Modern HR and Talent Management Solutions

MiraclePeople
for NAV

Introduction

The role of the HR department is evolving. More and more organisations are starting to realise that it must play a more strategic role within the organisation. In the current climate competition is fierce and in attempts to get ahead, companies are finding they need to place more emphasis on attracting and retaining quality staff.

For a HR department to be successful, they need to have a comprehensive understanding of their organisation as a whole. They need to ensure that their department becomes a business driven function and is able to influence key decisions and policies. It's important to look for a HR solution that is capable of managing these processes. Our MiraclePeople customers are quickly realising the benefits of using our HR solution to help increase productivity, reduce administrative workload and improve accuracy.

Features

Our 'best of breed' applications provide everything you need to realise the full potential of your employees. We understand that your staff are crucial to the performance of your business and that managing and developing them is vital.

Our flexible, scalable solutions can be implemented quickly and will provide your organisation with the ability to work more efficiently whilst making better and more informed decisions.

Our features include:
- Multi-company support
- People-centric design - single person record for multiple periods of employment
- Security available to limit access to a chosen set of individuals and data fields - access can be limited to update and read only options as required
- Definition of the 'people type' you want to manage:
  - Recruits/applicants
  - Employees
  - Temporary staff
  - Mobile worker (additional security is provided)
  - Visitors etc.
- Employee event and 'to-do lists' with colour coding to differentiate between overdue, due and future events
- An option to set up stages within events and to associate actions with an event. Options are 'automatic, optional or multiple-choice' and the available actions include: send a letter, send an e-mail, create a further event or take some pre-programmed action, e.g. note end of probation
- Flexible rules to define the employee's work pattern and year-on-year view of attendance data linked through to Absence Management/Holidays and T&A (lateness recording)
- Flexible contract periods designed for those companies who have short term contract needs. A series of default contract periods can be set up and an employment status aligned to each period
- Supervisory access to group attendance data and holiday bookings
- Document association to register:
  - CV's
  - Photos
  - Birth Certificates
  - Driving Licences etc.
  - Images, sound tracks, videos etc
- Excellent integration with MS-Office for Word, mailmerge, Excel etc.
- Full access to payroll data is password permitted. The link between HR and Payroll can be automatic or manual
- Global Company options or code tables can be limited to specific departments/ business units
- User definable additional fields
- Sophisticated entitlement scheme definition
- Ability to control how the employment status sequence control codes can be related

Product Functionality
- Employee record management
- Organisation, post and contract management (establishment definition)
- Benefit processing including link to the P11D
- Employee checks e.g. CRB
- Competencies, skills, performance & training records
- Disciplinary processes
- Appraisal management
- Accident reporting
- Medical records
- Absence and holiday management
- Succession planning
- Health & safety
- Events and to-do lists (diary orientated processing)
- Document association throughout the application
- Image association
- Questionnaires - users can define, store and generate with some rules for the nature of the expected answer
- Uniform Sizes
- Post Disqualification
- Post Movement List which is connected to the contract periods facility

MiraclePeople Employee Records
(Establishment)

MiraclePeople provides a range of facilities to create and maintain the Establishment – employee records, organisational structure, posts, contracts of employment, spinal tables, job descriptions, skills, competencies, qualifications, training records and much more. This functionality provides the cornerstone of the application needed to manage an organisation's greatest asset.

The employee record facility aims to provide access to all employee data from one screen point.

