

OnSuite People Manager

– the on demand HR solution

Access powerful staff management tools on the Web

With the current plethora of employment legislation, ensuring your staff records are up-to-date and accurate is essential to a business. Also providing timely information to staff about the company, its employees, its training and employment opportunities becomes increasingly time consuming. People Manager provides the on demand solution to your HR requirements, all delivered to you as a software service.

Manage staff records

People Manager enables you to maintain your employee details online including their contact information, interests, employment history, absences, salaries, holidays, benefits, appraisals and more. Different sets of records are available to staff depending on the role you assign to them. Staff have access to contact information, staff interests, company experts and holiday information as well as all their own records. Managers have access to the records of all the staff reporting to them and your HR staff have access to all records.

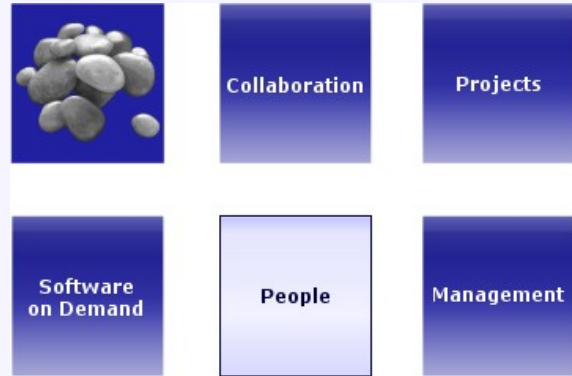
Staff can create and maintain a subset of their own records and can request holidays online for approval by their manager.

Manage training needs and appraisals

Managers can track their staff training requirements and appraisal dates. They can also identify their staffing needs so that the HR department can establish their recruitment plans.

Communicate company goals and objectives

Company data such as mission and vision statements, cascading down from the overall company statement to divisions, departments and individual staff objectives are easily managed on-line and communicated to staff.



People Manager

All Staff Managers HR Staff

Directory Information My Staff Definitions Library

Company Information Training Needs Personnel Information

Training Opportunities Staffing Training Needs

Staff Vacancies Division Reports Staffing

Holiday Information HR Staff Reports

My Records HR Division Reports

News Page Useful Links Help

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Home Add Person View Previous Expand All Collapse All

Current Employees	Name	Group	Record Type	Telephone	Email
- A-Z					
- by Employee No					
- by Login ID					
- Address List					
Previous Employees					
- A-Z					
- by Employee No					
The Call Staff					
Change Requests					
Home Page					

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Training Needs	Year	Department	Person	Number
Completed Training	2007	Acton L&L Services-IT		1
		Project Management Update	John Smith	1
				7
	2006	Acton L&L Consulting-Sales		3
		Fast Aid	Fast Brown	1
		Project Management	Fast Brown	1
		Time Management	Fast Brown	1
		Acton L&L No Division		1
		Project Management	Mark McCall	1
		Acton L&L Services-IT		3
		Account Management	John Smith	1
		Health & safety in the workplace	John Smith	1
		Project Counting	John Smith	1
				8

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Staff By Department	Company Division Department	Staff Member	Department
Staff by Role	Acton L&L		
Staff by Competency	Company Details		
Staff by Length of Service			
Staff by Age			
Staff by Gender			
Staff by Status			
Staff by Ethnic Origin			
Staff by Salary Band			
Staff Holiday Summary			
Staff Absence Summary			
Staff Appraisals Due			
Disabled Staff by Dept			
Roles by Length of Service			
Qualifications by Role			
Qualifications by Dept			
All Absences by Roles			
All Absences by Department			
Disciplinary Records by Year			
Training Received by Year			
Training Received by Course			
Company Objectives			

Analyse staff statistics

Reports analysing employee data by, for example, department, length of service, absence types, are available to HR staff.

Staff By Department	Co-Dir Department	No of Staff	Name
Staff by Role	▼ Admin Ltd Controlling	4	
Staff by Competency	▼ Account Management	2	Hannah McCull George White
Staff by Length of Service	▼ Sales	2	Justin Brown Jan Dewar
Staff by Age	▼ Admin Ltd Services	4	
Staff by Gender	▼ IT	2	John Smith Shirley Spence
Staff by Ethnic Origin	▼ Personnel	2	Lu Devis Carol Moten
Staff by Salary Band			
Staff Holiday Summary			
Staff Accident Summary			
Staff Absence Summary		8	
Staff Appraisals Due			
Disabled Staff by Dept.			
Flakes by Length of Service			
Qualifications by Role			
Qualifications by Dept.			
All Absences by Roles			
All Absences by Department			
Disciplinary Records by Year			
Training Received by Year			
Training Received by Course			

Publish training and employment opportunities

Staff vacancies and training programmes can be maintained online and made visible to all staff.

Vacancies	Company Division Department	Contact
Administration	Admin Ltd Controlling/Account Management	George White John Smith

Provide support for IIP

With its comprehensive set of records, People Manager meets the record keeping requirements of Investors in People (IIP) supporting your organisation in attaining and maintaining this certification.

Current Employees	Name	Group	Record Type	Telephone	Email
▼ A-Z	▼ Just Brown				
▼ by Employee No	▼ Address Details				john@onsuite.com
▼ by Login ID	Address Record				
▼ Address List	▼ Benefits Details				
Previous Employees	Benefits Record				
▼ A-Z	Benefits Record				
▼ by Employee No	▼ Training Records				
On Call Staff	Training Record				
Change Requests	Training Record				
Home Page	▼ Personal Details				
	Medical Record				
	Accident Record				
	Disciplinary Record				
	Disciplinary Record				
	▼ Lin Devis			0141 121 4597	jan@onsuite.com
	▼ Address Details				
	Address Record				
	▼ Salary Details				
	Salary Record				
	Salary History Record				
	Salary History Record				
	Salary History Record				
	Salary History Record				
	Salary History Record				
	▼ Benefits Details				
	Benefits Record				

Use the browser of your choice

People Manager supports Microsoft Internet Explorer for Windows, Mozilla Foundation Firefox 1.0.x (on Windows® and Linux®) and Mozilla 1.7.x browser for Linux.

Deploy and manage OnSuite People Manager with ease

People Manager lets you deliver HR support to your staff with rapid, no-touch deployment. With an intuitive Web-based interface, you can help reduce or avoid training costs typically associated with deploying dedicated client-based solutions.

Reduce overall costs

People Manager delivers the flexible, function-rich browser-based HR solution that you need to efficiently manage your business. No-touch deployment with minimal need for training can help you lower your administration costs, while helping your staff to improve productivity and business responsiveness.

Also, as hosted, on demand solutions you have no software to install or manage - we manage the servers, the security, the backups and the upgrades for you. All you need is web access to use the solutions anywhere, anytime - ideal for distributed teams and client offices as well as your main office locations.

For more information

To learn more about People Manager

Visit: www.business-prof.com/bpwebsite.nsf/people

Call us on +44 1236 449741

Email us at info@business-prof.com

