

SERENIC HCM 2009 – Advanced Human Resources

Built on Microsoft Dynamics NAV

Serenic Human Capital Management, or HCM, is a suite of products including Serenic HCM Human Resources. Serenic is a Gold Certified Microsoft Industry Solutions Vendor. Our partnership with Microsoft ensures software is designed to meet companies' needs as well as providing secure long-term investments.

Key Benefits

- Enjoy full integration with Microsoft Dynamics NAV.
- Avoid staff shortages with applicant recruiting, tracking and analysis.
- Ease the hiring process with position management.
- Add user-defined fields to match your unique requirements.
- Streamline salary administration.
- Customize absence tracking to meet your needs.

Purchase Information

Microsoft Dynamics NAV RTC Database is required for installation. The following Serenic HCM granules are essential to obtain all of the above-mentioned features:

- Serenic HCM Services
- Serenic HCM Advanced Human Resources
 - Serenic HCM Extended Fields
 - Serenic HCM Position Management with Org Chart
 - Serenic HCM Recruitment
 - Serenic HCM Pay Structures
 - Serenic HCM Communication Tracking
 - Serenic HCM File Attachment

Serenic HCM (Human Capital Management) Advanced Human Resources is an extensive human resources package enabling companies to efficiently and effectively direct and manage daily human resource functions. From hiring the right staff and analyzing pertinent information to tracking absences and training, Serenic HCM Advanced Human Resources helps get the job done with minimal effort and maximum control. It ultimately allows internal HR staff to focus on the strength and satisfaction of employees by streamlining data tracking and communication and ensuring accurate management reporting.

AVAILABLE FUNCTIONALITY AND BENEFITS

The five HR granules shown below are sold separately. Some product functionality is dependent on installing multiple granules.

Serenic HCM – Advanced Human Resources					
Serenic HCM Extended Fields	Serenic HCM Position Management w/ Org Chart	Serenic HCM Recruitment	Serenic HCM Communication Tracking	Serenic HCM Pay Structures	Serenic HCM File Attachment

SERENIC HCM EXTENDED FIELDS

Track and analyze user defined data.

Every company has unique data to store. Serenic HCM Extended Fields (formerly Employee Attributes) feature allows you to quickly enter an unlimited number of user-defined fields with the ability to group like fields together. It also enables you to establish a list of predefined values for each user-defined field. This eliminates the chance of data entry error and ensures accuracy when analyzing data for:

- Employees
- Employers (Serenic HCM Payroll required)
- Positions (Serenic HCM Position Management w/Org Chart required)
- Applicants (Serenic HCM Recruitment required)

One of the most common statements from human resource personnel is that there is no easy way to analyze data on-screen. With Serenic HCM Extended Fields, there are two different methodologies for analyzing data quickly and easily on-screen. Being able to drill down and find specific employee information directly from the analysis form saves time and increases productivity.



- Track an unlimited number of user defined fields for an employee.
- Pre-determine the type of data that can be entered into a specific field (e.g., code, text, Boolean, etc.).
- Set up a pre-defined list of values a user can select from for a specified field.

Category Code	Extended Field Code	Extended Field Caption	Effective Date	Value	Comment
HR	REV. STAT.	Performance Review Status	12/1/2010	Due-90	Reminder sent to Manager on 12/01/2010
I-9	CERTUSCITI	INS Form N560 or N-561			
REGULATORY	VET-100	Status	1/1/2005	Other Eligible Veteran	

Fields can be logically linked together through the use of "Class Codes" and "Properties."

Extended Field - Single Level Analysis						
General						
Table ID:	5200		Category:	REGULATORY		
Table Filters on:	No.; Blocked		Field:	VET-100		
EF Single Level Analysis Mtrx						
Primary Key Value 1	Full Name	Special Disabled Veteran	Vietnam Era Veteran	Other Eligible Veteran	Non-Veteran	Other
E0010	James Alexander Hamilton			Yes		
E0020	Dylan Mathews		Yes			
E0030	Serena Chambers				Yes	
E0100	Linda Martin				Yes	
E0110	Mary A. Dempsey	Yes				
E0120	Sandy Appleton				Yes	
E0130	Paul Forrester			Yes		
E0140	Crystal Price				Yes	
E0150	Mark Miller			Yes		
E0160	Jessica Clooney			Yes		

Select from two different methodologies to analyze the data that is stored in the employee attributes.

