



Pay & HR Solutions
Your Way





Empower HR - The Right Move

A fully integrated Human Resource Management System that provides **comprehensive** clock to bank functionality for the management of all aspects of the employee **life cycle**, including:

- Workforce Planning
- Time & Attendance and Rostering
- Position Management
- Personnel Administration
- Personnel Movements
- Leave Management
- Payroll
- Skills
- Training and Development
- Performance Management
- Succession Planning
- Recruitment
- Occupational Health and Safety

Your HRMS

Empower-HR is a totally integrated human resource management system offering full HR and payroll functionality, employee self-service, internet-enabled workflow and powerful strategic reporting capabilities.

Empower-HR offers the cost benefits of a "packaged" solution with the flexibility to implement the HRMS solution to your specific needs -

- the system allows for customised screen and business process building. This allows individual organisations to view only the menus relevant to their business requirements and to map their business process flows,
- powerful ad hoc query and reporting tools that brings sophisticated HR information to the desktop in a friendly format for both end-user and corporate reporting,
- extensive parameter-driven options which allow the system to be tailored to your needs,
- event notification allows you to "set the alarm" on significant date fields to advise managers of an impending action,

- a focus on employee and manager self-service functions, supported by workflow, using the communications power of the Internet or corporate Intranet.

Empower's commitment is to provide a first class HRMS solution delivered to suit your organisation today.

Whether you want complete responsibility for your in-house HRMS solution or you want to outsource the pay office totally, Empower can deliver – and allows you the flexibility to change as future requirements emerge.

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In-house

Empower-HR can be licenced by a client for in-house delivery to your users and employees. You retain control of all the technical infrastructure and support relating to its deployment. Utilise your existing HR, Payroll and IT staff with the benefits of a powerful in-house HRMS solution.

ASP

Utilisation of Empower's superior ASP hosting service provides the convenience of a HRMS solution without the need for in-house infrastructure. Information is delivered within a highly secure environment incorporating quality Service Level Agreements.

Additional facilities such as hot site redundancy are available. Empower's ASP provides organisations with financial advantages, such as smaller upfront payments and reduces the need to invest in ongoing IT services.

Outsourced Services

Pay the right people the right amount at the right time with Empower's Outsourced Services. We provide you with up-to-date employee information at your desktop, whilst ensuring your payroll processing and HR requirements are in the secure hands of one of Australia's leading outsourcing and payroll service specialists.

Empower Who?

A quiet achiever in the HRMS industry, Empower has grown to be a leading supplier of payroll and HR solutions through innovative product development, quality service and support. Our clients span all industries and include many household names. They all have one thing in common – they chose Empower-HR because of its depth of functionality and the quality of service we offer to our clients.

Empower understands the pressures placed on HR and Payroll Managers to provide services to their organisations. We are 100% dedicated to delivering HRMS solutions to the Australasian market and this has been our focus since inception in 1985. We are proudly Australian owned and operated, with offices in all mainland states. Our strengths are -

- an extensive and loyal client base across Australia with strong local user groups,
- a proven and technically advanced product with a dedicated R&D team providing timely changes for legislative and industry requirements,
- implementation methodologies and experienced consultants providing our clients with proven methods for success,
- integrated Time and Attendance, Rostering, HR and Payroll, providing our clients with a complete solution within one application - from 'Clock to Bank',
- an enviable track record of delivery on time & within budget – and we will guarantee it!

Our Clients

Empower has an extensive client base represented across a broad range of industries, including government, health, education, manufacturing, insurance, retail, transport and financial services, with clients ranging from 100 to 33,000 employees. Each industry and organisation has a range of subtle variations to their specific requirements.

Empower-HR's innovative design allows us to incorporate these differences while still supporting a single version of the system – the benefits to you are quality support and rapid resolution of problems.

One of Empower's greatest strengths is its service to clients. Our goal is to provide the highest quality support complemented with a commitment to keep Empower-HR at the forefront of the industry – our customers can benefit long term from their investment, with Empower-HR catering for their future needs. Many of our clients have been with us for more than a decade.

Read what our clients say about us:

'The knowledge auditing facilities of Empower-HR have enabled an overall reduction in employment costs to the organisation through the effective use of Empower-HR for succession planning, staff development, and recruitment.'

'The proactive Event Notification facilities of Empower-HR mean time savings for both HR staff and other company employees. The automatic daily task lists provided by Empower-HR ensure we're aware of upcoming events requiring our action, before they become critical. Our staff relationships have never been better, as we're now seen to be ahead of the game rather than always one step behind.'

