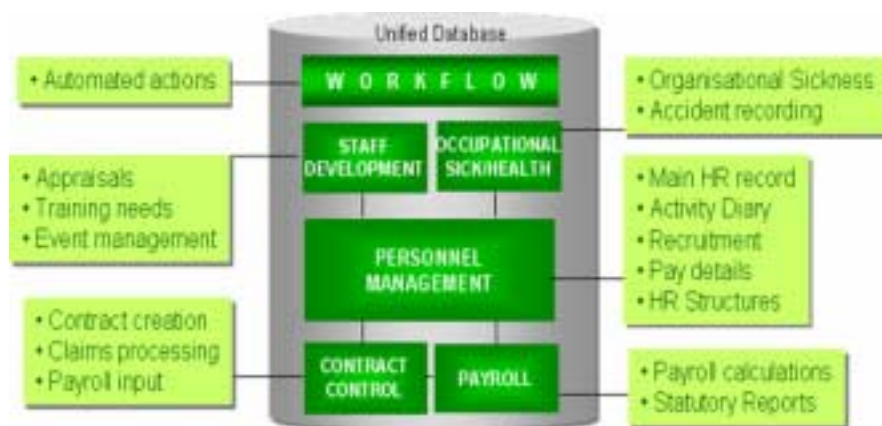


Agresso has been supplying HR management systems to the FE sector since 1994. Agresso QL Personnel (Agresso QLP) has been around since 1998 and is used by over 50 institutions throughout England, Wales and Northern Ireland. In addition to being highly education-specific, Agresso QLP possesses a number of attributes which make it particularly relevant for FE colleges today.

Integrated Approach

Agresso QLP is a modular product with modules available to address the many facets of the modern HR management application. Nevertheless, integration is a key feature of the product with all data held in a single, integrated database. Regardless of where data is entered, all parts of the system are updated simultaneously so that data is fully synchronised in real time. Key to this is the central HR record created for each employee and against which all information is held. Agresso QLP is delivered with most of the required data fields already created, but any number of new ones can be added along with dynamic drilldown to any number of scanned images.



Integration also enables automation so that the HR record inherits existing data defined as a result of attaching an employee to a post or converting an applicant held in the recruitment process into an employee. This automation is further extended by the Agresso QL Diary system that enables workflow alerts to be generated so that users are reminded of events that require action at the appropriate time. Although Agresso QLP is able to pass data to external payroll systems, integration is particularly beneficial when payroll processing is performed within the application. Integration with the other Agresso QL systems for financial and student management enables hourly paid contract claims to be authorised from the Registers module of Agresso QL Students and for all pay costs to be analysed directly into the general ledger within Agresso QL Finance.

Key Features

- Broad in scope to cater for the full range of HR functionality desired from an integrated database environment. Agresso QLP provides functionality to manage the establishment, departmental structures, absence monitoring, disciplinary procedures, recruitment, staff development, hourly paid lecturers and payroll processing including statutory payments and year end returns.
- Embedded systematic business intelligence through an integrated workflow engine
- Serves core HR practitioners and a wide range of staff outside the department who may require limited and appropriate access to the system. Key to this devolvement of relevant data is the comprehensive security system which ensures that staff can only see records and data elements to which they have been granted access.
- Optimised access to information using functionality and technology that is appropriate to each user's needs and capabilities. A unique blend of Windows and browser-based access is available.

Personnel Management

This mandatory module is where the central HR record is defined. A wide range of data fields are provided as standard, grouped for convenience into categories such as personal, employment, salary, skills, etc. Any of the fields can be re-named and any number of institution-defined fields added. It is this module that allows the recording of event-related data such as absence, performance reviews, disciplinary meetings, etc. This module also caters for all aspects of the recruitment process as well as the definition of various organisation structures which is fully integrated to Microsoft Visio for graphical display and reporting.

Staff Development

This module allows a structured approach to the training needs of employees across the institution. Training needs are usually identified at employee level following an appraisal and these can be entered into the system by managers or by personnel staff. At this stage, individuals, groups or whole departments can be reviewed for their training needs and courses organised accordingly. By entering these courses as training events and appending staff to them ensures that the qualifications part of the staff record is updated automatically once the training event is completed.

Contract Control

Contract Control is a major benefit to those institutions with a high number of sessional contracts in use. Hourly paid contracts can be set up manually or created automatically by integration to the Registers module within the Agresso QL Students system. Marking of registers can also be used to authorise sessions for payment. A financial commitment for each contract created is posted automatically to the Agresso QL Finance system and down-dated as sessions are passed to the Payroll module for payment.

Payroll Processing

The HR record holds most of the data required to perform payroll functionality and the addition of the Payroll module provides the processing facility together with year end statutory reporting. The benefit of integration ensures that data is passed seamlessly to the working file and from there into the Payroll module for computation. Both weekly and monthly processing can be accommodated and any number of payments and deductions can be created by means of the flexible payroll code facility. This feature allows global changes to be applied easily to the whole payroll or to ranges of employees. Payments can be made by cash, cheque or BACS transfer and integration with the Agresso QL Finance system ensures that all pay costs are analysed automatically into their respective expenditure headings.

Modern technology benefits the broadest user community

Expert users will appreciate the data analysis capabilities provided by the Workbench desktop reporting system which is ideal for the generation of adhoc enquiries and listings.

The workgroup security system ensures that access to Agresso QLP can be distributed to a wide range of users in the most appropriate way. Menus, screen layouts and business rules can all be amended to suit the requirements and capabilities of different users. The addition of the optional Agresso QLP Web Portal provides a degree of "self-service" to a wide range of staff outside the personnel department. Browser access is simple to deploy and intuitive to use and allows staff to interrogate their own record and to make amendments where authorised, thereby eliminating paper-based forms and duplicate handling of data.

Workflow

This module allows users to define a series of processes which can trigger one or many associated actions within and outside the application. Through this business intelligence can be developed which can ensure that critical actions are automatically initiated. These actions could include the sending of emails, running standard Agresso QLP functions, phone call reminders, production of letters etc. Any action can be initiated automatically based on a defined trigger or placed in a users 'to do list' for review prior to actioning. For example, an employee and his line manager could be emailed a request for a medical certificate following a period of absence, a starter pack could be produced when a new employee is appointed, an employee's incremental scale point could be increased on a defined anniversary

Multi-tier presentation layer to suit widest range of users

