



build **smart**

your total hr solution...

Buildsmart HR Advanced

Product Overview

www.psiberworks.com/buildsmart

Index

1. Technical Specifications	3
2. Personnel Management Module.....	3
3. Sample Screen – Personnel Management Module	5
4. Sample Screen – Position Management	6
5. Sample Screen – Job Descriptions Management	7
6. Sample Reports – Personnel Management Module.....	8

1. Technical Specifications

The hardware and software requirements for the CLIENT workstations (or for standalone installations) are as follows:

1.1 Hardware:

- Pentium IV 2.4 or higher
- 1024 MB of RAM
- 1 GB free hard disk space

1.2 Software:

- Microsoft Windows 2000 / XP or later
- Internet Explorer (IE) 6, 6.5 or 7
- Sun Java Runtime Environment 1.6 (JRE 1.6 update 3 or higher)

2. Personnel Management Module

Position Management:

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;

Job Description:

The Job Description Module addresses the needs and requirements of designing and managing your Job Profiles enabling the administrative, transactional and strategic functions associated with this activity. These Job Descriptions can then be applied to a Position by means of a Job Title allowing you to keep control and ensure consistency within your organisation. You are able to recognise trends, improve visibility and generate meaningful decision making reports from the Job Description Module.

The Job Description Module enables the following functions to be managed:

- Basic information about the Job;
- Personal criteria that is required by an individual to fulfil the Job;
- Qualifications that are required for the Job to be 'done' successfully;
- Financial / remuneration for the Job;
- Development requirements and plans for each Job;
- Experience and Skills required to ensure the successful completion of activities a person will carry out on a daily basis for the Job;
- Equipment required to complete the Job on a daily basis; and
- Defining performance criteria for the Job so that the employee can be measured against it.

We have also included a "Task Knowledge Base" function. This allows you build up a 'master' database of performance criteria to include tasks (Key Performance Indicators) and related criteria that can be used for all Job Descriptions. This means that you can access previously defined criteria from one Job Description and re-use it on another Job Description. This alleviates duplication of effort and enables you to adhere to standards and naming conventions throughout all Job Descriptions.

Training Management (Due 2011):

The Training Management Module addresses the needs and requirements of the training management functions including administrative, transactional and strategic. You are able to recognise trends, improve visibility and generate meaningful decision making reports from our Training Management Module.

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

- Training Vendors and details including the courses they offer, instructors, venues, equipment, rates and accreditation details;
- Training departments venues and instructors;
- Course and National Qualifications Framework details;
- Training Course management;
- Development plans;
- Training Plans;
- Schedule management;
- Both pre and post course management to include:
 - Registration management;
 - Certificate management;
- Training Cost and Budget management; and
- Skills Development Claims management.

Recruitment Management (Due 2011):

The Recruitment Management Module addresses the needs and requirements of Recruitment, its management functions including administrative, transactional and strategic. You are able to recognise trends, improve visibility and generate meaningful decision making reports from our Recruitment Management Module.

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

- Management of Recruitment Agencies and Media;
- Recruitment for Positions;
- Advertising and managing Positions that require recruitment;
- Matching Job Profiles vs. Candidate Profiles;
- Interview, Assessment and Result management;
- Applicant Tracking;
- Appointment management; and
- E-Recruitment

Performance Management :

The Performance Management Function addresses the needs and requirements of rewards and recognition by assisting in the management of these functions including administrative, transactional and strategic. You are able to recognise trends, improve visibility and generate meaningful decision making reports from our Performance Management Module.

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

- Defining the performance criteria and measurement;
- Appraisal Contract / Template design;
- Assigning Appraisal contracts to Positions, Jobs or individuals;
- Conducting Appraisals at KP level, includes Multi-raters;
- Risk and Retention information recording
- Reward Management
- Recording results from appraisal interviews; and
- Appraisal progress tracking.

3. Sample Screen – Personnel Management Module

The screenshot shows the 'HR Administration for Innovative Businesses' web application. The header includes the 'build smart' logo and the tagline 'your total hr solution...'. The main navigation bar contains 'Main Menu' and 'Logoff' links. Below the navigation bar, there is an information icon, the user name 'Demo Group Company', and a 'Notes' button. A 'Show Menu' and 'Hide Menu' toggle is present. The left sidebar lists menu items: 'Position Management', 'Job Description', 'Training Management', and 'Recruitment Management'. The main content area is titled 'Overview of HRM Modules' and contains the following text:

To understand how the PSiber WORKS Human Resource Management Modules are able to assist your company and the functionality they offer, we need to first understand what Human Resource Management (HRM) is all about.