'We've always known the data was in our previous system, but we couldn't get to it. Empower-HR unlocks this data, providing rapid access to information we require for our daily decision-making. Using Empower-HR's powerful point and-click reporting, the meta-data dictionary allows our users to build reports without the need for knowledge of complex data structures of the database.'

Client Support

In addition to providing superior HRMS solutions, Empower-HR has also built a very successful infrastructure giving the company an enviable reputation for delivering quality service. A Help Desk facility provides support for users throughout Australasia. Clients also have a dedicated Manager as a first point of contact to discuss any issues and plans to utilise our services. Managers regularly visit clients to keep them informed about our products and services and to provide advice and consulting services to ensure maximum benefit from the use of Empower-HR.

R&D Investment

Empower views R&D investment as critical to its continuing success. Through our own dedicated research team we identify business trends early and identify key functional areas for development. We invite input from our clients and involve representatives in product design. Using the latest development technologies we then strive to bring these new features to market as soon as possible in order to pass the benefits to our clients.

Our focus is to provide information to management in order to deal with issues at the coalface in a timely manner.

The overriding theme is to help managers manage.



Empower HR- A Growing Partnership

Empower-HR delivers to organisations a fully **integrated** “Clock to Bank” HRMS solution. Its flexibility enables Empower to partner with you to create a **perfect fit** for your organisation’s requirements.

1 Personnel and Position Management

Empower-HR provides strong, flexible and optional position management functionality, encompassing organisational restructure facilities, budgeting and history. The system allows for individuals to hold more than one position and positions to be occupied by more than one person.

Empower-HR tracks the movement of your people through the entire employee life cycle. All the information about employees (positions, skills, benefits, events etc) can be recorded and retained for easy reference and retrieval, together with photographs and links to scanned employee information.

2 Occupational Health & Safety

Empower-HR provides the ability to proactively manage health and safety in the workplace, storing information on medical data, hazards, incidents, injuries and rehabilitation planning. The system’s multimedia functionality ensures that comprehensive records of all aspects of OH&S management are available. The system also facilitates the management of all Workers’ Compensation requirements.

3 Training

Commit to professional development and continuous staff improvement through the proactive management of staff training and development. Design individual career paths, including projected milestones aligned with organisational objectives. Track all aspects of your training programs, the outcomes and importantly, the associated costs.

4 Recruitment

Empower-HR makes recruiting easier, enabling you to identify skills necessary to achieve organisational objectives and thus recruit the right people for the right jobs. The system automatically identifies vacancies and tracks the entire recruitment process, from the advertisement through to the selection and employment of the successful applicant. With the added functionality of automated letter creation, the recruitment process becomes a seamless task for any HR department.

5 Payroll Management

Empower-HR endeavours to make Payroll as pain free as possible. The date driven nature of Empower-HR allows automation of pro rata pay if an employee starts employment mid pay cycle, generation of retrospective costing for past pay periods and the ability to do backpays.

Payroll Management caters for all employment types – part time, full time, and casual, whether standard hours or rotating rosters.

The ease of data entry ensures employees are paid correctly the first time, every time.

There are no limits on the number of benefits payable to employees, the number of deductions that employees can request, or the number of financial institutions to which the money can be disbursed. The system handles legislative requirements and these are kept updated as required during the year. The system also caters for automated termination calculations.



In the fast moving business world of today, to remain competitive, organisations need to be **flexible** and **efficient**, particularly in the management of their workforce.

6 Leave Management

Empower-HR caters for diverse and complex rules relating to the accruing and taking of leave. These rules include fixed amount accruals as well as accruals based on hours worked. The administration of an employee's leave entitlements is performed on a single screen, employee leave balances can be projected to any date in the future or past and presented in either hours or days.

All types of leave are catered for, from Carers Leave to the standard Annual, Sick and Long Service Leave types. Being a truly date driven system Empower-HR allows for leave for future dates to be entered into the system immediately. Powerful enquiry and reporting tools make resource planning and absentee analysis simple.

7 Employee/Manager Self Service

Empower-HR uses Internet technology to empower employees and enhance HR information access and delivery to your workforce. Employee/Manager Self Service enables real time on line access to HR information any place any time. In a one-stop-shop Empower-HR delivers the ability for employees and managers to view and change all personal data, access HR policies and procedures and submit forms and requests on-line, eliminating the traditional paper trail.

Empower offers an automated web based Casual Relief system to assist organisations to fill unplanned vacancies in an efficient and timely manner. Sending bulk SMS enables immediate contact with many recipients and casual staff can respond to the message via the mobile phone or internet.

