



Smart HR Employee/Manager Self-Service

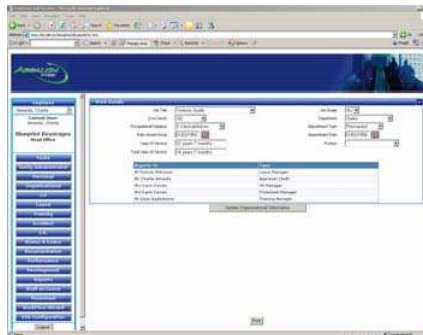


Absalom's Smart HR eliminates the traditional paper-based system associated with employee/employer relationships by providing efficient and secure 24/7 web-based services. This service allows employees to directly update their personal records and communicate with their managers. Managers are freed from mundane paperwork and become more effective in promptly responding to their employees' needs and concerns.

The Employee/Manager Self Service (ESS) supports and enhances a number of application areas.

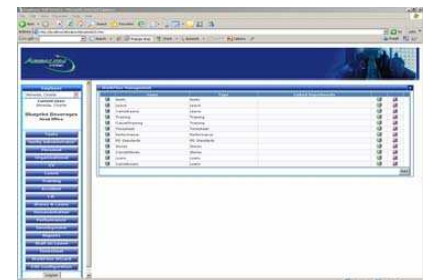
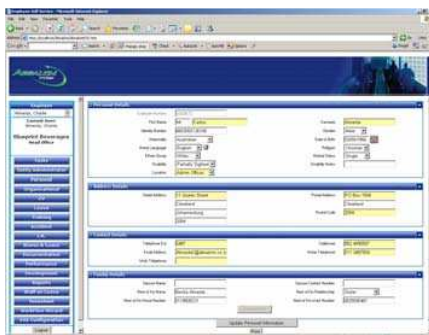
CORE

- Employees log-in usernames and passwords to permit them access to their personal records and pre-defined areas of general organisational information.
- Employees are permitted to amend/update their personal information thereby immediately updating the organisation's HR database.



- Through customisable process workflows, managers or HR are automatically notified of any tasks performed by employees.
- Fields can be made un-editable or invisible based on your security and procedural requirements.
- Employees can view and update their CVs and Job History.
- New qualifications and professional memberships can be updated.
- Property items issued to employees such as mobile phones and uniforms can be viewed and updated.

- Employee loans can be viewed and updated.
- Automated email notifications to the relevant authorities will occur once updates are executed by employees
- The workflow for automated processes are designed to meet the company's prescribed business rules and logic
- Workflow for automated processes also eliminates the onerous and time consuming trail of paperwork associated with updating employee records. These are replaced by direct updates and automatically generated email notifications.



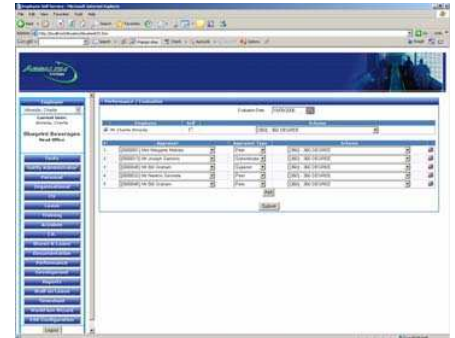


Leave Administration



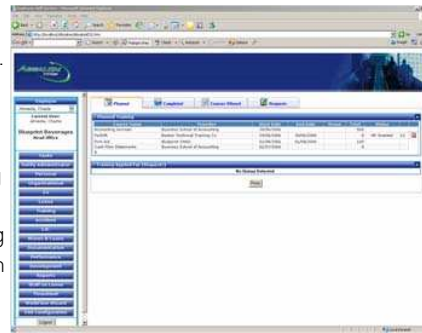
- Employees can view their entire leave history including a breakdown into the various leave categories.
- Employees can view their current leave balances for the various leave categories. Leave types such as Sick Leave can be excluded from view.
- Leave applications can be submitted for approval with auto email to the approving authority.
- Leave administration processes including re-routing and escalation procedures can be customised using the Smart HR workflow features.
- Using workflow defined processes, leave approvals are fully automated including automatic email notifications and database updates.

- Employees can view their past training history.
- Employees can review available training courses and course syllabi.
- Employees can electronically submit applications for training courses based on Training Programs or on an ad-hoc basis.
- Approval notifications are automated as per pre-defined procedural workflows that comply with the company's business rules.



Performance Management

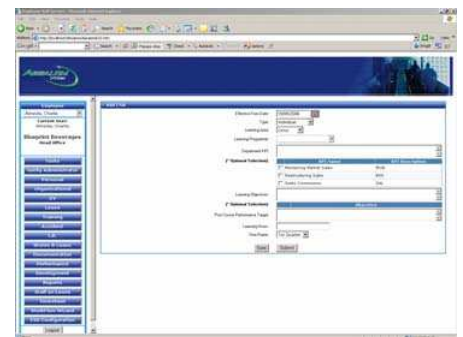
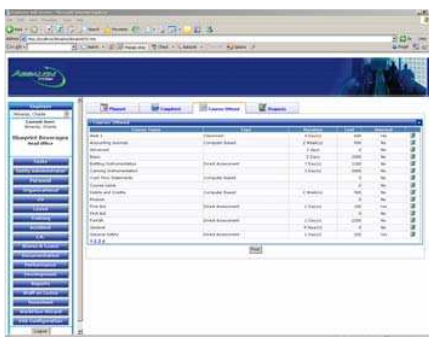
- Performance appraisals can be performed within a client/server environment, or web browser within an intranet or the internet.
- Incorporates sophisticated and customizable email workflow including re-routing and escalation procedures based upon the company's business rules.
- Each evaluation is recorded and stored with a date and full description allowing for historical evaluation of an employee's performance.
- Evaluate performance on financial measures or non-financial measures such as innovation, customer satisfaction and quality.

