

Oasys HR

Human Resources Information System

Your challenge - What are typical situations in which you might require our assistance?

There are many important responsibilities that accompany human resource management in today's ever growing and changing organisations. Workforce capital growth makes the HR function even more important as the administrative burden of personnel administration substantially grows yet continues to require excellence in quality of service.

You are continually required to improve the efficiency and flexibility of your human resource function in order to gain more time to address real HR issues that will allow you create a more value-added, strategically led organisation.

By implementing Oasys HR, your organisation will:

- Reduce the administrative burden on your HR function
- Be in a position to measure HR practices' effectiveness
- Improve the speed, quality and flexibility of the available information
- Have readily available HR metrics/measures for performance improvement
- Have readily available human capital reports
- Improve productivity
- Reduce operational costs
- Effectively manage your HR workforce work time
- Improve profitability
- Enhance internal communication

Streamline your workforce

Our solutions - What can we offer?

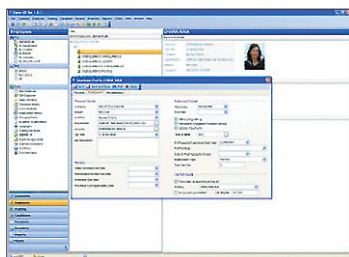
Analysing human resource management and equipped with the appropriate knowledge and expertise, we translated workforce management objectives into a realistic information system which assists organisations undertake their HR tasks successfully, strengthening and sustaining their quality of service.

Oasys HR, is a leading workforce management tool for streamlining human resource administration. Reliable and secure, Oasys HR enhances the entire employee lifecycle process from recruitment and selection through to professional training and development.

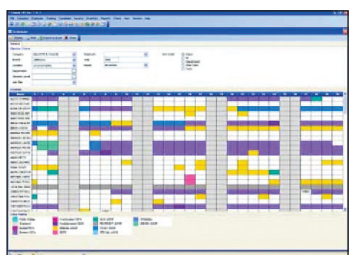
This affordable, easy-to-use application frees you from an awkward mix of spreadsheets, word documents, database files and cumbersome e-mail folders, while everything you need to track and monitor is readily available at your fingertips.



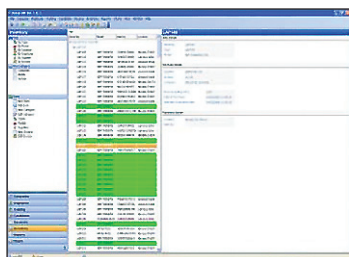
Rich functionality to support your workforce administration



Personal, professional, employment and placement information are filed for each employee



Staff availability is depicted in the Leave Scheduler



Inventory control highlights available items



Statistical information is portrayed in a set of easily readable charts

The main features of Oasys HR, grouped by category:

Personnel Management

- Personal Information
- Placement Details
- Contact Details
- Medical Details
- Provident Fund History
- Medical Scheme History
- Salary Reviews
- Promotion History
- Leave Analysis
- Employment History
- Charging Rates
- Academic Qualifications
- Languages
- Training
- Appraisals
- Inventory
- Scanned Documents
- Exit Interviews

Organisation Management

- Locations
- Functions
- Service Lines
- Departments
- Staff Levels
- Seniority Levels
- Job Titles
- Charging Rates
- Time Schemes
- Leave Schemes
- Public Holidays
- Employment Types
- Professional Bodies
- Provident Funds
- Unions

Training

- Training course details
- Training participants & facilitators

Recruitment and Selection

- CV databank
- Vacancy creation
- Candidate applications
- Test results
- Interviews registry
- Advert postings & costs
- Short listing of applicants
- Welcome/rejection letters preparation

Inventory Control

- Equipment details
- Inventory allocation & history
- Equipment service history
- Supplier details
- Invoice registry

Utilities

- Salary Batch update
- Leave Balances Roll Forward
- Charging Rates Roll Forward
- Single Leave Creation
- Multiple Leave Creation
- Leave Scheduler
- Staff Availability

Reports

- Company Structure
- Employee Details
- Trainings
- Staff Turnover
- Recruitment
- Inventory
- Labels
- Ad-hoc Reports

Charts

- Personnel charts
- Absence analysis charts
- Monthly salary analysis charts
- Staff turnover charts

Visit our website www.oasys.com.cy or send us an e-mail to oasys@deloitte.com

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