The payment process for relief staff is automated based upon the acceptance of the vacancy and sign off by the manager.

8 Time and Attendance

Empower's Time and Attendance is designed for the harshest Australian conditions. Whilst retaining the traditional processing method of paper based exception reporting, it is designed to bring companies into the new millennium by handing control of the workforce via labour costing to the workforce supervisors. An intuitive screen provides supervisors with the ability to approve their employee's times at any time. Supervisors are able to perform administrative tasks quickly, freeing them up to spend their time on more productive activities.

9 Rostering

All companies no matter how simple or complex their environment must plan their workforce. Empower-HR provides organisations with the flexibility to plan at a crew or team level, or at an individual level.

Empower understands that each organisation and industry has unique rostering requirements for their staff. It is for this reason that Empower-HR has built into the software the flexibility to allow companies to roster their staff in a manner that is appropriate to their business. It is our intention to engineer this system to suit your business, not engineer your business to suit our system.

Empower-HR provides a **comprehensive** and **powerful** human resource business solution to support the strategic management of your people.

10 Technology

Empower offers three deployment options to ensure the best fit for your organisation's requirements.

In-house deployment provides the greatest control, and is ideal for organisations with the internal IT resources to manage a Payroll and HR system.

ASP deployment offers the power and flexibility of Empower-HR delivered through a secure Internet connection. Empower takes the headache out of hosting a mission-critical application by undertaking the responsibility for backups, upgrades and disaster recovery.

Empower also offers Bureau and Outsourced HR and Payroll solutions – Pay and HR Solutions Your Way!

11 Ad Hoc Query & Reporting

Everyone involved in managing an organisation needs fast access to comprehensive and quality information. Empower-HR gives managers the ability to look at people-based information in a way that makes the process simple and effective. Reports can be produced in many different forms including text and graphical.

Empower-HR's integrated ad hoc query tool allows managers to create, run and utilise information with no knowledge of the underlying database structures. In addition an extensive array of standard template reports can be adapted and used to analyse HR/Payroll data, recognise trends and 'drill down' from high-level reporting to more detailed views.

Empower-HR provides valuable information for business planning, budgeting, performance measurement and decision support.

12 Event Notification

Empower-HR's Event Manager with email notification has been designed to generate events from a range of user-identified actions entered in the system automatically, eliminating the need to manually record them.

Empower-HR uses event information such as salary increments, recruitment and vacancies, higher duty allowances, performance appraisals, allowance cessation etc. to facilitate the notification. Clients can define additional events and tailor the notification and timing to their specific requirements. This ensures important events do not go unnoticed.

13 Performance Management

Empower- HR incorporates Performance Management functionality that enables managers and employees to agree performance targets, planned actions and achievements for specific periods. This allows performance development to be standardised across an organisation enabling managers to identify development and training needs and areas for improvement.

Implementation to Support

Empower's software solutions remain **innovative** through sustained investment in research and development, and a policy of working closely with customers to ensure our software provides maximum **benefits**.

Implementation

Empower delivers! Empower manages the complete implementation process and has a reputation both nationally and internationally for the provision of successful business solutions. A dedicated team of specialists ensures that our implementations are on time and within budget. Our project managers, HR consultants and technical people work with your staff undertaking in-depth business needs analysis, site surveys and consultations to ensure that we completely understand your needs, and build a partnership for success.

Client Enhancements

Empower's software solutions remain innovative through sustained investment in research and development, and a policy of working closely with clients to ensure our software provides maximum benefits. Our development team continually strives to enhance Empower-HR. Product upgrades that encompass new technologies, additional functionality and legislative requirements are released annually. Client specific modifications are developed on request and consolidated in the next general release.

Services

Empower offers a range of complementary services to support your business including:

- project planning and management,
- business process design,
- technical infrastructure consulting and support,
- database administration,
- application outsourcing,
- professional training, report writing and consulting in Crystal Reporting.

Client Services

Empower views the successful implementation of our HRMS solution as the start of the partnership, not the end. Your Client Manager will proactively manage the partnership through -

- regular system reviews to ensure your organisation is realising the benefits of our services. This will involve post implementation reviews, issue resolution, planning sessions to take advantage of new facilities and consulting services,
- encouragement for you to participate in your local user group to share experiences with other clients, to benefit from their experiences and to influence the product direction,
- invitation to the annual User Conference, where you will be able to hear real live user studies as well as Empower's vision for its products.



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