



People Management (HR 365)

Save time, streamline HR administration, gain insight and help everyone work together more productively.

Why Skill Set 365

As a diverse team of Human Resources, Accounting and ICT professionals, we have an experienced track record of delivering successful People management solutions on an international basis; first as client/server and now from the Cloud. Our aim today, as it always has been, is to harness the latest technologies to provide forward-thinking solutions that help you work smarter and achieve more.

Why Cloud Human Resource Management System?

Human resources management is often challenging and complicated, but that doesn't mean HR systems have to be. What's needed is agility – a way of getting things done more quickly, more easily and more productively. That means taking a different approach to HR software. That is why we built Skill Set 365 as a powerful, all in one configurable people management software solution that's simple to deploy, easy to manage, and remarkably cost-effective. Access to the website-based software is delivered over the internet from a state-of-the-art hosting facility that provides advanced security and 24/7 availability that your organization demands.

How it Works

Skill Set 365 is designed around a multi-tiered architecture that is recommended for web-based applications. The architecture partitions application functionality into independent layers: the presentation layer (or browser client), the business logic (application server) and the data layer (database).

The presentation layer never communicates directly with the database layer. All communication is performed via the business logic, which provides its own security checks before securely permitting access to the data. This prevents requests from a web browser going directly to the database. The application also verifies the user role at every request.

Agile & Seamless Integrations

Skill Set 365 eliminates the need for individual applications and data integration infrastructure between applications.

- [ATS-365: Cloud Recruiting & Hiring Software](#)
 - [Payroll-365: Cloud Payroll Software](#)
 - [IR-365: Cloud Industrial Relations Software](#)
-

Transform HR management

HR 365 as a module is a modern, modular, GDPR-compliant Cloud HR solution that is designed to make your life simpler. Packed with smart, time-saving features, it takes advantage of the latest Cloud and HR workflow technologies to take out cost and complexity, while still providing the features and flexibility your business and your workforce demand.

Stay in control

Importantly, HR 365 is purposely designed to put you in control of your HR ecosystem. You can configure the system to mirror or compliment your processes such as adding new employees, manage everything from commendations, calendar of events, departments and job titles, salary scales, users, security roles, divisions, companies or countries at any time.

And, with our robust, scalable infrastructure and regular program of free product enhancements, you'll benefit from a system that is designed to grow with you.

Gain vital intelligence

Since all of your core HR information is in one place and easier to keep up to date, you'll benefit from faster, more accurate reporting. Graphical dashboards, pre-configured reports, report scheduling and ad hoc queries unlock the value of your HR data, so you and your colleagues can make better-informed decisions.

Connect employees

Intuitive self-service, advanced security and workflow approvals mean you can safely allow employees to update relevant records, submit forms or help themselves to the information they need from their PC, Mac, tablet or smartphone. It's an effective way to reduce administration overheads, while retaining control over data integrity and security.

Create an information hub

HR 365 comes with integrated HR portals where you can upload documents, share links, post messages and invite feedback.

You can set up separate portals or workspaces for different groups of employees, perhaps to share information that's relevant to a specific department or unit, or provide a focus area for team collaboration.

Simplify essential HR

The People Management module is at the heart of your integrated Skill Set 465 suite. Designed around an exceptionally comprehensive HR database, it combines extensive features for core HR management, including document generation and training administration with approval workflows, fast access to information and automatic alerts to save you time and help everyone work smarter. For example, you can set the system up to trigger reminders for visa renewals, training certification expiry and much more. It's designed to do the chasing, so you don't need to.

Support legislative requirements

Dedicated functionality helps make legislative compliance straightforward. You can record health and safety incidents, capture grievance and disciplinary activities, store key documents, and stay on top of important dates.

The integrated document management feature lets you create, send and track personalized communications - with e-signatures if required, and you have the option to create your own forms, with authorization workflows, notifications and reporting.

Enable GDPR compliance

With **HR 365**, privacy statements are easy to keep up to date, and consent from candidates can be requested and tracked. Importantly, you'll be able to configure data retention policies to help ensure candidate's data is deleted or anonymized in line with legislative requirements and your company policies.

The screenshot displays the HR 365 Workforce Management interface. At the top, there is a navigation bar with the SkillSet 365 logo, a search bar, and user information (English, Org 365). The main content area is titled "Workforce Management" and features four summary cards: 5 Persons, 6 Departments, 45 Positions, and 0 Job listings. Below these are three buttons: "Add New Person", "Create Department", and "Create Position". The central part of the dashboard shows five employee profile cards for Larry I Page, Mark Watson, Martha Jackson, Robert Wilson, and Wayne Brown. Each card includes a placeholder for a profile picture, the employee's name, status (Not Yet Employed), gender, and age. Below each name are "Message" and "Manage" buttons, and social media icons for Facebook, Twitter, and LinkedIn. The footer contains the text "Skill Set 365 - Copyright © 2017 - 2019" and "Org 365 Version: 1.0."



