / Description)						
Answer call politely, quickly and efficiently		Task Importance Level	Task Weighting Factor	Percentage of Time	Task Complexity Level	
		Level 4 - Medium	between 31 and 50	Ad hoc	Level 3 - Average	
Performance Criteria		Performance Weighting	Performance Measurement	Recruitment Criteria	Recruitment Weighting	Recruitment
Answer phone within 1 minute		between 51 and 70		Telephonic support experience	between 31 and 50	Low
Physical Attributes		Additional Attributes		Behavioural Attributes		
1. (Skill Description)						
Operate (shortel) Switchboard		Skill Proficiency	Skill Experience			
		Level 5 - High	3 Months			
Course Description		Training Proficiency	Training Experience	Time Indicator	Time Period	Cost Indicator
Operating a (shortel) Switchboard				Day(s)	2	Per Day
						1500.0
2. (Skill Description)						
Telephone Etiquette		Skill Proficiency	Skill Experience			
			3 Months			
Course Description		Training Proficiency	Training Experience	Time Indicator	Time Period	Cost Indicator
Brilliant Customer Services for Everyone				Day(s)	3	Per 6 Months
						500.0
1. (Experience Description)						
Shortel Switchboard operation		Experience Proficiency	Minimum Experience			
		Level 5 - High	3 Months			
Development Plan Description				Time Indicator	Time Period	Cost Indicator
Supt - Support and Call Centre exposure				6 Months	0	Per 3 Months
						0.0
2. (Experience Description)						
Previous proven reception experience		Experience Proficiency	Minimum Experience			
		Level 5 - High	6 Months			
Development Plan Description				Time Indicator	Time Period	Cost Indicator
2. (Task Code / Description)						
Meet and greet business clients and staff		Task Importance Level	Task Weighting Factor	Percentage of Time	Task Complexity Level	
		Level 4 - Medium	between 31 and 50	Ad hoc		
Performance Criteria		Performance Weighting	Performance Measurement	Recruitment Criteria	Recruitment Weighting	Recruitment
Physical Attributes		Additional Attributes		Behavioural Attributes		
Presentable - Must be presentable		Communicate - Must be able to communicate verbally		Leadership - Displays strong leadership skills		
2. (KPA Code / Description)						
Post Room Duties		KPA Importance Level	KPA Weighting Factor	Percentage of Time		
		Level 4 - Medium	between 21 and 30	Ad Hoc		

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Sample Report - Job Profile Report

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PSiber Holdings
Job Description Module
Job Profile Report

Job Title: Receptionist	Job Purpose: To provide an efficient and professional reception for the company and to provide general administrative support to the finance department.												
Educational Requirements: Mandatory: School Education: >> Grade 12 Tertiary Education: Other Qualification:	Biographic Requirements: Demographics: Gender: Female Preferred Age: 18 to 18 Marital Status: Single Language Proficiency: <table style="width: 100%; border: none;"> <tr> <td>Language</td> <td>Speak</td> <td>Read</td> <td>Write</td> </tr> <tr> <td>>> Afrikaans</td> <td>Good</td> <td>Good</td> <td>Good</td> </tr> <tr> <td>>> English</td> <td>Good</td> <td>Good</td> <td>Good</td> </tr> </table>	Language	Speak	Read	Write	>> Afrikaans	Good	Good	Good	>> English	Good	Good	Good
Language	Speak	Read	Write										
>> Afrikaans	Good	Good	Good										
>> English	Good	Good	Good										
Optional:	Licence Code(s): Valid Driver's Licence (Motor Vehicle) Health: Good Cell Phone Required: Yes Passport(s): >> South African Preferred Residential Area(s): >> Bedfordview >> Edenvale >> Modderfontein												
Experience Requirements: >> Previous proven reception experience	Skill Requirements: >> Typing												
Job Related Experience and Skills: Experience: >> Previous proven reception experience Skills: >> Typing	Business Related Experience and Skills: Experience: >> Previous proven reception experience Skills:												
Interpersonal Related Experience and Skills: Experience: Skills:	Managerial Related Experience and Skills: Experience: Skills:												
Behavioural Attributes: >> Able to handle stressful situations >> Strive to understand the details >> Displays endurance over extended periods	Competency Related Experience and Skills: Experience: Skills: >> Typing												
Additional Attributes: >> Must be able to communicate verbally >> Able to interact with different cultures >> Able to interact with different religion	Physical Attributes: >> Must be presentable >> Must be able to sit >> Requires visual acuity												

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PSiber Holdings
Job Description Module
Job Profile Report

