

Human Resources Database & MIS System



What is L'Établi ?

- It is a HR & MIS system aimed at :
 - Recording and storing people data
 - Easing data availability for HR and its customers
 - Supporting people processes e.g. talent management
 - Creating HR data integrity and accuracy
 - Building a HR and staff relations



Target Vision

- Computerized HR information processing
- Ease data availability for HR and its customers
- Linkages between HR and other functions
- Create HR data integrity and accuracy
- Streamline and synchronize key HR processes (i.e : leave, GPA ...)



The Offer- Data Capture

- The system captures data at 3 levels (Establishment, People & Planning)
 - Jobs data – including Positions and evaluation
 - Organization and Structure
 - Employee data – Personal and Assignment
 - Career management data – CV, Competencies, EVP products
- The system offers 3 data dimensions
 - Historical
 - Current
 - Future - planning



The Offer - Interrogation

- The system can be interrogated in 8 ways
 - Standard Reports
 - Staff (Self-Service) Reports
 - Adhoc Reports
 - Query Wizards Templates
 - HR Template Queries (Ask me Queries)
 - Dynamic Queries (Simple – Advanced)
 - Advanced Queries (Menu Driven)
 - Adhoc Queries (Interchange, mail, report-back)



The Offer - Stability

- Direct link with MS products such as Excel and Outlook
- High stability and Confidentiality
- It can be run on
 - Oracle
 - Access
- These options exist to cater for the different IT environments
- Ease of data transfer for regular updates
- Multiple users at all levels



Solutions in L'Établi

- Self Service:
 - Leave requests
 - Course selection
 - Personal data update
 - Individual Development plans
 - .. And others
- HR Processes support for:
 - Talent Management
 - Learning
 - Performance Management
 - HR Statistics
 - .. And others



Solutions in L'Établi

- Workforce Administration:
 - Course Management
 - Leave Management
 - Leavers checklist
 - Staff Development
 - Competence Management
 - Recognition & rewards
 - Classified information (e.g discipline)
 - .. And others



Solutions in L'Établi

- Services:
 - Work Visitors
 - Work Permits
 - Document filing
 - External Recruitments



What is the benefit to Managers?

- Ready and easy access to people management information.
- Easy management of HR processes that fall within the line's responsibility
- Greater ownership by line of HR related issues and processes
- Streamlined people management processes



What is the benefit to Staffs?

- Access and ownership of personal data
- User friendly tools for accessing HR processes
- Tools to support the proposition of managing own performance
- Personal initiative development
- Recognition & Contribution
- Goals Performance Appraisals
- ... and Faster HR services



Questions?