The following standard functionality is supported:
- Extensive employee record management, including titles, known as, marital status, relationships, organisational position, disability status, medical records etc. Any specific field requirements can be handled
- Unlimited address and contact records, including next of kin, beneficiary, emergency addresses, where based etc
- The address records are date effective
- Hyperlink to the company's employment handbook.
- Support of multiple spinal tables, each containing a series of spinal salary points
- Spinal tables are date effective and define the rules for 'movement' up the scale (i.e. length of service or age)

- Qualifications are recorded for each employee. Scanned documentary evidence can be stored
- Competencies, skills, qualities and performance levels can be recorded for each employee
- Membership of professional bodies can also be recorded.
- Maintains detailed training records
- Personal contract details and any associated benefits are stored against the employee record
- Contractor and visitor records can also be recorded
- Validation facility to ensure that key data is present
- Holds key absence data for the employee including outstanding holiday entitlement
- Holds key documents – CV, contract of employment, appraisal data, photo etc
- Holds uniform sizes
- Employee Status Sequence Control

MiraclePeople Post and Organisation Records

The following Standard functionality is supported:
- Definition and maintenance of the organisational structure in terms of posts and relationships
- Support of up to twenty levels within the Company hierarchy – each node can be named
- There can be different levels for each arm of the structure and posts can be defined in a hierarchy within a node
- Org.net used to view and print the Company structure
- Unlimited number of posts
- Post records are structured to hold key information about the positional requirements
- The post record stores competency, skill and qualification requirements, job selection criteria etc.
- The post has a set of skills & competencies recorded against it. MiraclePeople will then match the employee's skill and competency levels against the company criteria for the post
- Post records hold both employee and applicant links/counts – full list of employees and applicants for the Post
- Job descriptions are linked to the post record
- Unlimited job grades, job categories, job positions and job families
- Copying of Post information
- Post records are date effective
- Post disqualification – this stops an employee from applying for a post
- Post Movements List
- Post Matching

MiraclePeople Contract Management

The following Standard functionality is supported:
- Definition, maintenance and printing of the contract of employment
- Unlimited number of contracts
- Each contract can be named
- Every contract option catered for – single company contract, contracts by grade or Department, totally personalised etc.
- Support of multiple spinal tables, each containing a series of spinal salary points
- Spinal tables are date effective and define the rules for 'movement' up the scale (i.e. length of service or age)
- The contract defines: hours of work, salary, retirement age, notice periods, shift pattern, holiday scheme, absence scheme, leave entitlement, flexitime etc. MiraclePeople provides considerable flexibility
- Unlimited holiday and absence schemes
- Full contract copying capability
- Benefits can be linked to contracts at any stage
- Job descriptions are linked to the post record
- Short term contracts can be established
- Employment contract preferences can be defined
- Records contract termination details

MiraclePeople Salary and Benefits

The MiracleHRM suite of applications provides a fully integrated solution to salary and benefit processing.
- MiraclePay manages the payroll (both UK and Eire)
- MiracleTime collects attendance information
- MiraclePeople defines the payment rules as detailed in the contract of employment and the Company Manual
- MiraclePeople also defines the benefits package
- Benefit processing including link to the P11D
- Benefits are allocated via the contract process or specifically allocated
- New benefits can be assigned at any time
- Unlimited entitlement schemes
- Unlimited number of benefit types
- Benefits are date effective – start and finish dates
- Waiting period rules
- Minimum and maximum age rules
- Cost, value and points analysis
- Recording of benefit review dates
- Production of P11Ds
- Processing of pay awards
- Support of multiple spinal tables, each containing a series of spinal salary points

- Spinal tables are date effective and define the rules for 'movement' up the scale (i.e. length of service or age)
- Integration to bonus/commission schemes elsewhere In NAV
- Staff and student loans
- Benefits can be totalled by value, cost or points
- Full definition of benefit type – medical, car, mileage allowance, expenses, living accommodation, credit cards, vouchers etc.
- List benefits by contract
- List recipients of each benefit

