

working  
with you  
on every level

## Everyone has a role to play

Empower me devolves HR functionality to the people it affects most, your employees. From managers and employees to team leaders and administrators empower me allows the data you choose to be controlled by the roles appropriate to your organisation.



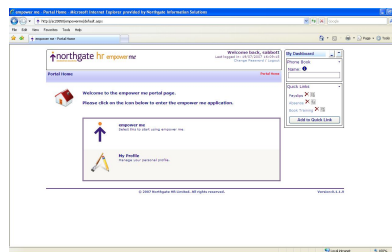
# Self Service

Using the latest Microsoft .NET technologies and deployed using industry standard web browsers Empower me provides a raft of intranet functionality, including absence management, booking training and management reporting.

### Employee view

Allowing employees to see key areas of HR data such as their career history and progression, payslips or absence with real time information and giving them the ability to update non sensitive data such as their contact details empowers your employees and reduces workloads allowing HR to concentrate on their more strategic goals.

Employees can access and with authorisation levels defined by you, amend a range of personal data:



### Personal information

- Employee summary
- Contact details
- Career and pay history Payslips and P11D
- Benefits holiday & absence
- Dependants
- Personal development
- Team holiday planner

### Employee surveys

Organisations are able to rapidly gauge the opinions of their employees by the use of the employee surveys facility in areas such as 360° appraisals, exit interview information and company surveys. There are user definable questions and response sets, an anonymous response capability and a powerful set of analysis tools.

### Phone book

The phone book contains contact information for all company employees. The fields displayed come straight from the empower database and can be determined during the implementation and changed at any time.

### Internal vacancies

This module requires Empower recruitment. Candidates can search and apply for internal vacancies by job title they can refine the search according to grade, salary, location and/or discipline.

### Training courses and bookings

This module requires Empower Training. Employees can request places on courses for a specific date, search for training courses by course title and define searches according to category and/or venue. Places on available courses can be requested by employees and routed to their managers for approval. They can suggest alternative dates allowing for greater flexibility in circumstances such as oversubscriptions. If a course is full then employees can join the waiting list making sure the training department and their manager is aware of their training need.

**Manager view**

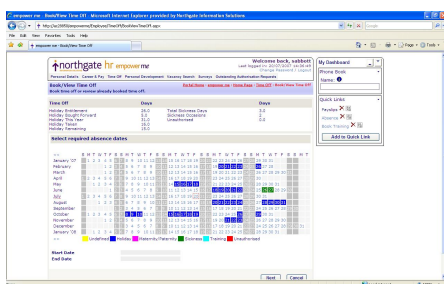
By gaining access to key HR information on their direct reports or team members down the hierarchy, and via some sophisticated management facilities, managers can foster team talent, map out rewarding career paths, allocate resources advantageously and grow their business unit strategically.

Managers can view the same personal data to which employees themselves have access, and to streamline the procedure, they can also directly update key fields in the database, from absence and holidays to appraisals, competencies and contact information.

Empower me helps managers work smarter and creates direct routes of approval that liberate busy HR departments from non-essential administrative tasks.

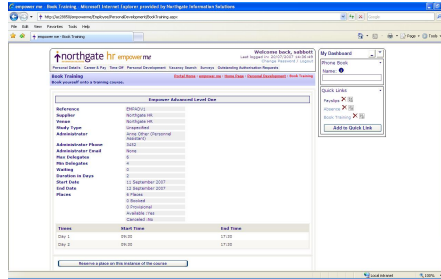
**Absence management**

The absence planner provides a powerful management and forecasting tool, allowing managers to easily view absence data to identify trends over the year. Employee holidays and absence can be recorded, and viewed together with training, maternity, paternity and adoption leave for the entire team, helping managers ensure adequate cover at critical times.



**Training bookings**

Managers can request or cancel places for employees and, where necessary, place their employees on waiting lists. They can also suggest preferred alternative dates giving greater flexibility.



**Management summary screen**

Provides individuals with a daily summary of relevant information, giving an instant view of absence status and current and forthcoming employee events for their teams.

**Candidate management**

By assigning individual vacancies to managers the recruitment process can be driven by giving a view of candidates as soon as the application is recorded in Empower, either by the HR team or from Empower Internet Recruitment. Managers can add and download documents attached to the application, create offer details, send recruitment letters or update post interview notes and/or actions freeing up HR to take a more strategic role in the recruitment process.

**Real time reporting and analysis**

An extensive collection of pre-defined reports are available that can be run for on-the-spot strategic analysis. These include reporting on employee profiling, salary listing, absence reports and many more. Using Microsoft reporting services reports can be output to industry standard applications such as PDF and Microsoft Excel.

**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: [hrsolutions@northgatearinso.com](mailto:hrsolutions@northgatearinso.com) or visit [www.northgatearinso.com/uk](http://www.northgatearinso.com/uk).