

MICROSOFT BUSINESS SOLUTIONS-NAVISION

**HUMAN RESOURCES**

**Microsoft® Business Solutions HR Management-Navision® helps to make personnel management more effective through the optimal use of employee data.**

**Key Benefits:**

- Maintain comprehensive employee records.
- Define your own absence tracking methods.
- Identify absence trends through multidimensional reporting of absence history.
- Give broad access to basic employee file information while placing tighter security restrictions on confidential data.
- Track equipment issuance.
- Attach comments to records.

**Accurate employee records are essential for human resource management. Yet to make the most of such data, you must be able to manage it according to your particular organizational needs. For instance, you may need to compare your company's rate of absenteeism with national industry-related averages.**

**Microsoft Business Solutions HR Management-Navision provides flexible facilities for organizing and controlling employee records. Built around a central repository of employee information, these facilities add reliable personnel management functionality to Microsoft Navision.**

**Maintain Comprehensive Employee Records**

An employee card provides a complete information file for each employee. The information includes personal employee information as well as various administrative status codes. Among these codes is one for employment contracts, which can be used to assign standardized employment contracts or levels. A generic statistical grouping code also enables you to categorize employees using various criteria.

Each employee's file includes a table of qualifications that you can assign from a user-defined table of qualification codes. These codes can include educational credentials, training/educational certificates, and professional certifications. This information, along with the statistical codes, assists you in identifying employees that fit your profile for a job opening or project assignment.

**Secure Confidential Information**

Confidential employee information is tracked in a separate table attached to the employee card. This lets you give relatively broad access to basic employee file information, while placing tighter security restrictions on the confidential file. Confidential information can include such things as salary, insurance coverage, stock options, and computer access codes.



You can also track equipment issued to employees, such as keys, credit cards, company cars, portable computers, cellular phones, and pagers. There is also a place to attach a scanned employee photograph, as well as a list of alternate addresses.

#### **Define Your Own Way of Absence Tracking**

The absence tracking function lets you create your own unique absence codes. These can then be used along with statistical codes, department codes, and project codes to provide multidimensional reporting of absence history. Trends or patterns can thus be easily identified and quickly addressed.

#### **Attach Comments to Records**

Comment sheets are provided throughout the Human Resources area so that all aspects of the personnel file can be properly documented. Comments can be attached to all employee records, including absences, qualifications, equipment issuances, and confidential information.

#### **Choose From a Range of Reports**

The Human Resources area provides a range of reports that list and analyze your records. These include employee lists, labels, absence by employee, absence by reason, birthday lists, and various statistical reports.

#### **Ask Your Partner**

To learn more about Microsoft Business Solutions HR Management-Navision, contact your local solution center. They have the expertise necessary to design a solution that fits your specific business needs. Or, visit our website at:

<http://www.microsoft.com/BusinessSolutions>.

#### **About Microsoft Business Solutions**

Microsoft Business Solutions, a division of Microsoft, offers a wide range of integrated, end-to-end business applications and services designed to help small, midmarket, and corporate businesses become more connected with customers, employees, partners, and suppliers. Microsoft Business Solutions' applications optimize strategic business processes across financial management, analytics, human resources management, project management, customer relationship management, field service management, supply chain management, e-commerce, manufacturing, and retail management. The applications are designed to provide insight to help customers achieve business success.

More information about Microsoft Business Solutions can be found at [www.microsoft.com/BusinessSolutions](http://www.microsoft.com/BusinessSolutions).

#### **Address:**

Microsoft Business Solutions  
Frydenlunds Allé 6  
2950 Vedbaek  
Denmark  
Tel +45 45 67 80 00  
Fax +45 45 67 80 01

<http://www.microsoft.com/BusinessSolutions>

## Key Features

## Description

<p>BASIC HUMAN RESOURCES</p>	<ul style="list-style-type: none"> <li>▪ Group and track relevant employee information, and organize your employees according to different types of information, ranging from experience, skills, education, and training to the employee's union membership</li> <li>▪ Store personal information, track job openings in your organization and extract a list of candidates for these positions</li> <li>▪ Keep track of benefits and distributed company items such as keys, credit cards, computers, and cars</li> <li>▪ Record all types of absences in units of measure that you define, and you can attach details of alternative addresses and names of relatives to employee records</li> </ul>
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## System Requirements

<p>TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:</p>	<p>Basic Human Resources</p>
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