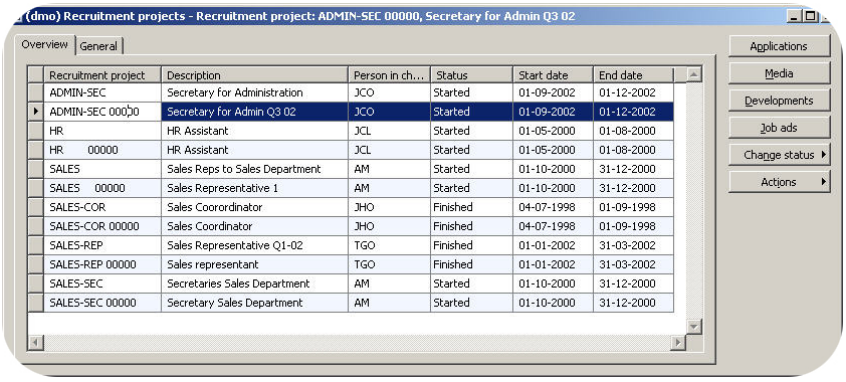
Human Resource Management

Human Resource Management in Microsoft Dynamics AX

Human Resource Management in Microsoft Dynamics™ AX can give you deeper insight into the status of individual employees, an overview of your entire organization and the strategic tools you need to develop the human resources upon which your business goals depend.

BENEFITS:

- Easy overview through simple structuring of organizational units and job profiles
- Analyze the efficiency and well-being of your organization by monitoring employee absences
- Identify skill gaps to determine required employee development
- Helps streamline course administration
- Optimize relationships with employees through personalized self-services



Recruitment project	Description	Person in ch...	Status	Start date	End date
ADMIN-SEC	Secretary for Administration	JCO	Started	01-09-2002	01-12-2002
ADMIN-SEC 00000	Secretary for Admin Q3 02	JCO	Started	01-09-2002	01-12-2002
HR	HR Assistant	JCL	Started	01-05-2000	01-08-2000
HR 00000	HR Assistant	JCL	Started	01-05-2000	01-08-2000
SALES	Sales Reps to Sales Department	AM	Started	01-10-2000	31-12-2000
SALES 00000	Sales Representative 1	AM	Started	01-10-2000	31-12-2000
SALES-COR	Sales Coorordinator	JHO	Finished	04-07-1998	01-09-1998
SALES-COR 00000	Sales Coordinator	JHO	Finished	04-07-1998	01-09-1998
SALES-REP	Sales Representative Q1-02	TGO	Finished	01-01-2002	31-03-2002
SALES-REP 00000	Sales representant	TGO	Finished	01-01-2002	31-03-2002
SALES-SEC	Secretaries Sales Department	AM	Started	01-10-2000	31-12-2000
SALES-SEC 00000	Secretary Sales Department	AM	Started	01-10-2000	31-12-2000

Dynamics AX supports an effective and streamlined recruitment process, efficient service for candidates, and the knowledge needed for making optimal hiring decisions. Recruitment helps you process the applications you receive so you can focus on bringing in qualified candidates.

Microsoft Dynamics AX

All your employee information in one place

Human Resource Management in Microsoft Dynamics AX gives your human resources team the core administrative tools to help them manage employees, teams and departments across your organization more effectively. With your company's employee information stored in a structured, easily retrievable manner you can concentrate on managing and solving human resource issues rather than simply documenting them.

Modeling organizational units

Keep track of the organizational changes in your business. With visual, function-oriented diagrams, you can create organizational charts for full, matrix, and project overviews. You can easily change the organizational framework to reflect any changes in your organizational structure.

Automate key recruitment processes

Recruiting new employees and managing internal job rotations are ongoing processes. By using Human Resource Management to automate personnel recruitment, you can control the process from the moment an application is received, through correspondence and interviews with relevant managers, right up to the point of employment or rejection. Learn from the experiences of previous recruitment campaigns and pinpoint the most effective media and methods for sharper, more effective recruitment communications.

Make the most of your talent

Human Resource Management provides the structured and actionable information you need to quickly assess current performance levels, identify competency strengths and weaknesses, and outline improvement initiatives. Managing employee competence means identifying their current competencies and making relevant comparisons to the competencies your organization needs. Professional skills and aptitudes, as well as personal skills, can all be tracked and compared. You can create a competence framework, as well as a dynamic development process that includes personal interviews, training curricula, and events to support each employee in their development aligned with your company's strategy.

FEATURES:

Core Human Resource Management	Use the employee database as a central repository to store personal data such as contact information for employees and their dependents, equipment loans, contract, and payroll information. This is the only place you will have to look for employee-related information and the only place you need to implement updates. Historical data is available at any time. Employee résumés comprise skills, educations, training, work experience, and certificates.
Organization Management	Construct your formal (line and staff units) and informal (matrix and project) organizational structures. Organization unit information is complete with affiliation history and visual, function-oriented organizational charts. The job profiles help you specify the scope of your employees' positions with standard job descriptions, areas of responsibility, work tasks and accomplishments. This helps you get a comprehensive picture of the competencies that an employee must have in order to fill any of the vacant positions within your business.
Recruitment	The recruitment features helps you control and automates many of the simpler tasks associated with recruiting. You can set up standard communication procedures for dealing with job applicants. Categorize and track correspondence, meetings, and phone calls. Automated correspondence via Microsoft® Word integration and Microsoft Outlook® integration support for email correspondence and interview administration. Mass hire functionality support can be particularly useful for production companies that often take on entire production teams for a limited time period..
Absence Management	You can monitor employee absences, to identify trends in absenteeism, and be proactive in offering assistance to employees. Profiles for each type of absence such as vacation, illness, disability, pregnancy and parental leave can be registered and administered. The profiles can contain a wide range of variables, such as dates and manager approvals. You can easily get an overview of the number of absences and their cause for any given time period. Competence Management Maintain a skill catalog containing structured descriptions of skills relevant to your business' current requirements and future needs. Registration of skill levels and experience and graphic tools for employee skill gap analysis enable you to identify areas of strength and weakness. Skill searches supporting filtering and weighting of skills enable you to match the right employee to the right task, at the right time.
Employee Development	Conduct structured appraisal interview with employees. Integrating Microsoft Outlook into the appraisal dialog process allows you to book meeting times directly in attendee calendars. Development planning capabilities help your employees define challenging and compelling career goals that reflect your business strategy.
Course Administration	Administer training courses by specifying target groups, course identification, location, instructor and participants, and the issue of course certificates. Manage events and monitor agenda, tracks and sessions. The system provides an overview of the courses an employee has completed to help you review his or her skills and competence areas.

For more information about Human Resource Management for Microsoft Dynamics AX, visit www.microsoft.com/dynamics/ax.

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