MiraclePeople Absence Management

It is critical for an organisation to manage both authorised and unauthorised employee absences.
- MiracleTime can be used to record attendance via a range of electronic devices including swipe, touch-screen and proximity devices. An EPOS till can even be used
- Attendance and absence data can be keyed directly into MiraclePay and MiraclePeople
- The Miracle applications maintain detailed attendance/absence records. Authorised, unauthorised and compassionate leave can all be measured
- Unlimited absence schemes, at the employee level if required
- Unlimited absence reasons
- Unlimited holiday schemes, at the employee level if required
- Minimum and maximum holiday period rules
- Holiday carry forward and bring forward rules
- Holiday rounding rules
- Leave entitlement can be increased via contract terms or Company policy – extra days based on length of service
- Bradford scoring – rolling and fixed, start and end dates, trigger points etc.
- Excellent visual display of an employee's authorised and unauthorised absences – previous and future years (Year Planner)
- Interactive booking of absences on the year planner
- User specified colour coding of absences
- Disciplinary processes
- Holiday management – view the departmental position If a holiday is booked and there is insufficient entitlement a warning message will be displayed and the booking is cancelled
- If you want to approve it then you will need to make a leave adjustment and book the leave again
- Long term sickness rules can be applied depending on the company's absence strategy

MiraclePeople Health & Safety

MiraclePeople stores employee medical records and notes.
It incorporates a fairly comprehensive accident reporting facility.
• MiraclePeople stores employee medical records
• MiraclePeople also stores employee health & safety information
• Accident reporting – statistics are provided by area, location and job type. It includes costs and details on the loss of work time
• Ability to record what was happening at the time of the accident and was any unsafe behaviour involved?
• Ability to record machinery information – was machinery involved? Was it faulty? Were safety devices used? Was protective clothing being used?
• Unlimited accident types and classes
• Unlimited accident location codes
• Unlimited injury types
• Recording of witness information
• Recording of HSE interfacing
• Recording of any Police interfacing
• Unlimited medical condition codes
• Unlimited unsafe behaviour codes
• Employees can be marked as 'registered disabled' with relevant reference codes and notes
• Employee checks, including agency used, date, frequency, expiry date etc.
• Scanned documents can be linked to the employee check
• Safety Officer and management sign-offs
• Days lost and cost recording
• Claim recording

MiraclePeople Asset Management

MiraclePeople provides full functionality re. the issuing of assets
to employees. These assets can be recorded and tracked.
• New starter process re issuing of assets
• Maintenance of employee assets
• Anything can be recorded as an asset
• Key information can be stored such as owner, value, registration number, serial number, last date available, manufacturer, model etc
• Unlimited asset types
• Unlimited asset locations
• Management of the company vehicle fleet via MiracleFleet
• Manages the regulatory processes – MOT, car tax, insurance, tyre checks etc.
• Driving licence checks
• Parking and speeding fines can be reclaimed via MiraclePay.
• Assets can be recorded that belong to the employee or a third party
• Administer benefits (P11D linkage)

MiraclePeople Employee Checks

MiraclePeople supports both the checking of applicants and
employees. This is becoming an increasingly important function
of every HR Department.

The following Standard functionality is supported:
• Unlimited number of 'checking agencies'
• Recording of their contact details, address, telephone number, fax etc.
• Unlimited number of check codes
• Definition of check interval
• Checked by details
• Storage of scanned documents
• Reference recording and notes
• Right to Work check
• Storage of passport and driving licence images
• Applicant reference checking
• Reference reminders (how many?)
• Storage of employee photo
• Check frequency held against the employee record
• Employees can be disqualified from applying for a post within a specific organisation
• Check groups can be established to ensure checks take place at different processing points
• Checks to ensure that the right level of training has been achieved
• Check overrides

MiraclePeople Diversity Management

MiraclePeople stores the information necessary to ensure that the
company's equal opportunity regulations are being followed in line
with Government legislation. It is important to prove that the
corporate policies are being adhered to.

