

Prime HR™

A Comprehensive Human Resource Management Information System



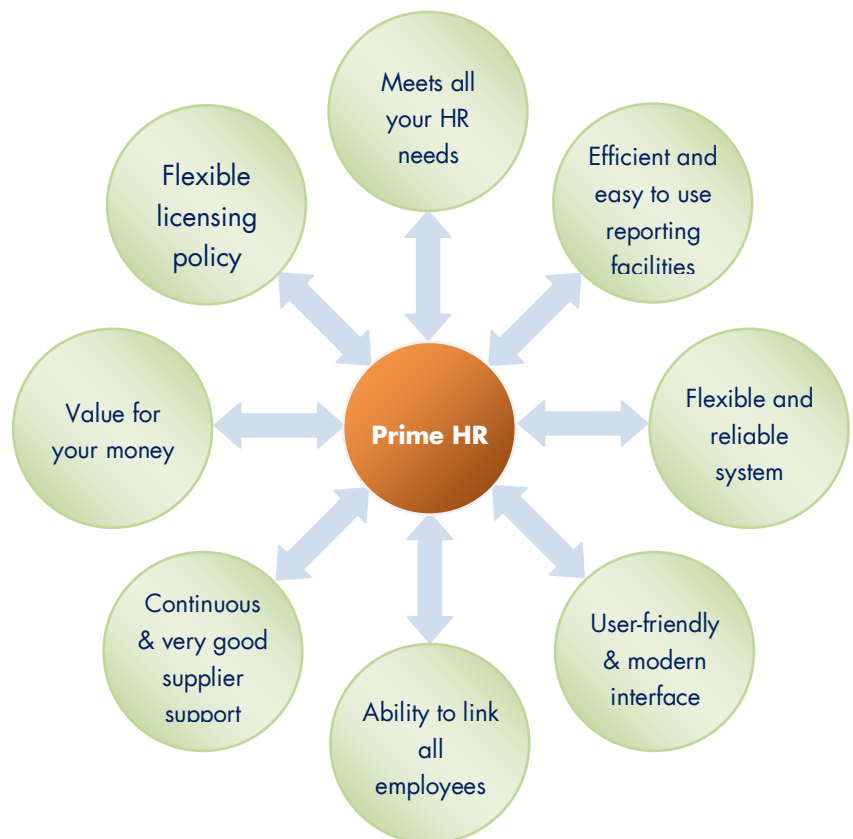
Behind the success of any organization lies the mantra **“our people are our greatest asset.”** It stands to reason, therefore, that organizations have a vested interest in finding out more about their most valuable asset and using that knowledge strategically and efficiently to inject successful organizational transformation.

This is where **Prime HR** comes in.

Prime HR is central to the way an organization sees itself and how it operates. Beyond just keeping personnel records, the way that employee and operational information is handled and analyzed, **Prime HR** is key to adapting to changes in the business environment, improving performance and leading ultimately to organizational success.

Features and Benefits

The following figure illustrates the *Prime HR* features and benefits.



Prime HR Modules

Prime HR is part of the *Prime Manager™* ERP and has the following modules, which can be acquired separately as your needs and budget dictate.

Employee Administration

Central to analyzing information is its efficient and effective administration. With *Prime HR*, the full employee administration function is coined in the various sub activities such as the capture of:

- Personal details about individual employees;
- Health, emergency and citizenship data;
- Career related information;
- Education information;
- Employee kin data;
- Employee bio-metric data;
- Employee identification cards, signatures, fingerprints, business cards and badges;
- Contact directory;
- Company documents;
- Reports summarizing different aspects of the above listed information.

Job & Role Management

A reservoir of information relating to filled, vacant, active and inactive positions, key in the management of jobs and roles, The Job and Role Management module allows one to easily:

- Manage job codes, including job categories, job classifications, job requirements, job characteristics and grades;
- Manage positions data history including budgets and projects;
- Create positions requested by departments;
- Create and track pool positions and vacancies;
- Automatically generate job descriptions from the provided customizable database.

Talent Management

Identifying, retaining and replacing the best talent in an organization is the key issue most likely to keep CEOs and Managing Directors awake at night. *Prime HR* helps you easily manage this function.

Leave & Time Management

Record and analyze absences; attendance and the various employees' leave entitlements.

