



# Aareon QLP Personnel

**The QLP innovative suite of applications covers all aspects of HR including Recruitment, Payroll, Skills, Talent and Performance Management, Learning & Development, Salary Review, SelfService, Workflows and much more.**

Whether you are looking for specific stand-alone modules or a totally integrated HR management solution, we have all the components necessary to successfully manage every stage of the employee life cycle - from applying for a vacancy - all the way through to retirement.

The flexibility incorporated into all of the QLP HR modules enable you to easily adapt your systems when you implement new organisation structures and procedures. A key component of successful change is always the people based information systems you have developed which enable you to plan for progress by optimising the resources to hand.

Agile people management system enable your organisation to benefit from business advances by dramatically reducing the impact these changes have on daily working practices. QLP's Personnel module records a wealth of information about your employees from the basics such as name and contact information to salary history, staff development and

disciplinary records and building up a complete employment history of all current, past and potential employees.

In addition to all of the standard information described below, you can also define your own. You can create limitless number of user-defined data elements which combine with the extensive base Personnel records to provide an easy to use but powerfully adaptive solution to all your information gathering needs.

QLP's Personnel module gives you the ability to view your organisation as a variety of different structures and focus on the detail of individual employees. In any working environment a number of hierarchies can exist that reflect departmental, pay grade, managerial and other types of structures, especially in the public sector. Using QLP you can create your own multi-tiered hierarchy with an unlimited number of levels and have a clear visibility from a variety of perspectives.

The extensive provision of reporting and statistics promotes effective internal management, by providing details of the deployment of employees as well as ensuring all statutory requirements are met.

This enables you to plan and cost all manpower requirements to ensure the correct quantity and quality of staff is available to meet current and future operational needs. Subsequently, this leads to the identification of strengths and weaknesses, highlighting areas for potential improvement in terms of skills and abilities of individuals and ultimately helping you to achieve the optimum level of performance from your most valuable asset - your staff.

#### EMPLOYEE RECORDS

The basic employee record encompasses all the standard information about an employee and can be set up from data migrated from existing systems, created as a successful candidate in the recruitment module or simply manually entered as a new employee record.

The employees reference can be system generated in any format defined by you or manually assigned.

#### NOTES

You can attach notes to all the facilities in the Personnel module. Each note is limitless and can be accumulated over a period of time when the information becomes available.

#### DOCUMENTS AND ATTACHMENTS

Documents can be attached to any HR records such as written details of appraisals, the employee's CV or application form, signed receipts for loans of business equipment, signed employment contracts and so on.

#### EXTENDED RECORDS

Further details can be recorded to capture information on:

- Allocation of business-related equipment
- Leaving details, including reasons and destination
- Next of kin and emergency contact information
- Potential and actual retirement details
- Details of further earnings other than salary
- Any information of interest to your organisation

#### ADDITIONAL DATA

QLP Personnel allows an unlimited number of userdefined fields to be attached to any area of the application functionality. With this feature you can personalise your system according to your own specific requirements and accommodate your own organisational language. This

gives you the sophisticated dynamic functionality of a robust product with the appearance of a bespoke system.

#### EMPLOYEE DIARY

A number of the functions described above will have review dates attached to them that indicate the next stage to progress a particular activity. This information is brought together into one of a number of diaries, so that all activities can be managed effectively.

Included is an employee diary allowing a selected employee only view. Alternatively, there is an administrator's diary, which is a comprehensive workflow control mechanism, because it presents activity-based information for a user to monitor and manage on a day-to-day basis.

Information from both the employee's and user's diary can be interrogated as a daily, weekly or monthly diary, useful for, at a glance reviews of daily activity, or by examining the details associated with a particular employee or activity.

#### EMPLOYMENT HISTORY

Information can be recorded on an unlimited number of previous employment roles. A potential new employee's new work history is collected and this information is then verified against information documented in their personnel file. The date collated enables you to identify gaps in a new employee's CV, provide comparisons with information obtained through reference interviews, and can confirm compliance with industry requirements and guidelines. This information can be used to complement the Credentials record, to form part of an employee's overall skill profile.