>> Must be able to lift/carry loads of up to 10 kg

Key Performance Area:	Task:	Percentage of Time / Frequency	Performance Criteria:
1. Reception Duties	1.1. Answer call politely; quickly and efficiently	Ad hoc	1.1.1. Answer phone within 1 minute
	1.2. Meet and greet business clients and staff	Ad hoc	-
2. Post Room Duties	2.1. Send out all outbound post	Ad hoc	-
	2.2. Keep post room area clean and tidy	Ad hoc	-
3. General Administration Duties	3.1. Monitor levels and ordering of stationary for all	80 Percent	3.1.1. Stationary supply level no to fall below 80%
	3.2. Report on franking machine speed	Ad hoc	-

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PSiber Holdings
Job Description Module
Job Profile Report

Authorisation:

Employee Responsibility -

I hereby acknowledge that I understand and accept the tasks, performance standards and output levels of this Occupation as well as any other reasonable tasks that I may be instructed to perform. My continued employment is subject to my ability to meet these performance standards and to request training and/or assistance as and when required.

Management Responsibility -

To ensure that employees continue to provide a professional and efficient service, subject to consultation, performance reviews and where necessary, training and guidance, Management reserves the right to add and/or amend this Job Description.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

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Sample Report - Course Master Details Report

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Course Master Detail Report
Course Master Details Report Username: admin
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Course Category: First Aid **Course Name:** Basic First Aid - Level 1

Basic Course Details:

Course Certificate Type	Course Duration	Course Rates	Minimum Pass	Number of Delegates		Certificate Code	Certificate Starting Number	Course Evaluation Criteria
				Min	Max			
Competency	Days - 3.0	Per Delegate - 750.0	80% - 80 Percent	5	10	-	-	-

Course Module Details:

Module Code / Name	Module Duration	Module Rates	Minimum Pass
001-AR - Artificial Respiration	Hours - 8.0	- 0.0	80% - 80 Percent
002-AO - Airway Obstruction	Hours - 8.0	- 0.0	80% - 80 Percent
003-W&B - Wounds and Bleeding	Hours - 8.0	- 0.0	80% - 80 Percent

Target Audience Details:

Job Category	Job Discipline			Job Title	Job Grade
	Major	Sub	Minor		
Artisan	Security	Support	Driver	Dangerous Goods/Explosives Driver	Castellan 10
Semi Skilled					
Unskilled					
Professional	Human Resources			Advertising Specialist	Hay 11

Skills Acquired from the

Skill Code / Description	Base Proficiency Level Acquired
ACPR - Adult CPR	Level 5 - High
BT - Bandage Treatment	Level 4 - Medium

National Qualifications

Unit	Recognised Standard / Qualification	SQAQA Id	SQAQA Title	NGF Level	ABET Band	Minimum Credits
Yes	Unit Standard	116811	Carry out basic first aid treatment in the	1 - Level 1	Undefined	3

Unit Standard / Qualification Type	Field	Subfield	Accrediting ETQA	National Standards Body	Standards Generating Body
Regulan-Fundamental	Field 9 - Health Science and Social Services	Preventive Health	HWETA	NIS 09 - Health Science and Social Services	Occupational Health and Safety

Registration Status

Registration Status	Registration Start Date	Registration End Date	SQAQA Decision Number
Registered	05/11/2004	05/11/2007	SQAQA 0855/04

Vendor Selection Details:

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PSiber Holdings Course Master Detail Report

Course Master Details Report

Primary -

Vendor Code / Name	Vendor Category	Main Contact Person	Preferred Contact Method	Telephone Number	Fax Number	Cell Phone Number	Email Address	Physical Address
St. Johns Ambulance	Health and Safety	Paul Thompson	Email	(+011) 444-4444	(+011) 444-4445	(+082) 444-4444	paul@sjta.co.za	Building 123 Houghton Isle Houghton 2000

Alternate

Vendor Code / Name	Vendor Category	Main Contact Person	Preferred Contact Method	Telephone Number	Fax Number	Cell Phone Number	Email Address	Physical Address
First Aiders South Africa	Health and Safety	Harold Barker	Email	(+011) 555-5555	(+011) 555-5556	(+082) 222-2222	harold@fasa.co.za	12345 Sefway Avenue Edenvale 1609

Venue Selection Details:

Primary -

Venue Code / Name	Venue Type	Non Vendor / Vendor	Max Number of Delegates	Main Contact Person	Telephone Number	Fax Number	Email Address	Physical Address
Training Room 1A	Internal	Non-Vendor	10	Meagan	(+011) 454-1074	(+011) 454-1073	info@psiber.co.za	15 7th Avenue Edenvale 1605
JHB General Training Facility	External	Vendor	20	Sister Joan	(+011) 488-4859	(+011) 488-9897	joan@johannesburghospital.co.za	Block 3 Johannesburg Hospital Jubilee Avenue Parktown 2000