- Drill down into the specific details of the analysis to get the exact information that you are looking for.
- Send analysis to Microsoft Excel with the click of a button.

Actions - Related Information

Extended Fields | Statistics

Communication Log Entries

Ledger Entries

Process

E0010 · James · Alexander · Hamilton

General

No.:

City: Atlanta

First Name: James

State: GA

Last Name: Hamilton

ZIP Code: 31772

Middle Name: Alexander

Country/Region Code: US

Middle Initial: A

Job Title: Product Manager

Address: 22 Masters Way

Manager No.: E0030

Address 2:

Blocked:

Show more fields

Employee Details

Is Applicant: No

Absences: (1)

Affiliations: (1)

Qualifications: (1)

Misc. Article Info: (0)

Pay Structures: (1)

Payroll Details

Pay Controls: (19)

Payroll Status: Valid-Warnings

Rates: (2)

Tax Auth. Info: (5)

Other Auth. Info: (2)

Position Details

Position Code: PROD MGR

Actual FTE: 1.00

Actual Annual Salary: 67,500.00

File Attachments

Extended Fields

Extended Field C...	Value
Performance Re...	Due-90
INS Form N560 ...	
Status	Other Eligible Veteran

Communication

Phone No.: 303-555-1111

Mobile Phone No.: 720-555-1111

Extension: 122

E-Mail: james_is_great@home.com

Company E-Mail: jhamilton@ourcompany.com

Preferred Language Code: ENC

Home Phone No.: 303-555-5743

Salutation Code: MALE

Show more fields

Personal 6/1/1975

Administration 1/1/2005 | PROD

Payroll SALARY | BIWEEK

Immediately access or view Extended Fields via the fact box.

SERENIC HCM POSITION MANAGEMENT W/ ORG CHART

Ease the hiring process.

Define all positions within your company including specific information that is standard for the position. Information will automatically flow to the employee once the position is assigned to them (e.g., rate, qualifications, dimensions, etc.).

Define specific information that is standard for a position.

- Describe the skills or qualifications that are required for a position.
- Delineate salary/rate range for a position with warning messages when an employee is assigned outside of the defined range.
- Drill down to see the exact employees who have been assigned to a specific position.
- Perform an analysis on employees or applicants to determine who has the best qualifications for a specific position.
- Capture historical position information for tracking career patterns and tracks.
- Attach multiple positions to individual employees with accurate full time equivalent (FTE) information.
- Create budget entries for each position allowing for multiple instances of that position.

Position Overview

CRONUS USA, Inc.

Friday, December 10, 2010 9:30 AM

Page 1

SERENIC\jessica.betterly

Position: Employer No.: ER002

No.	Description	No. of Employees	Budget FTE	Actual FTE	FTE Variance	Budget Annual Salary	Actual Annual Salary	Salary Variance
JR. DEVELOPE	Junior Developer	3	2.50	2.00	0.50	234,000.00	137,760.00	96,240.00
JR. TESTER	Junior QA Tester	1	2.00	1.00	1.00	130,000.00	50,000.00	80,000.00
SR. BUSINESS	Senior Business Analyst	1	1.00	0.75	0.25	82,000.00	60,000.00	22,000.00
SR. DEVELOPE	Senior Developer	1	1.75	1.00	0.75	136,250.00	75,000.00	61,250.00
SR. TESTER	Senior QA Tester	4	4.00	2.75	1.25	319,000.00	216,370.00	102,630.00
SUPPORT I	Support Technician I	1	3.00	0.75	2.25	165,000.00	43,680.00	121,320.00
Report Total			14.25	8.25	6.00	1,066,250.00	582,810.00	483,440.00

Provide Budget-to-Actual reporting for all budgeted positions and their assigned employees, calculated by FTE percentages in either overview (shown in screen shot above) or detailed format.