Simply, you can describe HRM as...

- The process of **attracting** people to your organisation;
- Implementing strategies, policies and mechanisms to **select** the right people;
- Retaining** the people through the provision of benefits, grading and working conditions, market related salaries and growth opportunities;
- Managing of performance** in line with organisational expectations;
- Developing** people in line with organisational objectives and plans;
- Optimum **utilisation** of people to achieve individual and organisational goals;

In short HRM is managing people from **Attraction** to **Separation**.

Now if we use the above explanation of HRM, the Human Resource (HR) activities required to attract, select, employ, utilise, retain, manage and develop these people in your company can be broken down as follows...

4. Sample Screen – Position Management

The screenshot displays the 'HR Administration for Innovative Businesses' interface for 'Demo Group Company'. The main content area is titled 'POSITION MAINTENANCE' and is divided into two sections: 'Basic Position Information' and 'Maintain Position Details'. The 'Basic Position Information' section includes fields for Group Company Name, Organisational Unit Number, Organisational Unit Description, Position Number, and Position Description. The 'Maintain Position Details' section includes fields for Position Number, Position Description, Group Company Name, Position Type, Position Status, Position Level, Reporting Relationship, Is this Position a: (Secondary/Temporary), Key Position?, Clearance Required, and Clearance by Whom. A left-hand navigation menu contains sections for Position Management, Job Description, Training Management, and Recruitment Management. The top right corner features 'Main Menu', 'Logoff', and 'Notes' buttons.

POSITION MAINTENANCE	
Basic Position Information Employee Info. Maintenance Job Info. Maintenance Financial Maintena...	
Position Selection	
Group Company Name	Demo Group Company
Organisational Unit Number	0000001
Organisational Unit Description	Executive Board
Position Number	0000001
Position Description	Chief Executive Officer
Maintain Position Details	
Position Number	0000001
Position Description	Chief Executive Officer
Group Company Name	Demo Group Company
Position Type	Permanent
Position Status	Occupied
Position Level	Executive
Reporting Relationship	Manager
Is this Position a:	<input type="checkbox"/> Secondary Position <input type="checkbox"/> Temporary Position
Key Position?	High Priority
Clearance Required	<input type="radio"/> Yes <input checked="" type="radio"/> No
Clearance by Whom	Board of Directors

5. Sample Screen – Job Descriptions Management

The screenshot displays the 'JOB DESCRIPTION MAINTENANCE' interface within the 'HR Administration for Innovative Businesses' system. The interface includes a navigation menu on the left, a main content area with tabs for 'Basic Job Information', 'Personal Job Criteria', 'Qualifications Criteria', 'Financial Information', and 'Develop...'. The 'Basic Job Information' tab is active, showing fields for Job Selection (Job Number, Job Title, Job Category, Job Grade) and Maintain Basic Job Details (Job Number, Job Title, Job Category, Grade Method, Job Grade, Alternate Job Grade, Comparative Job Grade). A 'View Comparison Table' button is located below the 'Maintain Basic Job Details' section. The 'Linked Position Details' section shows the current position as 'Chief Executive Officer' with an effective link date of '1 February 2010'. The 'Maintain Job Related Details' section is partially visible at the bottom.

HR Administration for Innovative Businesses Main Menu [Logoff](#)

Demo Group Company [Notes](#)

[Show Menu](#) [Hide Menu](#)

JOB DESCRIPTION MAINTENANCE

[Basic Job Information](#) | [Personal Job Criteria](#) | [Qualifications Criteria](#) | [Financial Information](#) | [Develop...](#)

Job Selection

Job Number: 0000001
 Job Title: Accountant
 Job Category: Professional
 Job Grade: Castellion 1

Maintain Basic Job Details

Job Number: 0000001
 Job Title: Accountant
 Job Category: Professional
 Grade Method: Patterson
 Job Grade: Castellion 1
 Alternate Job Grade: Castellion 2
 Comparative Job Grade: Castellion 14

[View Comparison Table](#)

Linked Position Details

Position this Job is Currently Linked to: Chief Executive Officer
 Effective Link Date: 1 February 2010 [Calendar](#)

Maintain Job Related Details

6. Sample Reports – Personnel Management Module

Position Detail Report

PSiber Holdings											
Position Management Module											
Position Detail Report											
Printed: Mon Jan 14 10:00:22 CAT 2008										Username: admin	Page: 2 of 4
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	Secondary	Temporary	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 'o 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)	Edevalve	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				
-	-	08/09/2005	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)	Edevalve						
Copyright © : PSiberWORKS HRM (PTY) LTD.											