Alternate -

Venue Code / Name	Venue Type	Non Vendor / Vendor	Max Number of Delegates	Main Contact Person	Telephone Number	Fax Number	Email Address	Physical Address
JHB General Training Facility	External	Vendor	20	Sister Joan	(+011) 488-4859	(+011) 488-9897	joan@johannesburghospital.co.za	Block 3 Johannesburg Hospital Jubilee Avenue Parktown 2000
Linksfield Clinic	External	Non-Vendor	10	Lizele Caregiver	(+011) 647-3400	(+011) 647-8888	info@netcare.co.za	24 12th Avenue Linksfield West JHB 1686

Instructor Selection Details:

Primary -

Instructor Type	Employee Number	Instructor Name	Job Title	Telephone Number	Cell Phone	Email Address
Internal Instructor	DUNNE, R - 26			(+011) 454-1234	(+082) 454-5455	dunne@psiber.co.za
Vendor Instructor		Jane Adams	Senior First Aid Trainer	(+) -	(+082) 454-5454	jane@sjta.co.za

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PSiber Holdings Course Master Detail Report

Course Master Details Report

Instructor Accreditation Number	Years of Experience	Licd Before	Overall Rating	Comments
3423434234	5	Yes	5 - Excellent	
324233343234	10	Yes	5 - Excellent	Excellent with Adult CPR Training

Alternate -

Instructor Type	Employee Number	Instructor Name	Job Title	Telephone Number	Cell Phone	Email Address
Internal Instructor	MATEBANE, J.M - 35			(+011) 454-4589	(+) -	matebane@psiber.co.za

Instructor Accreditation Number	Years of Experience	Licd Before	Overall Rating	Comments
34234234234	1	No	3 - Average	Use only for basic course

Course Equipment Details:

Equipment Code / Description	Equipment Category	Rental Rate	Charge out Rate	Quantity	Warranty Expiry Date
CPR Dummy (Adult)	First Aid	- R0.00	- R0.00	3	
CPR Dummy (Child)	First Aid	- R0.00	- R0.00	2	
Arm Split	First Aid	- R0.00	- R0.00	10	
Bandage	First Aid	- R0.00	- R0.00	20	
White Board	Audio Visual	- R0.00	- R0.00	1	

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Sample Report – Employee Training & Development Gap Analysis Report

Printed: 03/09/2010 10:45:00 AM		Demo Group Company			Username: admin	
		Job Description Module			Page 2 of 3	
Employee Training & Development Gap Analysis Report						
Job Number : 0000001			Job Title : Accountant			
Grade	Grade Method	Date Defined	Commencement Date	Last Evaluated		
Castillon 1	Patterson	01/02/2008	01/01/2010	01/01/2010		
Position Specific Details						
This Job has been linked to...						
Position Number & Description	Link Effective Date	Linked Employee	Link Effective Date	Payroll		
000001 - Chief Executive Officer	01/02/2010	AM008 - Smit, BJ	19/02/2010	Demo Payroll		
Selected Employee Details						
Number	Name	Employment Date	Engagement Date			
AM008	Barend Johannes Smit	23/10/2008	23/10/2008			
Employment Status	Status Date	Current Payroll	Position	Effective Date		
Discharged	12/08/2010	Demo Payroll	000001 - Chief Executive Officer	01/01/2010		
Potential Successor	Date Identified					
No						
Gap Analysis						
	Job Requirement	Part of Development Plan Content	Recommended Action for Identified Need	On Employee Record	Gap	
Skills						
	BWS: Business Writing Skills	Yes	-	-	No	Yes
	TOTAL	1	-	-	0	1
Experiences						
	PER: Business Process Engineering / Reengineering	Yes	-	-	No	Yes
	TOTAL	1	-	-	0	1
Qualifications						
	Grade 12	Yes	-	-	No	Yes
	B.Com. Management Accounting	Yes	-	-	No	Yes
	Advanced Certificate in Education (Accounting Education)	Yes	-	-	No	Yes
	TOTAL	3	-	-	0	3
Development Plans						
	Exec: Executive Development - Intro level	Yes	-	-	No	Yes
	TOTAL	1	-	-	0	1
Training Courses						
				Completed	Planned	
	SmartBI - Advanced	No	-	-	Yes	No
	Buildsmart HR - Basic	No	-	-	Yes	No
	Buildsmart HR - Advanced	No	-	-	Yes	No
	Buildsmart Payroll - Advanced	No	-	-	Yes	No
	Buildsmart Accounts - Basic	No	-	-	Yes	No
	SmartBI - Basic	No	-	-	No	Yes
	TOTAL	0	-	-	5	1
GRAND TOTAL		6	-	-	5	6

END OF DOCUMENT

Buildsmart HR Advanced

Sample Reports

Version 13.02.00