
Simply Personnel Comprehensive Feature List

Overview

Module	Available?
Personnel Management	✓
Training Management	✓
Recruitment Management	✓
Online Recruitment Module	✓
Employee Self Service	✓
Timesheets & Expenses	✓
Time & Attendance	✓
Workflow Processes	✓
In Built Organisation Charting	✓
Flexible Query Tool	✓
Screen Designer to add new fields, remove fields, add new screens, remove screens	✓
Multi user	✓
Integrates with Microsoft Office to send out letters	✓
Integrates with Payroll	✓
Sage	✓
IRIS	✓
Earnie	✓
Access Dimensions	✓
Others dependant upon spec.	✓
Keep unlimited leaver information at no extra cost	✓

Recruitment Management

Question	Available?
Recruitment Workflow	✓
Agency/Provider Details	✓
Recruitment Source Details	✓
Cost Analysis	✓
Different Cost Types (i.e. Travel, etc)	✓
Produce Letters For Workflow	✓
Produce Emails Instead of Letters	✓
Attach Emails/Letters to Workflow	✓
Proactive Warning Of Overdue Events (Using Traffic Lights)	✓
Applicant Details	✓
Name, Address	✓
Vacancy Ref	✓
Post	✓
Hierarch or Department/Location	✓
Agency	✓
Source	✓
Enquiry Date	✓
Work Email	✓
Home Email	✓
Phone	✓
Equal Opps. Information	✓
Costs	✓
Interview/Event Date & Time	✓
References	✓
Upload Documents (CV, etc)	✓
History of Workflow Actions	✓
Mail Merge Emails/Letters	✓
Applicant Summary Screen	✓
Vacancy Details	✓
Reference Details	✓
Application Closing Dates	✓
Target Dates	✓
Salary	✓
Advert Sources	✓
Costs	✓
Document Uploads (i.e. Job Desc.)	✓
Qualifications/Skills Matching	✓
Advertising Source	✓
Recruitment Cost	✓
Current and Previous Applications Warning	✓
Interview scheduling	✓

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Job offer processing	✓
Skills/Competencies recording/matching	✓
7 Financial Reports	✓
8 Administration Reports	✓
Query/Report Tool	✓
Scan CV and other documents	✓
Internet based option for applicants to apply for jobs	✓
Banked applicant database – those people who applied but did not get the position	✓

Personnel Management

Question	Available?
Comprehensive Employee Lookup	✓
Works the same for current staff and leavers – store and report on the same information	✓
Personal details (name, title, etc)	✓
Contact details	✓
Emergency contact details	✓
Job details and history	✓
Salary details and history	✓
Employee contract details and history	✓
Equal opportunities information	✓
Basic pay	✓
Overtime	✓
Full time equivalence value	✓
Post information	✓
Bank details	✓
Pay reviews	✓
Absences	✓
Appraisals	✓
Competencies	✓
Qualifications	✓
Leaver details	✓
Reason for leaving	✓
Date and last day of leaving	✓
Willingness to re-engage leaver flag	✓
Screen designer to add new fields, rename existing fields, add new screens and report on new fields	✓
Document management to mail merge templates	✓
Store scanned document	✓
Store emails	✓
Store Microsoft Office documents (Excel, Word)	✓
Documents stored centrally with security	✓
Record multiple jobs against each employee (i.e. an employee doing more than one job)	✓
Salary modelling	✓
Restrict access to data by users	✓
Audit all changes and be able to report on them	✓

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Increment holiday entitlements based on the employees length of service	✓
Absences by category and reason	✓
Absences in days and hours	✓
Absence alerts	✓
Ability for line managers to enter absences	✓
Rules for automatic reminders, i.e. probationary, appraisal	✓
Links to outlook diary	✓
Record initial start date and subsequent multiple contract start dates	✓
Allow word processing and mail merge so that all personnel standard mailings can be handled through automatic links with standard word processing applications	✓
Maintain a database of staff who are either active, non-active & who may be potential employees (i.e. temp register)	✓
Link into payroll, with facility to have approvals/authorisations for new starters/leavers, salary and changes to salary.	✓
Contain an audit trail facility to reflect when changes to employee records are made i.e. date last updated & by whom	✓
Provide links to standard word documents, letters/forms, etc.	✓
Fixed Term End Dates	✓
Working Pattern	✓
Picture	✓
Multi Currency	✓
Bradford Factor	✓
Other Absence Schemes	✓
Absence Warning (via Traffic Lights)	✓
Flexible Holiday Years	✓
TOIL	✓
CPD	✓
Process/Workflow	✓
Appraisal & Performance Monitoring	✓
Disciplinary	✓
Grievance3	✓