- Integrate with Microsoft Visio to customize the look and feel of your organizational chart.
- Determine the default shapes that each position will be when the organizational chart is created.

SERENIC HCM RECRUITMENT (POSITION MANAGEMENT W/ORG CHART REQUIRED)

Rate all applicants based on qualifications with the interactive Applicant Qualification Overview feature.

Applicant Qualification Overview Matrix							
No.	Full Name	INTSALES	MS OFFICE	PROJECT	QUALITY	REQUIRE	
APPL000003	James Alexander Hamilton	Yes	Yes	Yes	No	Yes	
APPL000005	Kelly Pattersen	No	Yes	No	Yes	No	
APPL000006	Alicia Chin	No	Yes	No	No	No	
APPL000009	Mari-Elena Martinez	No	Yes	Yes	No	Yes	
APPL000014	Dylan Mathews	Yes	Yes	No	No	No	
APPL000015	Serena Chambers	No	Yes	No	Yes	No	
APPL000016	Paul Forrester	Yes	Yes	No	Yes	Yes	
APPL000017	Crystal Price	Yes	Yes	Yes	No	Yes	
APPL000018	Mark Miller	No	Yes	Yes	No	No	
APPL000019	Sandy Appleton	No	Yes	No	No	Yes	

Whether you are recruiting internally or externally, finding the right candidates for an open position is extremely important. It also can be one of the most time consuming tasks a human resource department can undertake. Serenic HCM Recruitment streamlines this process.

Applicant specific information relating to open job requisitions can be accessed through the applicant card or the job requisition card. This includes items such as expected salary, willingness to relocate and availability. Information will automatically flow from an applicant to an employee when that applicant is hired (e.g., qualifications, experience, references, personal information, etc.).

APPL000009 · Mari-Elena · Martinez

General

No.: APPL000009
 First Name: Mari-Elena
 Last Name: Martinez
 Middle Name:
 Suffix:
 Address: 153 Pawling Ave.
 Address 2: Apt. 2-D
 City: Troy
 State: NY
 Zip Code: 12180
 Country/Region Code: US
 Is Employee:

Show more fields

Communication

Primary Phone No.: 518-555-1544
 Secondary Phone No.: 518-555-8745
 Mobile Phone No.: 518-555-3215
 E-Mail: Mari.Martinez@home.com
 Twitter Username: MariMart
 Personal Web Page: www.Mari-Elena.Martinez.net
 Preferred Contact Method: Mobile
 Preferred Contact Time: Daytime
 Preferred Language Code: ENU
 Salutation Code: F-UNMARR

Show more fields

Applicant Details

Is Employee: No
 Affiliations: (1)
 Qualifications: (3)
 Experiences: (4)
 References: (4)
 Job Requisitions: (1)

File Attachments

Mari-Elena Martinez Resume.pdf
 Attached by JESSICA.BETTER...
 Notes from Phone Interview - 12-01-2010.docx
 Attached by JESSICA.BETTER...

drag & drop here to attach

Notes

Click here to create a new note.
 From: jessica.betterly To: lara.goers
 Date: 12/10/2010
 Lara - please schedule interview for the

Capture and track all relevant applicant data (i.e., contact information, references, qualifications and education).

- Create an "employee" from an "applicant" with standard information flowing through from the applicant card into the employee card.
- Purge historical applicants determined by specific requirements with the click of a button.
- Run Position Qualification Analysis to determine the most qualified applicant or employee for an open position.

SERENIC HCM COMMUNICATION TRACKING

Effectively manage communications for employees, applicants and references.

Traditionally, sensitive communications related to human resource operations have been stored in paper files that grow over time. Even with today's "paperless" offices, documents such as employee reviews, disciplinary actions, benefit plan changes or announcements, etc. are often "soft copies" stored on the network. However, the primary reference for these documents is the paper-based filing system. With the plethora of options for managing documents electronically, more organizations want the "paper" file to be electronic, while still having the real paper backup. Serenic HCM Communication Tracking enables you to electronically manage communications that are typically created or stored for employees or applicants.

