



product  
sheet

human  
resources

### Enable HR to add value to your business

The most important asset in any project oriented organisation is its staff and hence effectively managing your human resources will have a positive impact on a company's current and future financial results. Successful HR departments need to have full control over all HR data to enable them to answer senior and department managers' employee-related questions and to provide a good service to all employees.

Organisations need to have a powerful tool for supporting processes around recruitment, training and employee issues allowing HR staff to focus on activities that add real value to the company rather than on tedious and timeconsuming administrative tasks.

Companies strive to keep their resource pool aligned with the demands for project and client staffing both in terms of numbers and qualifications. Therefore, you need to keep a full overview of all employees, and a constant focus on the skills levels in all groups and departments within your organisation.

Recruitment management is another important area in any HR department. Once you have hired the right people, you need to make sure that their skills are constantly developed and to achieve this, you need proper training management.

The Maconomy Human Resources (HR) Module is a strong tool that can help your HR department to successfully manage all these processes.



# imagine

...being able to leverage your talents

## Employee and Skills Management

The Maconomy HR module is a simple and efficient tool that covers all core needs in project-oriented organisations. The module is fully integrated with the rest of the Maconomy modules. It is simple to implement and it is very easy to use hence allowing your HR department to begin using it straight away.

The HR module helps you maintain a wide range of information about your employees and their skills. A variety of standard fields are supplied, and the HR module is easily configured to include more information specific to your organisation. Thus, the HR function will constantly keep an overview of all employee-related data.

A set of standard reports is provided giving you the exact information you need at any time. Examples of the standard reports are: Company Properties and List of New Employees.

The HR department can centrally handle the maintenance of all employee-related information, but you can allow the employees themselves to maintain their base information. This "self service" limits the time spent on administrative work in the HR department allowing the HR function to increase its focus on activities that add value to the business of the company.

Documents such as resumes and employment contracts can be linked to an employee through a document archive. It is also possible to see all the positions held by the employee both now and in the past.

The HR module is fully integrated with other Maconomy modules. Project and resource planning can benefit from all the employee-related information held in the HR module. Furthermore, the HR module is linked to the Customer Relationship Management (CRM) module allowing you to use the full CRM functionality for employee management.

## Recruitment Management

Most HR Managers would probably agree that the process of hiring new employees is both time-consuming and costly. The HR module includes a recruitment component that allows you to easily manage all the steps related to the recruitment process. The functionality gives you the ability to register information about personnel requisitions for an open position, and about the applicants for the position.

Once you have registered the applicants for a position, you decide what the next steps in the recruitment process should be for the individual applicants. When you have completed the steps of the recruitment process and chosen the right person for the position, you can then easily convert the applicant to a new employee. Since the recruitment functionality is fully integrated with the rest of the HR module, information about the new employee is automatically transferred to the Employee Home component in the HR module. Thus, the employee is instantly available for re-source planning in the Job Cost module.

The recruitment process is costly – but how costly? With the recruitment functionality of the HR module you can easily calculate the exact costs of a recruitment process by keeping track of all time and expenses – e.g. job advertisement, external recruitment assistance, etc.

By supplying online access to personnel requisitions and updated, detailed information about applicants, the recruitment component of the HR module is an important tool in conducting effective recruitment management.



# imagine

...being able to capture and share knowledge  
across your business

## Training Management

Companies strive to have their resource pool match the qualifications needed for their projects. Training activities are essential to constantly close skills gaps and to develop employees. Further-more, newly hired employees need to be trained in order to be contributing as soon as possible.

The HR module includes a training component that allows you easily and effectively to manage all aspects related to training. The system gives you the ability to set up new courses and register information about the individual lessons on the course.

Once you have registered the course and the lessons, you can e-mail invitations directly to the relevant course participants. When the participants have viewed the invitation, they can enrol on the course, sign up on the waiting list or cancel earlier enrolments. When enrolled, the person is marked as an attendee and the number of participants on the course is updated. When the course is completed, the individual participants can register their course evaluations. Since the training functionality is fully integrated with the rest of the HR module, you can easily transfer information about the skills acquired by the individual person on the course to the skills management part of the HR module.

By supplying online access to available training courses and updated, detailed information about participants, the training component of the HR module is an effective tool in conducting effective training management.

## Benefits

- Better balance of staff workload, individual employee issues can be recognised and managed, tough decisions on staffing levels can be foreseen and taken with authority allowing proactive management in tougher times
- Consistent measurement of key performance metrics ensures that all staff from finance to client service are looking at the right data, at the right time empowering people to take the right decisions
- A propose audit trail is available on all information ensuring that the business has followed correct HR process, governance and procedure. This helps manage good performers and ensures poor performers can be exited from the business in a cost effective manner
- Staff can be matched with projects appropriate to their skill set increasing employee satisfaction
- Overview of resource capacity needs, skills and competencies, ability to plan resource needs and develop staff accordingly
- True visibility of individual contributions from each team and member of staff



## organic business solutions

Maconomy is a global provider of industry-specific business solutions for Professional Services Organisations. We create a natural relationship between people and processes in professional services organisations and provide the basis for overview, follow-up and decision-making in a way which ensures human as well as financial gain.

Our clients include Semcon, ErgoGroup, Devoteam, Deltares, Millward Brown and agencies within all of the big four global networks Interpublic Group, Omnicom Group, Publicis Groupe and WPP.

Maconomy A/S was founded in 1989 and the corporate headquarters is located in Copenhagen, Denmark. We service and support more than 600 clients in over 50 countries through our offices across Europe and in the U.S., and through an extensive partner network. Today more than 100,000 users worldwide use business solutions from Maconomy.

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