LAWSON®

Personnel Administration
Comprehensive Human Resources Solution

Personnel Administration provides a total solution, one that tracks employee information, manages promotions and transfers, and simplifies employee updates.

Candidate shortages, government regulations and the need to track vast amounts of employee information are just a few of the details Human Resource professionals are trying to manage today. It takes more than skill and coordination to make it all work.

Personnel Administration from Lawson® includes all the tools you need to effectively manage your company's most valuable asset — your employees. From tracking employee information, managing promotions and transfers, and simplifying employee updates, Personnel Administration provides a total solution that handles all the details — from start to finish.

Track Employee Information

Personnel Administration makes it possible to track and update the employee information your organization needs — from knowledge, skills and abilities, to reviews, and health and safety. You decide what and how much information is needed, taking advantage of setup customization to meet your organization's requirements.

With Personnel Administration, you have instant access to an employee's emergency contacts and work restrictions. You'll know which employees have company property such as laptop computers, cellular phones and keys. Planning to expand in another city? No problem. Personnel Administration provides employee relocation preferences.

Your managers, through self-service functionality, can easily manage Human Resource functions such as:

- Accessing reports like employee profiles and other employee data.

- Monitoring and updating employee performance reviews.

- Updating employee data as changes occur (i.e., promotions, increases, transfers, etc.).

Monitoring credentials and compliance is easy with Personnel Administration. You'll be able to:

- View and maintain employee credentials.

- Notify individuals when licenses and certifications have expired.

- Determine compliance within established standards.

Health and Safety

Personnel Administration lets you track, follow up and report on-the-job injuries and accidents including:

- Medical information.

- Work restrictions.

- Accommodations.

- Costs.

- Government reporting.

This application also makes managing employee or applicant tests a snap. You determine the tests and the protocols your organization needs to track. Personnel Administration identifies who is required to take a test, informs them when the next test is due, tracks when the person takes the test and records their test results. If a test requires follow-up, Personnel Administration identifies and tracks that, as well. All test information and results are secure.

Training Administration

Personnel Administration provides a simple solution for managing new and ongoing employee training. You can easily:

- Set up courses.

- Schedule sessions.

- Assign instructors.

- Develop course tracks — required and optional.

- Create course catalogs.

Using the Lawson Employee and Manager Self-Service application, employees can view course offerings and enroll online using a self-evident process. Workflow technology streamlines registration and confirms enrollment, waiting lists and attendance. Managers and employees can access the system to check the status. Personnel Administration even monitors the employee's progress and completion of the last course.

With Personnel Administration, certifications are automatically kept up-to-date. Your managers will know which employees have the training and certifications required for each position.

Position Management

Lawson Human Resources Suite offers a full range of position control features for public sector organizations, as well as other businesses wanting to manage the expenditures of staffing. It offers functionality allowing multiple active positions per employee, mass change capabilities, advanced headcount and FTE budgeting with salary encumbrance features within the budgeting process.

Position Management lets you budget for future and current openings, including creating "what if" scenarios with preliminary budgets. In addition, Position Management provides a complete picture of your workforce, including current employees, open positions and contract labor. With user-defined position defaulting rules, you'll create business efficiencies for your organization empowering Human Resources to manage the organization.

Lawson's Position Management functionality is fully integrated to other Lawson solutions for reduced data entry and streamlined business processing.

Simplify Employee Updates

One seemingly simple change, such as an employee hire or transfer, can require a myriad of additional changes to employee information. Personnel Administration simplifies the process with user-defined event lists that let you automatically update everything at once.

Reporting

Personnel Administration provides a wealth of standard reports that let you view and analyze employee information — from an employee telephone directory to wage analysis reports that simplify compensation planning. It even helps you create special reports for government reporting or incident tracking.

Whether you need a simple listing of employee information or comprehensive data analysis, Personnel Administration provides the reporting capability to generate the information you need.

Contact Lawson

For more information about Personnel Administration and other Lawson business solutions, call 1-800-477-1357, direct at +1-651-767-7000 or international at +44 (0) 1344 360273, or visit www.lawson.com.

Corporate Headquarters
Lawson Software
380 St. Peter Street
St. Paul, MN 55102
United States
Phone: +1-651-767-7000
Product Literature:
1-800-477-1357
Fax: +1-651-767-7141

LAWSON®

www.lawson.com

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International Operations
Lawson Software
Trinity Court
Wokingham Road
Bracknell
Berkshire
RG42 1PL
United Kingdom
Phone: +44 (0) 1344 360273
Fax: +44 (0) 1344 868351