#### SUITABILITY TO WORK CHECKS

Criminal record and general suitability-to-work checks are an essential element of many organisations' employee-screening programmes, particularly in the financial sector or those dealing with children or vulnerable people. All criminal record checks and other specific suitability-to-work checks and risk assessments can be recorded, updated and monitored on an individual employee's personnel record. You can use this for future reference and to check the employee's suitability for alternative roles within your organisation.

#### EMPLOYMENT TERMS

Extensive details about an employee's terms and conditions may be recorded including their start date, department, location, line manager, whether they are a union member or work in a hazardous environment. You can attach the contract document signed by the employee to this record.

## FUNDING

If an external body provides a financial contribution to the costs of employing a particular member of staff, you can record the details of the funding including the amount as a value of percentage and the period for which the funding applies so it can be taken into account in management costing.

## ABSENCE MONITORING

Information can be recorded regarding sickness, special leave, leave of absence, sabbaticals, maternity and paternity details as well as standard holiday allowances, long service leave and future approved leave. All entries are reflected in the employee record diary for quick and efficient interrogation. This data can then be used for any occupational sick pay schemes by accumulating details of sickness absence.

Comprehensive reporting can highlight where absence is an area of concern giving you greater vision, control and management and allowing for future planning.

## PERFORMANCE RECORDS

The subsystem records all aspects of performance appraisal and development. It provides details of training and development activities already undertaken and those planned for the future. It also provides a skills profile, giving an indication of potential development opportunities within an organisation.

## TRAINING & CREDENTIALS

Using QLP's Personnel System you can record an employee's formally recognised qualifications and their skills profile. This information can then be used to identify any relevant training already carried out in previous employment or any gaps in skills required for a new role.

Historical and planned records of training and development exercises are recorded for each individual. The planned training can be identified with activities and actions recorded within the performance monitoring described above. Movements in grade and position are then recorded to provide historical information on career pathways.

## PROBATIONARY REPORTING

The system monitors and controls the elected procedure for probationary reporting, providing reminders of reports due and following up reports that are outstanding.

## DISCIPLINARY PROCEDURES AND GRIEVANCES

You can record information of staff subject to disciplinary procedures, so that their performance can be monitored and reviewed at the appropriate intervals. In addition, employee grievances are recorded, assessed and appropriate action taken in line with your individual organisation's policy and procedures, with all outcomes monitored accordingly.

## PENSIONS

Pension scheme membership is classified primarily as a source of any potential interface with a payroll or finance scheme but also to record historical contributions across a potential number of schemes in staggered phases over an extended period of time.

## EQUAL OPPORTUNITY & EXTENDED EQUALITY MONITORING

QL Personnel incorporates employee details as required by the Equal Opportunities Act, providing statistical breakdown of staff gender, ethnic origin or other discriminating factors. In addition, the module allows for extended equality monitoring for regions that require more detailed reporting of an individual in relation to religious beliefs, sexuality, political allegiance and so on.

## MEDICAL INFORMATION & HEALTH CHECKS

You can record details of registered disabilities or related disabilities as well as first aid credentials. The system can also accommodate details of medical check-ups for the purpose of a health record at the pre-employment state and on an on-going basis. This is particularly important for organisations that do not have a dedicated occupational health team and all medical information and health checks are the responsibility of the HR department.

## PAY GRADE AND SCALES

You can record pay grades and scale tables for each category of employee, so that comparisons and projections of staff costs can be undertaken. This also forms the foundation of the potential interface to a payroll module or financial application.

## PERMITS

Details of employee's permit entitlements and records are collated and managed. These include references to permits such as car parking, building access and general security information. In instances when specific work-related permits are required, such as permits for working in confined spaces, any internal or external checks of an employee's authority can be verified quickly and easily.

## HOLIDAY ALLOWANCES

Annual leave entitlements are calculated based on employee profile information such as job category and length of service. Additional allowances are also recorded based on factors such as years worked or performance, as well as the accumulation of optional rollover agreements. For part-time employees or new starters, the software automatically allocates and records pro rata holiday entitlements.

## OTHER KEY MODULES INCLUDE:

- The Activities Manager
- The Structure Manager
- Analysis & Reporting
- Payroll Interface
- HR Queries

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