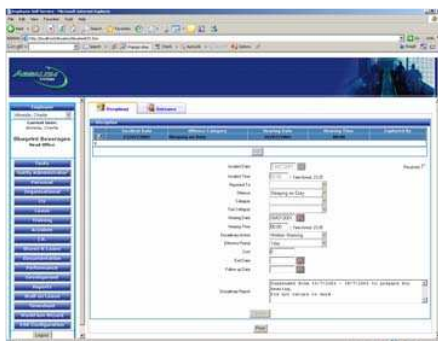


Health & Safety

- Employees can view past history of their own health and safety incidents.
- Managers can view history of health and safety incidents of all employees within their jurisdiction.
- Using customisable and automated workflow processes, managers can log incidents and automatically trigger email notifications to relevant parties.
- Both managers and employees can log workplace hazards. Follow-up action will automatically be instigated by a customised process workflow based upon the company's business rules.
- HR and OH&S staff are automatically notified by email of incidents and hazards logged.

Training Administration

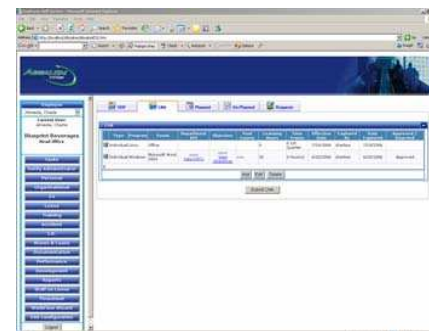
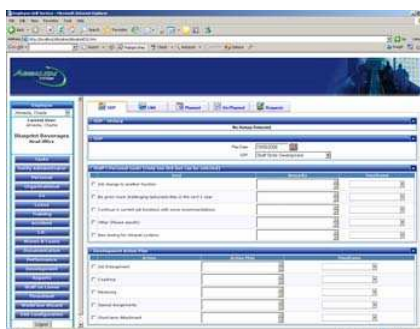




- For each evaluation scheme, an unlimited number of Key Performance Areas (KPA) can be allocated. For example, leadership, communication and adaptability. Each KPA is individually weighted according to importance.
- Within each KPA, an unlimited number of Critical Success Elements (CSE) or core competencies can be allocated. These CSE's constitute the KPA measures. Each CSE is weighted according to importance. Organisational targets can be set for each CSE.
- Allocate user-defined scoring ranges for each CSE ensuring objectivity in the evaluation process.
- Caters for all appraiser types including self, peer, superior and subordinate enabling 360 degree evaluations.
- Ability to record a full performance evaluation report online.
- Multi-media capabilities allowing documents and files to be linked to each employee's performance evaluations.

Employee Relations

- Managers and employees can view the unlimited history of discipline, grievance and counselling events.
- Managers can undertake disciplinary hearings over the intranet or internet via a web browser incorporating automated workflow definitions.
- Employees can post grievances incorporating automated email workflow and events for immediate notification.
- Managers and employees can undertake employee counselling of both work performance and work conduct on-line. This includes detailed dialogue and both employee and managerial suggestions.



People Developer

People Developer Standard provides organisations with a systematic process to:

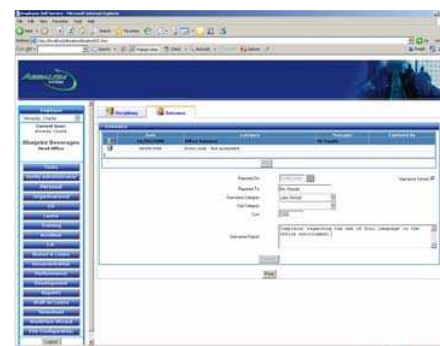
- review their people practices
- develop staff
- improve learning effectiveness

Through this process, organisations will typically integrate all their people development activities into several dimensions. These are:

- Total Company Learning Plan
- Learning Budgets
- Process Automation
- Learning Needs Analysis
- Career Development
- Resource Allocation
- Communication
- Induction
- Monitoring
- Evaluation
- Improvement

Documentation

- Enables company documentation to be centralised for access via the intranet or the internet.
- Empowers employees and managers to securely access company's policies, procedures and standard documentation.
- Incorporates user security and access rights to control access to documents based upon the company's security hierarchy.





Timesheet Administration

- Employees can submit timesheets via a web browser over the intranet or internet.
- The ability to enter timesheet records per day, per employee or project.
- Timesheets can be submitted weekly, fortnightly or monthly with totals per category.
- Employees can submit their online timesheets with a single click of a button significantly increasing employee productivity.
- Employees and managers are always aware of the status of timesheets with sophisticated and customisable email workflow.
- Automatic population of key fields reduces time for data entry and reduces costly errors.
- Managers are able to view all timesheet records for employees within their jurisdiction based on configurable workflow.
- Timesheets can be viewed at all stages of the workflow process including approved/rejected, in progress, not submitted and an unlimited history.



Absalom's ESS (Employee/Manager Self Service) introduces new productivity to the organisation via real-time staff efficiency around the clock. It transcends most of Absalom's Smart HR suite and forms the platform upon which other ESS facilities will be continuously added.