



WizHR

Human Resources Management

Wiztec Ltd. *The future of software today.*

introduction

WizHR is a sophisticated application, which has comprehensive functionality and may be fully configured and customised to your unique needs.

Wiztec applications are designed with the end user in mind. All applications are user friendly and data is easily accessed and manipulated.

All Wiztec applications are versatile and can be adapted to accommodate staffing levels from 10 to 10,000 employees.

human resources management

- Automatic diary reminders provide users with timely data on probation dates, contract end dates, retirement dates, increment dates and many more.
- WizHR has many built in features to automate tasks. Some of these features include entering recurring absences, automatic calculations, and use of wizards.
- Limited functionality of WizHR can be made available to front line managers (e.g. absenteeism) either at the same location or remote offices. Data is immediately available to HR administration.
- All sections of WizHR allow the user to attach/scan important documents into an employees records (e.g. contracts of employment)

features

Tracking Features

- Education, training (future and completed) and development recording
- Emergency Contact, Medical and Vaccination History
- Safety and Accident tracking
- Tracking of salary, allowances, expenses and benefits (also includes an intuitive pay scales module to manage grades, points on scale, and may be easily updated when

changes arise in salary/hourly amounts)

- Holiday and Absence tracking (including calculation of holiday entitlements)
- Advanced holiday planning
- Disciplinary and grievance
- Tracking of appraisals and job history

Security Features

- WizHR has a comprehensive security module. Through this module it is possible to restrict a users access to an entire database, group of employees or individual employee.
- It is also possible to restrict screens and specified fields within a screen.
- WizHR provides the user with an Outlook Bar that allows easy access to screens. These outlook bars may be individually configured for each user, supervisor or manager.

Additional Features

- Data may be easily imported and exported.
- Mail merging facility. Over 50 letters are installed as standard. These letters may be modified and/or additional letters may be created easily.
- Mandatory fields may be specified, ensuring that vital employee data will always be captured.
- User defined fields
- Multiple languages support (including gaelige)
- HR advisors with vital up-to-date HR legislation
- Facility to globally update and batch enter data
- Facilitates multi-currency regions (e.g. salary, training costs, etc)

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reporting features

- WizHR provides over 100 reports as standard. These reports cover absence, employment history, internal movement, training, exit interview analysis, as well as many more.
- An unlimited number of user-defined reports may be easily created on an ad-hoc basis.
- Point-in-time and trend analysis reporting.

application options

- WizHR may be integrated fully with other Wiztec Applications, including, WizRecruit, WizTime, WizAccess, WizPay, WizID, WizCensus, and WizTMS (Training Management System).
- **WizHR**, WizTime, WizAccess and WizPay as part of the Wiztec Business Suite.
- WizHR may also be integrated with MS Visio to create organisation charts.
- A web enabled version of WizHR is also available (facilitating remote HR offices, first line management, employee self service)

implementation/training

Wiztec personnel will install and configure the application for immediate use, provide documentation and advice on how to fully utilise the functionality of the system.

We offer training in our Cork and Dublin offices and on-site training at customer sites.

technology

- 32 bit application
- Client/Server application
- Server: SQL, Windows NT, Windows 2000 Server supported
- Client: Windows 98, Windows NT Workstation, Windows 2000 and Windows XP supported
- Multiple users supported
- Terminal services supported
- Compatible with MS Outlook, MS Word, MS Excel and Internet Explorer

support

Wiztec offer:

- Telephone (help desk) and Internet (web site) support
- Free software upgrades
- On-site call outs

contact information

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