Position Linear Hierarchy Detail Report

PSiber Holdings								
Position Management Module								
Position Linear Hierarchy Detail Report								
Position Number	Position Description	Position Level	Employee Number	Incumbent	Status	Key Position	Effective Date	Ineffective Date
Linked Positions								
0000002	Chief Executive Officer	Level 1	4	ARENDI, TA	Vacant	Medium Priority	21/03/2005	-
0000001	Director of Human Resources	Level 2	1	ALCALA, D M	Occupied	High Priority	13/10/2005	-
0000004	Director of Operations	Level 2	1	Brown, J	Occupied	Medium Priority	31/10/2005	-
0000006	General Manager: Operations	Level 3		CHUNARA, H	Occupied	Medium Priority	01/11/2005	-
0000007	Engineering Supervisor	Level 4		DAGHER, N	Occupied	Low Priority	01/10/2005	-
0000009	Engineer	Level 5	6	JACK, MZ	Vacant	Low Priority	14/09/2007	-
0000008	Engineer	Level 5		DOWNIE, I	Occupied	Low Priority	02/02/2006	-
0000005	General Manager: Human Resources	Level 3	000	Banks, G	Occupied	Medium Priority	15/09/2005	-
0000003	Human Resource Specialist	Level 4	2	MCKENNA, C	Vacant	Medium Priority	13/06/2007	-
Positions not yet Linked								
0000010	Administrator	Level 4			Vacant	Low Priority		

Job Description Detail Report

Printed: Mon Jan 14 10:05:56 CAT 2008 Username: admin
Page: 2 of 8

PSiber Holdings
Job Description Module
Job Description Detail Report

Job Number: 0000002 **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	Minor				
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	13/10/2005	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 Drivers Licence (Motor Vehicle)	Bedfordview Edenvale Modderfontein	South African

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	Willing 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	-	-	-	-

Copyright © : PSiberWORKS (PTY) Ltd.

Job Profile Report

Printed: Mon Jan 14 10:08:37 CAT 2008 Username: admin
Page: 2 of 4

PSiber Holdings
Job Description Module
Job Profile Report

<p>Job Title: Receptionist</p> <p>Educational Requirements: Mandatory: School Education: >> Grade 12 Tertiary Education: Other Qualification:</p> <p>Optional:</p>	<p>Job Purpose: To provide an efficient and professional reception for the company and to provide general administrative support to the finance department.</p> <p>Biographic Requirements: Demographics: Gender: Female Preferred Age: 18 to 18 Marital Status: Single Language Proficiency: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Language</th> <th>Speak</th> <th>Read</th> <th>Write</th> </tr> </thead> <tbody> <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> </tbody> </table></p> <p>Licence Code(s): Valid Driver's Licence (Motor Vehicle) Health: Good Passport(s): >> South African Cell Phone Required: Yes Preferred Residential Area(s): >> Bedfordview >> Edenvale >> Modderfontein</p>	Language	Speak	Read	Write	>> Afrikaans	Good	Good	Good	>> English	Good	Good	Good
Language	Speak	Read	Write										
>> Afrikaans	Good	Good	Good										
>> English	Good	Good	Good										
<p>Experience Requirements: >> Previous proven reception experience</p> <p>Job Related Experience and Skills: Experience: >> Previous proven reception experience Skills: >> Typing</p> <p>Interpersonal Related Experience and Skills: Experience: Skills:</p>	<p>Skill Requirements: >> Typing</p> <p>Business Related Experience and Skills: Experience: >> Previous proven reception experience Skills:</p> <p>Competency Related Experience and Skills: Experience: Skills: >> Typing</p>												
<p>Behavioural Attributes: >> Able to handle stressful situations >> Strive to understand the details >> Displays endurance over extended periods</p>	<p>Additional Attributes: >> Must be able to communicate verbally >> Able to interact with different cultures >> Able to interact with different religion</p>												
<p>Managerial Related Experience and Skills: Experience: Skills:</p> <p>Physical Attributes: >> Must be presentable >> Must be able to sit >> Requires visual acuity</p>													

Copyright © : PSiberWORKS (PTY) Ltd.

END OF DOCUMENT

Buildsmart HR Advanced Product Overview

Version 13.02.00