

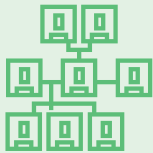


## Boost your HR capabilities with org chart, workflows, skills management, training, property tracking and more

Managing a workforce is a huge task and HR specialists have a lot on their plates. HR3 offers a robust human resources module that seamlessly integrates with our core payroll solution, providing today's HR teams with the modern features and functions they need to efficiently manage and develop their employees.

Our hr module uses the payroll employee master file for storing human resources information and position-driven organisation chart for linking employees to their positions and reporting lines. The module is fully customisable and uses a pre-set framework to guide you through setup, management and ongoing maintenance. With hr installed, the HR3 kiosk module becomes a complete manager self-service portal.

### CORE CAPABILITIES



Org chart and position management



Training and education



Skills management



Workflows, calendars and email reminders



Date-driven employee events



Track company property



Document management



Detailed HR reporting

#### Learning and Skills Management

Attracting and retaining staff is critical to any organisation. The hr module lets you record training and education information including course details, provider, date, time, costs and results. Employees can request relevant training courses and events that they are interested in online. Skills and competencies are also recorded with additional details for acquired date, scores and expiry dates with inbuilt alerts. Skill / gap analysis reports and automated workflow alerts mean that you always have access to relevant information when needed.

#### Workflows

Integrated workflows, email alerts and tasks ensure that your critical HR processes are never missed. Create and customise electronic workflows to automate the requesting and recording of inductions, leave, expenses, exit interviews, performance reviews, training courses, skill expiry and property replacements.

### Event management

Our hr module records date-driven events such as inductions, performance reviews, mentoring, discipline, rewards and other employment activities.

### Planners, calendars and tasks

Be organised and never miss a thing with several function-specific planners and calendars. At a glance, see upcoming tasks such as skill expiry dates, training, performance appraisals, birthdays, years of service and more. Employee and manager planners are available as well as a specialised leave planner.

### Property management

Record company issued property including access keys, laptops, phones or motor vehicles. Know when items are due for replacement and track outstanding items when an employee leaves.

### Single and accurate source of information

The hr module accesses information from HR3 within a single database ensuring your data is entered only once.

### User defined fields

The hr module includes many UDF options which allow you to easily customise the system to suit your specific human resource requirements.

### Integration tools

Integrate HR3 as a central component of your overall business systems with HR3's integration kit. Whether you need to integrate with recruitment, onboarding, hrms, ERP or rostering solutions, HR3's

integration tools let you get the job done quickly and efficiently.

### Inductions and performance management

Performance management workflows in hr are configurable and designed to fit, administer and simplify your own process with ease.

### Position management

Keep everything together in one place by loading position descriptions, contracts and skill requirements for each role. Multiple companies can be defined within the same organisational structure and then displayed visually in an org chart, showing the lines of communication and authority.

### Comprehensive security

Define reporting relationships between employees and managers, and restrict or grant access to individual HR functions at multiple levels.

### Corporate reporting

hr includes comprehensive employee-centric reports that help HR and management make informed decisions based on real insights. It includes a flexible crosscompany hierarchy for company or group based reporting and workflows that span multiple entities.

Dramatically increase efficiencies by replacing paper-based HR workflows with digital automation.

#### THE COMPLETE HR SUITE



The complete HR3 software suite is an ecosystem that lets you expand your capabilities as the need arises. Start off with our payroll module, then add kiosk, hr or advanced reporting capabilities. How about a comprehensive, fully-integrated workplace health and safety system? No matter what your payroll needs are our software suite has you covered.

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