

working  
with you  
on every level

Empower Personnel is a tool that provides accurate data, rich reporting, insightful business information, advanced strategic decision-making tools; a HR system that can provide all these makes a major difference to the daily life of the HR professional.

Empower Personnel is an easy, user-friendly, flexible module adapting to the changing needs of the organisation and growing to keep pace with its expansion - could make a major difference to its future success.



# Personnel

Empower Personnel is one of the modules available in the Empower suite that can satisfy your human resource needs now and in the future. The system has been designed for use by a variety of users depending on their needs and skills. Employees or line managers can gain access to human resource data via a web browser using the optional self service module, 'Empower me', whilst the human resource professionals use the core Empower module(s).

## So what does Empower Personnel provide?

Empower Personnel takes away the constant flow of time consuming repetitive tasks.

### Single point of data entry

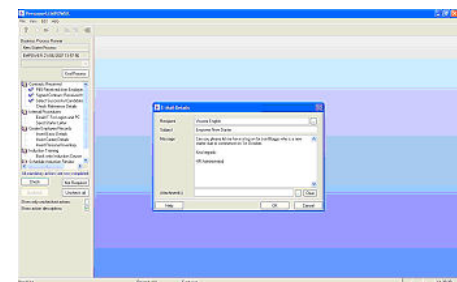
Data is entered once using simple, user-friendly screens and disseminated automatically throughout your HR function. Data can be easily shared with Empower HR modules or third-party HR and payroll applications.

### Payroll integration

The Empower suite includes a highly configurable and powerful Payroll module. The single database means data is only entered once, whilst still allowing the Payroll professional to 'authorise' the payroll related additions or changes. In addition, Empower Personnel can be easily integrated with any third party payroll application.

### Business proces automation

Our Business Process Wizard allows you to build the system around your specific HR processes so you don't have to change to fit in with the system.



## Seamless desktop integration

Empower Personnel links seamlessly with standard desktop applications, such as spreadsheets, Word documents and e-mail allowing letters and e-mails to be generated, hassle free.

## Online group diary and event scheduling

This acts as an automated reminder for regular or key actions, either using Empower Personnel's own diary or Microsoft Outlook®. For instance, you can schedule the running of your monthly reports or automatically schedule tasks for managers to review staff appraisals.

## Detailed security controls

Definable down to field level, Empower Personnel gives you absolute control; allowing or restricting user access to specific areas.

## Powerful reporting tools make it easy

Empower Personnel lets you mine the personnel data you hold to produce a wealth of reports, helping you monitor your employees today and make strategic decisions for tomorrow.

Access a library of standard reports that can be easily modified using our Reporting and Graph Wizards, plus the Export Wizard helps you move data to other applications. All the data you need to control, analyse, report and predict is contained within Empower Personnel - from staff turnover to headcount control and absence monitoring to equal opportunity status.

### Integrated solutions, Intranet capability

Empower Personnel is the heart of HR, setting you free to determine the future. It's a comprehensive solution for core personnel management as a stand-alone system, or the fulcrum of an integrated application suite including Empower Recruitment and Empower Training - sharing data, providing coordinated control and advanced functionality. And to really exploit the strategic potential of Empower Personnel, our Intranet-based solution, 'Empower me' offers you a new dimension; e-business based collaborative working, that puts skill management and personal development in the hands of line managers, and routine record-based management in the hands of the people themselves.

Empower Personnel gives you a true picture of your people, day by day and ensures your personnel data is never out of date by holding comprehensive, easy-to-use records on:

### Applicants

Process job applications easily with data held on everything from interview times, salary details to recruitment sources. Responding to candidates is made easy by automated email or letter generation. And successful applicants' files can be turned automatically into employee records.

### New starters

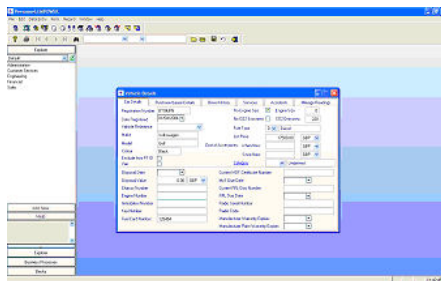
Capture key data on career and benefit information, qualifications, training needs or holiday requests even before the start date them automatically to the employee files on day one.

### Employee records

Hold all personal information ranging from contact details to photographs, bank details to career history, equal opportunity information to expatriate assignments, absence to termination. To help manage both skills and payroll more effectively, Empower Personnel supports multiple jobs per employee, unlimited remuneration elements, multiple bank accounts and salary apportionments.

### Car fleet management

Track company cars and drivers, including fuel, service history, along with mileage and accident information.



### Personal development planning

Record appraisal information, implement performance review actions and generate training needs reports, individually or by groups, to help address development needs and enhance employee motivation.

### Competency profiling and matching

Build an inventory of skills to see where gaps lie in your organisation, and where training or recruitment is needed, plan successions and monitor work performance more accurately. Identify individual or team based secondments to fulfil business initiatives. Match skills in your employee or candidate base to the competencies required for a particular position - or develop careers by searching the organisation for appropriate roles by competency.

### Leavers

Retain information on leavers to enable true point-in-time reporting across all employees.

### Salary modelling

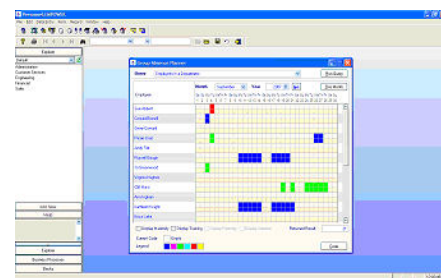
'What-if?' analyses show you the effect of policy changes, such as group or grade increases, on entire salary budgets. With full multi-currency capability and global updating, you can see the effect of planned changes, worldwide, before they happen.

### Equal opportunities

Snapshot your employee or applicant base by gender, ethnic origin or disability - to help maintain equal opportunity records and implement corporate policy.

### Headcount control

Provides you with the details that enable you to monitor employees' deployment, identifying their most effective distribution and enabling essential long term planning.



## For more information

With the skills, experience and market knowledge of NorthgateArinso behind you, you too can be well placed to translate the HR challenges your organisation is facing into powerful opportunities.

For an initial discussion about your requirements, call us on 0800 035 0545.  
Email: [hrrsolutions@northgatearinso.com](mailto:hrrsolutions@northgatearinso.com)  
or visit [www.northgatearinso.com/uk](http://www.northgatearinso.com/uk).