

## MICROSOFT BUSINESS SOLUTIONS-NAVISION

**ADVANCED HUMAN RESOURCES**

Microsoft® Business Solutions-Navision Advanced Human Resources (HR) helps you effectively manage labor efficiencies, control labor related costs and improve labor productivity.

**Key Benefits:**

- Reduce human resources and payroll monthly costs
- Reduce burden on payroll and human resource departments
- Create an Applicant from an Employee with a click of a button
- Create a new Employee from an Applicant with a click of a button
- All information managed in one database eliminates duplicate data entry
- Creation of Organizational Charts through integration with Microsoft Visio
- Gap analysis available for positions and qualifications
- Easily drill down to specific information
- Seamless integration within the other areas of Microsoft Navision HR Management:
  - Payroll and Human Resources
  - Employee Self Service
  - Manager Self Service
  - Communication Tracking

Microsoft Navision Advanced Human Resources is an extensive human resources package that helps enable you to efficiently and effectively direct and manage your daily HR functions. From hiring the right staff to analyzing pertinent information, Advanced Human Resources helps you get the job done with minimal effort and maximum control.

**Track and Analyze User Defined Data**

Every company has different data that they need to store. Employee Attributes allows you to quickly enter an unlimited number of user-defined fields with the ability to group like fields together. It also enables you to establish a list of predefined values for each user-defined field. This eliminates the chance of data entry error and ensures accuracy when analyzing data.

One of the most common statements from human resource personnel is that there is no easy way to analyze data on-screen. With Employee Attributes, there are two different methodologies that can be used to analyze data quickly and easily on-screen. Being able to drill down and find specific employee information directly from the analysis form saves time and increases productivity.

**Position Management**

Define all positions within your company including specific information that is standard for the position. This information will automatically flow from an applicant to an employee when that applicant is hired (e.g. rates, deductions, benefits, earnings).

**Recruiting**

Whether you are recruiting internally or externally, finding the right candidates for an open position is extremely important. It can also be one of the most time consuming tasks a human resource department has. Microsoft Navision Advanced Human Resources streamlines this process.

Applicant specific information relating to an open competition can be accessed through the applicant card or

the competition card. This includes items such as expected salary, willingness to relocate, and availability.

Automatically rate all applicants that have applied for a position through the interactive Applicant Analysis feature.

AH Alice Hart - Employee Attributes

Attribute Class Code	Attribute Class Property Code	Caption	Effective Date	Value
ACTIVITIES	COMPEVENT	Company Event	01/01/02	Willing to Volunteer
ACTIVITIES	COMPSOCIAL	Social Committee Events	01/01/02	Not Interested
EMERGENCY	CELL	Contact Cell Number		456 899-7865
EMERGENCY	NAME	Contact Name		John Hart
EMERGENCY	PHONE	Contact Phone Number		780 223-8973
EMERGENCY	RELATION	Relationship to Employee		Husband
I-9	EXP DATE	Expiration Date	01/01/02	04/06/04
I-9	LIST A	List A	01/01/02	US Passport - Expired
I-9	NUMBER	Document Number	01/01/02	234982752
REGULATORY	GENDER	Gender	01/01/02	FEMALE
REGULATORY	JOB CLASS	Job Class	01/01/02	Officials and Managers
REGULATORY	JOB CLASS	Job Class	01/01/03	Technicians
REGULATORY	RACE	Race	01/01/02	White(Not Hispanic)
REGULATORY	VET-100	Status	01/01/02	Non-Veteran

This powerful feature rates all applicants based on the qualifications they have and the qualifications that the position requires.

**Employee Attributes** – define an unlimited number of user defined fields that will track employee specific information

10000 - Attributes by Attribute

General Employee Filter Attribute Filter

Line: REGULATORY Class: REGULATORY Property: JOB CLASS Property: GENDER

Name	Female	Male	Other
Officials and Managers	2	0	0
Professionals	0	1	0
Technicians	1	0	0

Employee List

No.	Name	Employer...	Job Title	Extensi...
AH	Hart, Alice	EMPLR1	Manager	6743
KD	Decker, Kate	EMPLR1	Administrative Assistant	1095

**Attribute Analysis** – interactively analyze attributes with the ability of drilling down to specific information

Positions

Code	Position Class Code	Name	Base Salary/Wage	F.T.E. Budget	Total F.T. Equivalents	Employees	Shape Type
ADM	ADMIN	Administration / Receptionist	30,000.00	7.00	4.00	5	Position
DEVELOPER	DEVEL	Program Developer	40,000.00	3.00	2.00	2	Position
MANAGER	MANAGER	Manager	50,000.00	1.00	0.00	0	Position
SYS-ANAL	SYSANAL	Systems Analyst	45,000.00	2.00	2.00	2	Position

Position Functions Help

- Competitions
- Payroll Controls
- Rates
- Qualifications
- Employee Analysis
- Applicant Analysis

**Position Management** – define all positions within your company and track all standard data that belongs to the position

**Organizational Chart** – define the shape types, by position,

**Gap Analysis** – determine where the FTE gaps are within your organization

Competitions

No.	Effective Date	Name	Type	Position Code	Closing Date	Status	Applicants	Comment
COMP01	09/12/02	Development Competition	Open	DEVELOPER	11/01/02	Open	1	
COMP02	09/12/02	Admin/Recept Competition	Internal	ADM	11/01/02	Open	3	