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Holiday Card	✓
Maternity/Paternity Calculator	✓
Absence Entitlements	✓
65 Reports	✓
Open Ended Absences	✓
Charts	✓
Global Updates	✓
Salary Updates	✓
In Built Standard Processes	✓
Holiday Planner	✓
Organisational Charting	✓
Holiday Pro Rata	✓
Company Hierarchy	✓
Profile Based Security	✓
FTE	✓
Integrates with Payrolls (see above)	✓
Bank Holidays	✓
Conflict Checking, i.e. Holidays clash with Absences, Training, etc	✓

Training Management

Question	Available?
Works the same for current staff and leavers – store and report on the same information	✓
Have the ability to track the individual's learning and development including participation in single training events, multiple training events and learning which is not event related (e.g. online learning, reading) and ongoing development interventions and consultancy interventions	✓
Track an individual's progress through an accredited course with examination requirements	✓
Allow the team to see what learning and development has been identified as a priority by individuals, teams and groups	✓
Link Training & Development provision to personnel processes and give automated triggers at times such as appointment and objectives review	✓
Have the ability to record details of discussions between Training & Development Team and the Individual and track follow up and evaluations from learning	✓
Have the ability to keep records of trainers and training providers including contact details, CV extracts and what events they have run for us (including cost etc) and a general notes field	✓
Have the ability to track training events, modular and blended learning programmes including attendee statistics and logistical matters	✓
Have the ability to facilitate the training and development design, delivery and evaluation process	✓
Have the ability to record notes and agreements about training and development provision discussions	✓

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and developments, which are not, related to one individual e.g. team, group, role	
Produce pre and post event logistical reminders	✓
Have the facility to auto-generate email booking confirmations and calendar invites as well as evaluation forms and logistical reminders for facilitators	✓
Record participant lists for training events as well as records of training	✓
Distinguish between an accredited and non-accredited course	✓
Track the progress of individuals against development objectives	✓
Record competencies and report on interventions by competency	✓
Diary Training Courses	✓
Training Needs Against Job Role	✓
Cost Summary	✓
Training Course Provider Details	✓
Delegate Tracking	✓
Add Delegates To Courses By Need	✓
Workflow for Before/After Tasks	✓
Qualifications Achieved when Course Completed	✓
Course Register	✓
Over Booked/Under Booked Monitoring	✓
Course Documents Storage	✓
Delegate Level Actions	✓
Delegate Level Costs	✓
Budgeting	✓
Adhoc Training Needs	✓
Training Needs Linked To Profile	✓
13 Standard Reports	✓
Query/Report Tool	✓

Self Service Module

Question	Available?
Single Database	✓
Determine Security For Each Screen, i.e. Read Only, Update Direct, Request/Authorise	✓
Password Change	✓
Use any SMTP server	✓
Authorisation Routes	✓
Templates for Standard Emails	✓
Alerts for Overdue Actions	✓
Authorise Requests	✓
Employee Dashboard	✓
Team Dashboard	✓
Holiday Planner	✓
Phone List	✓
Request Changes	✓
Single Stage Authorisation	✓
Multi Stage Authorisation	✓
Fully Audited	✓
Intuitive User Interface	✓

Timesheets

Question	Available?
Integrated with Simply Personnel	✓
Company preferences	✓
Clients	✓
Projects	✓
Tasks	✓
Expenses Management	✓
Flexible Billing Engine	✓
Automatic Timesheet Overdue Warning	✓
Costs Recording	✓
Timesheet Entry	✓
Timesheet Authorisation	✓
Expense Sheet Entry	✓
Expense Sheet Authorisation	✓

Time & Attendance

Question	Available?
Integrated with Simply Personnel	✓
Define Work Periods, Shift Patterns	✓

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(Unlimited Shift Patters)	
Virtual Clock	✓
Hardwired Clocks	✓
Dynamic Shifts	✓
Grace Periods	✓
Adjustment Requests	✓
Audited Authorisation of Requests	✓