The following Standard functionality is supported:
• Unlimited ethnic codes
• Unlimited nationality codes
• Unlimited marital status codes (can be used to define sexual orientation if required)
• The event management system can be used to highlight employees approaching retirement age in time for formal notification of retirement
• Total flexibility re retirement age

MiraclePeople Appraisals

MiraclePeople recognises the need for a modern appraisal system within an organisation and provides the following range of appraisal facilities:

The following Standard functionality is supported:
• Schedule appraisals either manually or by dating facilities
• The event management system can be used to inform both the appraiser and the appraised of the interview dates
• The interview results can be recorded in a number of different ways
• Holds current appraisal date and appropriate date of next appraisal
• Appraisal information stored on the employee record
• Date effective
• Holds current, prior and calculated performance measure
• Holds current, prior and calculated competency rating
• Holds current, prior and calculated skill rating
• Appraisal documents can be stored

MiraclePeople Company Cars

MiraclePeople holds extensive records on the Company car fleet:
• Holds basic car details – Registration number, first and last date available, registered date, manufacturer, model, engine size, CO2 figure etc.
• Holds financial data relating to the car – list price, accessories price, employee capital contribution, private use contribution, PUC Payment frequency, fuel for private use, etc.
• Holds P46 Data – tax year, car replacement status, second car status, salary level etc.
• Generates P46 Car form on a quarterly basis
• Stores P46 car data
• Generates P11Ds using the above data
• If further functionality is required then MiracleFleet can be used

MiraclePeople Leaver Management

Most companies recognise the need to manage the leaving process in a professional and organised manner. MiraclePeople supports the following:

MiraclePeople records extensive leaver information – leaving status, notification date, security informed? Contractual date, resignation letter, dismissal letter, re-engage? leaving interviewer, redundancy status and terms, notice days etc.

The following Standard functionality is supported:
• Unlimited leaving reasons
• Calculates holiday information – any outstanding entitlement?

• Holiday pay is automatically apportioned depending on holiday and absence rules
• Automatic payment/deduction in last pay advice. (This can be altered if required)
• In MiraclePay there is a 'Payments after leaving' facility
• Recovery of training loans
• Leaver list can be displayed

MiraclePeople Competency, Quality and Skill Recording

MiraclePeople has comprehensive facilities to record a range of attributes against posts and employees and to compare these to calculate employee performance levels. Against each post the following attribute requirements can be recorded – competency, quotations, qualifications, skills, performance level. Effectively these are the attributes that the post requires to operate efficiently.

The attribute requirements are transferred to the applicant record where they can be used for assessment purposes. The attribute requirements are transferred to the employee record on successful recruitment. Existing staff already have records established.

The following Standard functionality is supported:
• Unlimited competency definitions
• Unlimited quality definitions
• Unlimited skill definitions
• Recording the membership of professional bodies
• Unlimited performance definition codes (i.e. poor, average, very good, excellent etc)
• User specified list of qualifications, grades and subjects

MiraclePeople Event Management

MiraclePeople incorporates an event management system which can be used to establish and manage single events or group of events. These event groups can be structured to cover appraisals, induction training, the starter and leaver processes, the disciplinary processes, salary increases etc.

The following standard functionality is supported:
• Event status displayed when an employee logs onto the system.
• Events can be listed and reviewed
• Events can be manually created or/and system generated
• Management can create events for their HR staff
• Events can be re-assigned
• The status and dates of an event can be amended
• Colour codes show status conditions – red = overdue

MiraclePeople Document Management

MiraclePeople uses the standard Dynamics NAV functionality to store and manage documents.

The following Standard functionality is supported:
- Documents can be stored in the NAV database (always available, backed up automatically, no permission problems, Blob storage etc.)
- Documents can be stored externally and linked to the database record types by their document path
- Any document can be stored
- Documents can be Word, Excel, PowerPoint, photos, video, audio etc.
- Employee photos can be used for badge printing.
- Comprehensive mail merge facilities
- Print, print preview and save capabilities
- System documents can be printed immediately or stored for a later 'batch' run
- System generated documents include – offer letters, regret letters, interview letters, reminders, contracts of employment etc.
- System generated document numbers
- Date of import recorded

23%

of companies reported that they will be adopting new technologies in HR over the next three years.

If you don't act now you'll get left behind
(source Economist Intelligence Unit Study)

Increase your business agility and achieve more with less resources and in less time.