Prime HR caters for all known leave types be they paid or unpaid such as annual, holiday, sick, personal, parental to mention only a few.

Performance Management

The value of assessing the employee performance in any organization cannot be overemphasized; *Prime HR* presents an easy but comprehensive series of sub functions that enable not only the capturing but more significantly the protracted analysis of the performance and its impact on any organization's strategy.

Industrial Relations

The relation between employer and employee is one of significant value, hence the Industrial Relations module comprehensively allows that relationship to be nurtured and assessed through various electronic activities.

Health & Safety

The *Health and Safety* module buttresses any Health and Safety policies and structures in any organization by capturing all aspects relating to employee Health and Safety of Employees.

Financial Management

Manage with ease employee compensations, benefits, personal loans and HR budgets (training, recruitment, etc.).

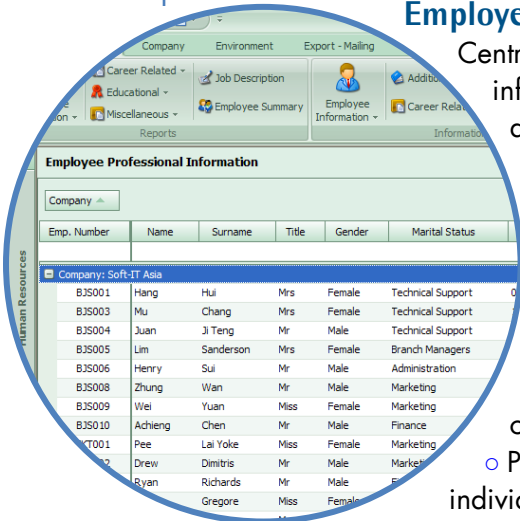
Training & Development

Through the Training and Development module, an organization can easily capture and analyze all activities relating to the

Career Development of its most valuable assets, its employees.

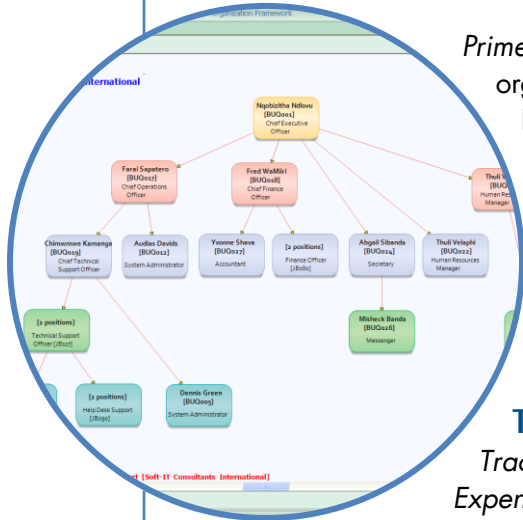
This module consists of the following components:

- Training needs analysis;
- Planning sessions;
- Students enrolment;
- Implementing training sessions;
- Evaluating students and trainers.



Organizational Framework

An organization's policy framework can be captured in this module. This involves setting information related to your organization structure, the labor legislation compliance, The Health and safety Act, HIV and Aids policy and other mandatory policies which are fundamental to successful employee management. The module is also used to setup information like banks details and locations (cities, countries, etc.).



Prime HR structures your organization as an Enterprise made of companies and subsidiaries. Companies are divided into Divisions, which are made of Departments.

Travel & Expenses

Tracking Travel and Expenses is no more a complex and cumbersome issue.

This module facilitates the recording and tracking of employee travel information including travel details, departure on travel, return from travel, expenses claims and refunds.

Planning & Recruitment

With the Planning and Recruitment module, an organization is able to capture its staffing needs, acquire and retain the number and quality of people required to meet the forecast needs of each department, action the need to train and develop employees for greater responsibilities. Careers planning, succession planning and employee turnover are also dealt with in a very comprehensive manner.

Reminder

This perfect companion runs in the background and pops up when you need to be reminded of the following events within your organization:

- Employee probation ending;
- Employee leave;
- Training activities;
- Travel and expenses;
- Hearings and disciplinary actions;
- Retirement;
- and more.



