



## The Human Resource Record

This core module allows users to maintain a comprehensive record on employees. Agresso QLP has a specific education bias and meets all the needs of FE and HE Institutions. Whilst most fields are not compulsory, data can be recorded on all key aspects of the record including:

- Biographical details
- Full employment history including previous employers
- Medical, disciplinary and probationary history
- Absence records including leave and sickness
- Salary details and salary history, including salary grades and scales
- Skills, qualifications, appraisals and training needs
- Staff Individualised Record (SIR)

The screenshot shows the 'Employee Details' form for Andy Dobson. The form includes fields for Title, Surname (Dobson), Forename (s) (Andrew), Initials (A), Branch (Andy Dobson), Previous Name, Letters (BA, PGCE, MA/Ed), Gender (Male), Date of Birth (15/07/1966), Marital Status (Married), and Alt (vhsachar User). It also includes fields for Home Address (55 Albany Road), Post Code (CF4 8FT), Home Phone Number (079 2009 3496), Ethnic Origin (White), Colour, Category, and Sort Code (ANDY DOBSON).

In addition, unlimited user-defined fields can be created in formats including text, date, boolean, note and address. Each of these can be optional or mandatory.

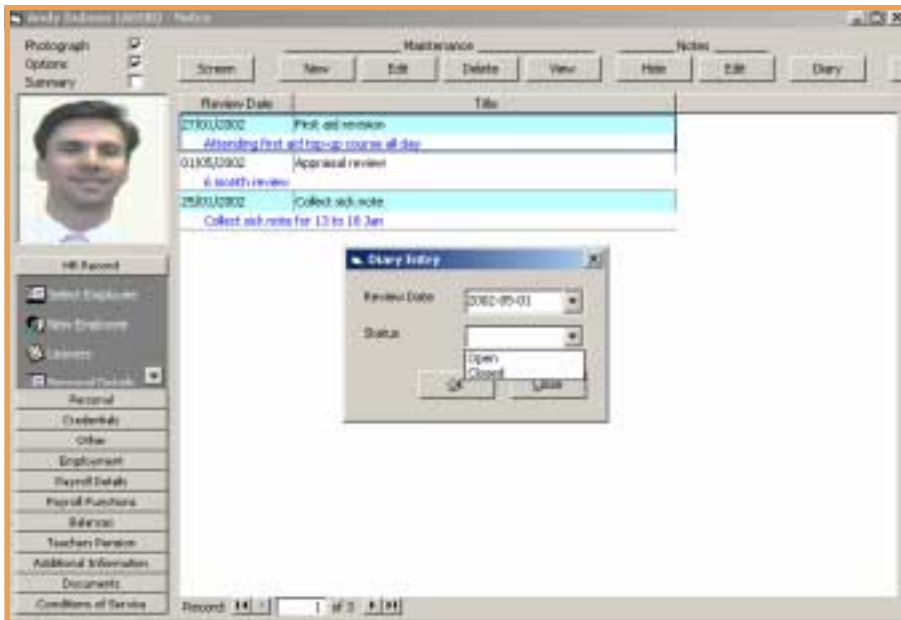
The screenshot shows the 'Employee History' table and the 'Attachments' section. The table has columns for Status, Department, Job ID, Start Date, End Date, and Salary Grade. The data rows are:

Status	Department	Job ID	Start Date	End Date	Salary Grade
Primary Active	Access	Head of Department	01/09/1992		Management Spine 3
Historical	Sciences	Senior Lecturer in Business Studies	01/09/1986	31/08/1992	Senior Lecturer

The 'Attachments' section shows a list of files, including 'AD00L\_accept.doc' and 'AD00L\_cv.doc'.

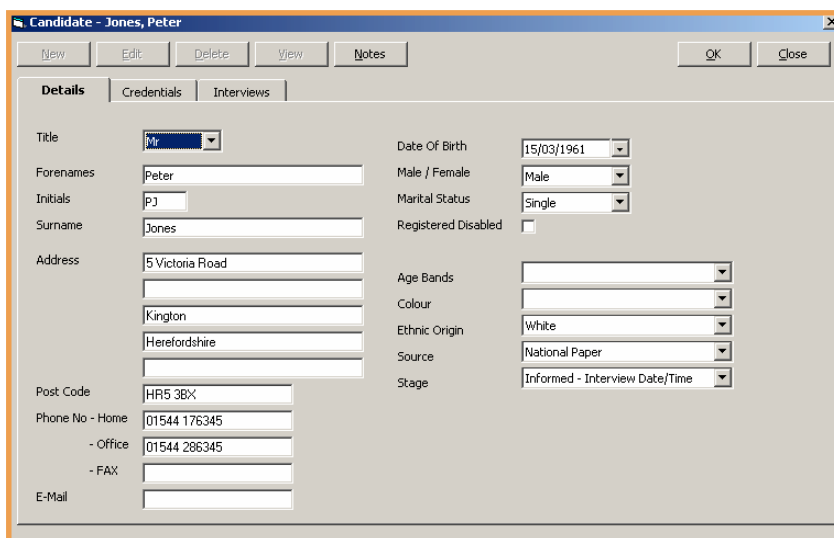
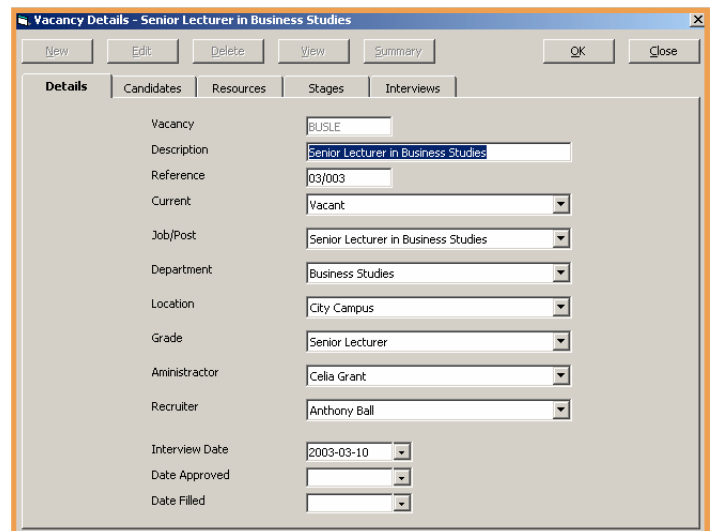
Further links to third party software and files can be created in order to provide dynamic links to scanned documents such as CVs and application forms. Security is paramount and access to each of these is strictly controlled.

The security features of Agresso QLP allow users to configure views and data access to be appropriate to the requirements of the user. This includes access to software functions, staff records and individual data items.



Throughout the Personnel Record there are dynamic links to the diary system including absence, notes and action/review dates for key milestones such as probation, appraisal and retirement. Diaries for both the employee and the user are updated. The 'Diary Review' allows all action points for a given period and set of employees to be viewed. Global 'Diary Rules' can be defined which can update all employees' diaries.

Recruitment and Selection can be managed efficiently. Each vacancy can be defined and linked to an established post. Against each vacancy users can record details of each candidate. Each candidate's progress can be tracked through a series of user-defined stages which can be linked to interview templates and documents such as letters.



This module is integrated to the main personnel record so that data captured during this phase is automatically passed to the main personnel record when an appointment is confirmed.