This feature includes the ability to:

- Produce and maintain communications integrated with the mail merge functionality of Microsoft Word.
- Create mass or individual communications with either employees or applicants that can be distributed in either hard copy or email format.

Template Code	Description	Subject	Communi... Date	Communi... Format	Delivery Via	Information Flow	Attempt Failed	Comment
RECEIPT	Application Receipt	Application Receipt	12/10/2010	Hard Copy	US Postal Service	Outbound	<input type="checkbox"/>	Yes
QUALCHECK	Qualification Check Request	Qualification Check Request	12/13/2010	Fax		Outbound	<input type="checkbox"/>	No
QUALCHECK	Qualification Check Request	Qualification Check Request	12/13/2010	E-mail		Outbound	<input type="checkbox"/>	No
REFCHECK	Reference Check Request	Reference Check Request	12/27/2010	Hard Copy	US Postal Service	Outbound	<input type="checkbox"/>	Yes
REFCHECK	Reference Check Request	Reference Check Request	12/28/2010	E-mail		Outbound	<input type="checkbox"/>	No
REFCHECK	Reference Check Request	Reference Check Request	12/27/2010	Fax		Outbound	<input type="checkbox"/>	Yes
OFFER	Letter of Offer	Letter of Offer and Benefit Package	1/4/2011	Hard Copy	FedEx - Tracking # 321458	Outbound	<input type="checkbox"/>	Yes

Communication templates give you the ability to define the different types of documents that will be stored and or sent via Microsoft Word mail merge functionality. Communication templates have two purposes:

- Provide a standard format for communication with employees, applicants, and references.
- Offer a consistent convention under which communications are catalogued.

SERENIC HCM PAY STRUCTURES

Simplify complex rates of pay.

Pay Structures allows payment using a company pay grid rather than individual employee rates of pay. Each position can have a set rate or rate range that any employee assigned to that position must follow – allowing for easy control of the authorized pay scales for employees. When new rates are required or existing rates need to be adjusted, you can make a single change in the Pay Structures table, and it will be reflected for all employees. This feature and others in Payroll are controlled by effective dates, so you can load future rate changes into the system.

- Handle changing company rates using Master Pay Structures, which is controlled by effective dates.
- Provide two options – a fixed grid of specific rates or a range allowing for a position to have a from/to rate range.
- Make employee specific rates with effective dates used to track different pay structures positions used for an employee since his or her date of hire.

An advanced use for Pay Structures is to add the Grade & Step codes to the Time Journal, Payroll Journal and Payroll Ledger. As time is entered into the system through the Time or Payroll Journal, the Grade & Step codes can be identified and the rate pulled from the grid. This feature is very effective for organizations that have staff working in multiple positions requiring different rates of pay. The Grade & Step codes also can be replaced with dimension codes to fully integrate with a company's report tracking throughout the NAV system.

SERENIC HCM FILE ATTACHMENT

"Drag and Drop" all file types, i.e. Word documents, Excel, pdf, txt., etc.

- Files stored directly in database, not linked to another source.
- Attach to "cards" such as, Employee, Employer, Position, Applicant, Job Requisition, Pay Control, etc.
- To assist with proper organization as well as limiting user access via NAV permissions, files can also be attached to many underlying, individual tables.

ABOUT SERENIC

Serenic Corporation is a Microsoft Industry Solutions Vendor with a mission to deliver highly functional software solutions. We believe passionately in developing quality software which will solve the unique requirements of our clients while lowering the total cost of ownership proposition. We measure success by the satisfaction of our clients and business partners.

To learn more about Serenic HCM – Advanced Human Resources for Microsoft Dynamics NAV, please visit: <http://www.serenic.com/hcm/human-resource-software.aspx> and contact your Microsoft Certified Business Solutions reselling partner.



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