Employee Self-Service

An exciting module which allows an intranet or internet access to leave, loan, recruitment and other transactions. Transactions are authorized and validated online, against the background of a security access profile which restricts users only to information that they are supposed to have access to. The beauty of this module lies not only in the paperless and auditable trail it leaves but also in the effective and efficient way in which transactions are handled.

Manage Entire Employee Lifecycle

At the touch of a button, one is able to get a comprehensive global view of the status of all employees such as:

- All employees on duty;
- Employees on leave;
- Employees attending training;
- Employees on mission;
- Suspended and retrenched employees;
- Retired employees.

Access & Produce Flexible Reports

Prime HR reports are very comprehensive and highly customizable. You can access in-built reports or build your own. There is no limit to the number of reports you can generate and store for later use. No technical background is needed. All your reports can be exported to popular formats like Microsoft Excel™.

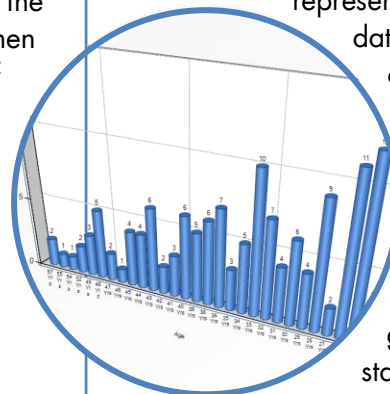
Quickly Access Company Statistics

Need to have a quick access to your company information? *Prime HR* has set graphical and summarized tabular

representation of company data. One can now focus

on making informed decisions with such tools as:

- Organization chart;
- Employees per department, grade, gender and marital status;
- Employees age profile;
- Departments and company summaries.



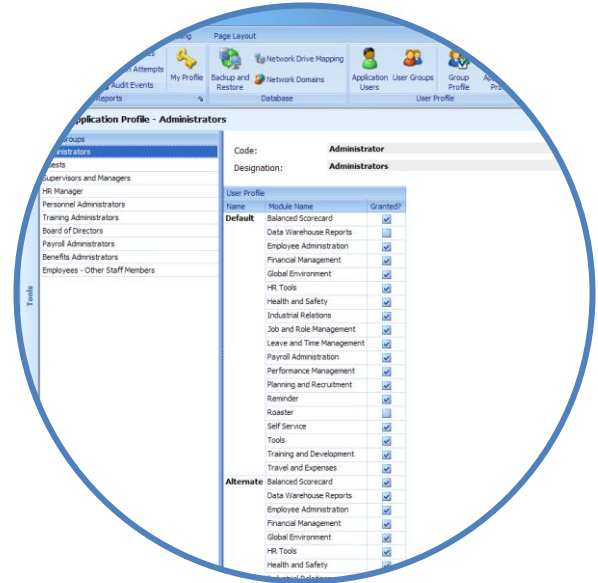
Protect your Employees Privacy

Security of access to information is a key consideration; hence *Prime HR* ensures that information is strictly protected from unwanted access through the logical grouping of employees according to what information they need to access through a systematic grouping by *Domains*.

Prime HR protects your employees' privacy at different levels. Access to resources is password controlled. The user profile determines the level of access to sensitive information like employee medical data or payroll details.

Audit trail and process logging is also provided to enhance your system security.

A time-limit access to your HR resources can be granted to company consultants. These will not be able to use the system beyond the defined period.



A Powerful Tool for You

Wait no further! Start using Prime HR today and enjoy the discovery of its full positive transformational impact on your organization. Join the 21st Century HR Move and utilize tools such as:

- A Powerful search engine, to search employees per number, name, surname and many more;
- Capabilities to send email to inform employees about certain events like leave approval and scheduled trainings;
- Automatically generate employee identification cards and address book;
- Keeps records of company documents like Mission Statement, Code of Conducts, Leave Application Forms;
- Ability to run on a single computer, on a local or
- wide area network.

System Requirements

Workstation

- Windows XP, Windows Vista, Windows 7, Windows 8 or latest
- Pentium PC with 64Mb memory and 100Mb disk space or higher

Server

- Windows Server 2000, 2003, 2008 or latest
- Pentium PC with 500Mb memory and 10 Gb disk space or higher
- Microsoft IIS 6.5 or higher

Database

- Firebird (inclusive distribution)
- SQL Server
- Oracle
- .NET Provider Compatible SQL-based Relational Databases

