

Managing Employee Information



- **A single, integrated employee database to underpin all key HR processes**
- **Remove information silos - improve access to valuable information across your organisation**
- **Streamline processes and reduce paper-based reporting**
- **Reduce administrative costs and improve efficiency and accuracy**

People are probably your organisation's most valuable resource. Yet the potential value of this resource will not be realised, if relevant information is not captured and made easily available to HR users, managers and senior executives at the point they need it.

Our Managing Employee Information module can help you record, update, analyse and report on employee data in an efficient, cost-effective manner. As an online system it will help you to streamline processes and reduce paper-trails, as well as reducing administrative costs and improving accuracy.

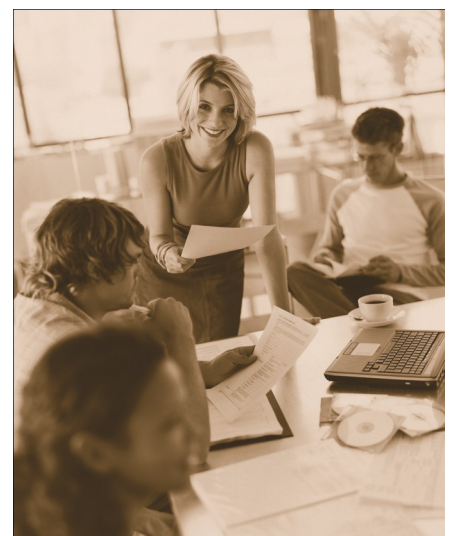
Key Features

- A single database underpinning all of your people management processes – eliminating information silos and improving decision-making
- Stores comprehensive information relating to your employees (including Employment History, Contract Details, Salary & Benefits, Diversity & Equality, Personal Information, Documents, Company Assets, Performance Records, Absence History etc)

- Employee details can be easily entered, viewed and edited by any manager, senior managers or HR user with the necessary permissions, at any time from any location
- Custom Fields can be easily defined by the client administrator and will be applied to all employee records—enabling you to capture the information that is most valuable to your individual business.
- Useful information about employees (e.g. achievements against objectives, development needs, absence records) is captured automatically as users carry out their day-to-day tasks – reducing data entry requirements
- File Notes can be added to an employee's record by any user and filed against client-defined categories – producing a far richer picture of each employee's performance and supporting matrix management.
- All key information relating to an individual employee is easily available to users via

the unique Employee Summary Page

- A wide range of pre-defined reports are available and users can also create their own custom reports, based on a wide range of filtering options. Reports can be easily exported to Excel for further analysis
- Senior managers have easy access to key dashboard metrics via their home page and can then drill-down to more detailed information if required.



Screenshot from the Employee Information Module

The screenshot shows a web browser window titled "Overview of employee progress - Windows Internet Explorer". The address bar shows the URL: <https://www.youmanage.net/ymdemo/DisciplinaryOverview.aspx>. The page header includes the logo for "Davian Services Ltd" and navigation links for HOME, ADMIN, REPORTS, and SIGN OUT. A status bar indicates "Mr Norman Newton signed in" and "Overview of employee progress".

The main content area is titled "Summary Page for Manoj Vara" and displays the following information:

- Employee name: Manoj Vara
- Job Role: Marketing Manager
- Start Date: 28/03/2007
- Status: Permanent Employee
- Reporting To: Archie Counter, Norman Newton, Milly Lord
- Address: 11 Spring Road, Riverleigh, Hampshire, RL4 8HJ
- Home Contact Number: [Redacted]
- Date of Birth: 03 Dec 76
- Emergency Contact Name: Polina Markets
- Emergency Contact Number: 02073518870

Below the summary is a section for "Recent General File Notes" with a table:

Author	Filed Under	Note	Date made	Details
Norman Newton	General Competencies	General Performance Influencing	28 May 08	Details

At the bottom, there is a "Performance Management" section with a table:

	Currently Opened	Average Completion	Closed In Last 12 months	Average Completion	
Objectives	5	90%	1	88%	View All
Development Needs	3	n/a	3	n/a	View All
Career Goals	4	n/a	4	n/a	View All

About Youmanage®

Youmanage is a comprehensive and integrated approach to online toolkit giving people managing their employees. It can be tailored to reflect the branding, policies and processes of each client.

A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up way.

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates training materials, a complete range of standard HR letters and forms, guidance notes, and other useful tools.

For more information about Youmanage HR's people management solutions visit www.youmanageHR.com.