Change Picture

EMPLOYMENT DETAILS QUICK EDIT

Personal Information

Full Name:
Martha Jackson

Gender & Age:
Male, 35

Job Title:
Systems Administrator

Department:
IT

System ID:
FA37B65794194BFF91C0F3B7E66A7CFE

Social

f t g

Skill Set 365 - Copyright © 2017 - 2019

New Engagement

Refresh Data

Department: [Manage Departments](#) Position: [Manage Positions](#)

Choose Department Choose Position

Employment Status: Engagement Type:

Employment Status Engagement Type

Base Emolument

Pay Cycle: Hrs/Work Week:

Pay Cycle 40 Hour Work Week

Gross Salary:

Hourly Rate: Overtime Rate: Double Rate:

Time & Half Rate:

Start Date: End Date:

Comments:

RECOMMENDATIONS DOCUMENT CENTER

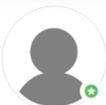
| | Department | Effective Date |
|--------|------------|----------------|
| Full | IT | June 13, 2020 |
| Acting | IT | June 13, 2020 |

SkillsSet 365
English v 4 Org 365 v

Errol Cameron
My Org Ltd.

NAVIGATION

- [Dashboard](#)
- [Hiring & ATS](#)
- [Workforce](#)
- [Payroll & Finance](#)
- [Calendar](#)
- [Data Management](#)
- [Add Ons](#)
- [Support](#)
- [Logout](#)



Martha Jackson's Account
Systems Administrator

Hi I'm Martha and this is my profile. Please treat it with utmost confidentiality and sensitivity. Thank you so much!

EMPLOYMENT DETAILS

QUICK EDIT

FINANCIALS

RECURRENTS

QUALIFICATIONS

CONTACT INFO

INFRACTIONS & COMMENDATIONS

DOCUMENT CENTER

Personal Information

Full Name:
Martha Jackson

Gender & Age:
Male, 35

Job Title:
Systems Administrator

Department:
IT

System ID:
FA37B65794194BFF91C0F3B7E66A7CFE

Social

f t g

Employment Details

New Engagement/Employment

| | Job Title | Gross Salary | Pay Cycle | Status | Department | EffectiveDate | EndDate | Created_By |
|--------|------------------------|--------------|-----------|--------------------|------------|---------------|---------------|---------------|
| Manage | Systems Administrator | \$3,120.00 | Monthly | Employed-Full Time | IT | June 1, 2019 | June 13, 2020 | Errol Cameron |
| Manage | Database Administrator | \$180,000.00 | Monthly | Employed-Acting | IT | June 1, 2019 | June 30, 2020 | Errol Cameron |

MARTHA'S UPCOMING ACTIVITIES

Features overview

1. **Flexible org structures:** set up multiple companies, divisions, departments, locations and cost centers.
2. **Comprehensive employee profiles:** keep a central record of contact details, next of kin, photos, education, qualifications, career history, grievances and medical records securely.
3. **Full employment records:** manage multiple employment contracts and assignments, and track career history.
4. **Multiple working time patterns:** cope with different contractual hours, part-time workers and international requirements (e.g. working week starts on a Sunday)
5. **Training management:** plan, allocate, record and track requested and delivered development activities with associated costs
6. **Compensation records:** keep a full history of all comp elements, including base salary, bonuses, benefits, company cars and pension status; import pay slips; and exchange data with payroll systems (integrated payroll options available)
7. **Assets:** track loaners agreements for company laptops, CUG mobile phones etc.
8. **Legislative compliance:** make use of dedicated screens for Industrial relations, labour law compliance checklist & best practices, grievance & disciplinary, health & safety, visas & work permits etc., with alerts and notifications.
9. **Form builder:** create your own forms with authorization workflows, notifications and reporting
10. **HR portal & social workspaces:** share documents, announcements and links. Invite feedback and tailor to different groups of employees or international requirements
11. **Connect from anywhere:** use from your PC, Mac, tablet or smartphone.
12. **Built for the Cloud:** achieve more with a system that's been built from the ground up to take advantage of the latest web and mobile technologies.
13. **International:** powerful global features and multiple language translations included at no extra charge.
14. **Modular & scalable:** built to help you grow. Add employees, divisions, companies, countries, and new modules when you need them.
15. **Comprehensive & configurable:** straightforward for you to set the system up to work your way.
16. **Regular updates:** benefit from free, seamless delivery of the latest features, so you never get left behind.
17. **Secure by design:** GDPR compliant, with role-based access and advanced security at every level and served over SSL.
18. **Document management:** upload or create personalized documents such as contracts or salary awards, with the option of document tracking and e-signatures
19. **Dashboards and reports:** benefit from fast access to key information such as headcount, demographics and turnover, create adhoc queries, schedule reports and export to Excel
20. **Org charts:** quickly see relationships and map key data
21. **Intuitive self-service:** connect and engage employees, wherever they are
22. **Approval workflows:** route tasks and authorizations to the right people at the right time
23. **Alerts & notifications:** never miss an important date with automatic emails, reminders and tasks
24. **Integrations:** benefit from an open API, single sign on, dual authentication, one-click export to Excel, and a host of other integrations, including payroll
25. **Transparent pricing:** no upfront fees or hidden extras. Check out the subscription fees on our website
26. **Org charts:** quickly see relationships and map key data