Open Closed Cancelled Competition Help

**Competitions** – track all open positions including the specific competition information

**Applicant Data for Competitions** – drill down into the applicant specific information for the particular competition

Competition Applicants

Applicant No.	Application Date	Salary/Wage Expectation	Willing to Relocate	Work Status	Availability	Application Status	Interview Score %	Experience Score %
DOJ	09/15/02	30,000.00		Authorized to w...		Open	0.00	0.00
JM	09/25/02	32,000.00		Authorized to w...	2 Week Notice	Open	0.00	0.00
LD	09/13/02	25,000.00		Authorized to w...	Immediately	Open	0.00	0.00

Open Reviewed 1st Interview 2nd Interview Rejected Accepted Filed

Authorized to work for any employer  
Authorized to work only for current employer  
Must acquire authorization to work

Immediately  
1 Week Notice  
2 Week Notice  
Month Notice  
Other

Competition Help

AK Andrew Klimazaky - Applicant Card

General Communication Personal

No. AK Search Name KLIMAZAKY

First Name Andrew Is Employee

Last Name Klimazaky Comment

Middle Name / Initial Last Date Modified 09/16/02

Initials M. User ID

Suffix

Applicant Functions Help

- List F5
- Comments
- Qualifications
- Affiliations
- References
- Experience
- Competitions

Create Employee

**Applicant Card** – have applicant information easily accessible

**Create Employee** – all applicant information and standard position information is automatically entered into an employee card with a click of a button

DO COMP02 - Applicant Analysis

General

Competition No. COMP02

Name Admin/Recept Co... Status Open

Type External Effective Date 09/12/02

Position Code ADM Closing Date 11/01/02

No.	First Name	Last Name	Is Employee	Total	ADMIN	FRENCH	RECEPT
DO	Dorothy	Olynski		36.84	36.84	0.00	0.00
JM	Jennifer	Minguss		26.32	0.00	26.32	0.00
LD	Linda	Donaldson		100.00	36.84	26.32	36.84

**Employee or Applicant Analysis** – let the system determine who is the most qualified applicant or employee for a position

Key Features	Description
EMPLOYEE ATTRIBUTES	<ul style="list-style-type: none"> <li>Track an unlimited number of user defined fields for an employee.</li> <li>Fields can be logically linked together through the use of Class Codes and Properties.</li> <li>Pre-determine the type of data that can be entered into a specific field (e.g. Code, text, Boolean, etc).</li> <li>Set up a pre-defined list of values a user can select from for a specified field.</li> </ul>
ATTRIBUTE ANALYSIS	<ul style="list-style-type: none"> <li>Select from two different methodologies to analyze the data that is stored in the employee attributes.</li> <li>Drill down into the specific details of the analysis to get the exact information that you are looking for.</li> </ul>
POSITION MANAGEMENT	<ul style="list-style-type: none"> <li>Define specific information that is standard for a position.</li> <li>When you create an employee from an applicant the standard information will flow through from the position card into the employee card.</li> <li>Define the skills or qualifications that is required for a position.</li> <li>Drill down and see the exact employees who have been assigned to a specific position.</li> <li>Perform an analysis on employees or applicants to determine who has the best qualifications for a specific position.</li> </ul>
ORGANIZATIONAL CHART	<ul style="list-style-type: none"> <li>Integration with Microsoft Visio enables you to customize the look and feel of your chart.</li> <li>Determine the default shapes that each position will be when the organizational chart is created.</li> </ul>
GAP ANALYSIS	<ul style="list-style-type: none"> <li>Analyze the gaps in staffing positions through the use of the Full Time Equivalent (FTE) field in the position card.</li> <li>Analyze Qualification gaps by comparing the qualifications required for a position against the qualifications of the employee(s) who hold that position.</li> </ul>
COMPETITIONS	<ul style="list-style-type: none"> <li>Keep track of and report on information that is specific to a competition. Such as Effective Date, Closing Date, Position, etc.</li> <li>Track applicant information that is specific to a competition. Such as Salary or Wage Expectation, Willing to Relocate, Status of the Application, etc.</li> <li>Determine who the best-qualified applicant is for a position through Applicant Analysis.</li> </ul>
APPLICANTS	<ul style="list-style-type: none"> <li>Track applicant specific information. Such as Qualifications, Work Experience, References, Positions they have applied on, etc.</li> <li>Determine the best position that the applicant is qualified for through Applicant Qualification Analysis.</li> <li>Automatically create an employee from an applicant by a click of a button.</li> <li>Automatically create an applicant from an employee by a click of a button.</li> </ul>

## System Requirements

<p>TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:</p>	<p>Microsoft Visio (min. version, 2002) for Organizational Chart.</p> <p>Microsoft Business Solutions–Navision supports graphical 32-bit technology and genuine client server, multitasking environment.</p> <p>The following operating systems are supported:            Client 32-bit: Windows XP, Windows 2000, Windows NT, and Windows 98            Server: Navision Database Server: Windows 2000, Windows NT, IBM AIX, IBM OS/400            Microsoft SQL Server Option for Microsoft Business Solutions–Navision: Any operating system supported by MS SQL Server 2000.</p> <p>To obtain all of the above-mentioned features, the following granules are required:</p> <ul style="list-style-type: none"> <li>Advanced Human Resources</li> </ul>
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