

## HR & Payroll Management

Powering strategic  
HR initiatives and  
talent management



# Unit4 Business World On!

## HR and Payroll Management

To enable you to get the best from your organization's most important assets - your staff - Unit4 Business World On! delivers a single, definitive control center and information repository.

The solution has been developed to help reduce duplication and errors, minimizing the time spent by staff on day-to-day administration - the software provides workflow and employee self-service facilities. You gain a clearer insight into your organization's resources – no matter how turbulent the situation – via inquiry, reporting and analysis tools.

### The Employee Lifecycle in Unit4 Business World On!

Unit4 Business World On! covers the entire employee lifecycle from initial employment to resignation, termination of contracts or retirement, in a way that is tailored to the changing needs of dynamic organizations.

**Employee management:** fully covering employee records management, including applicant administration and the management of employee contract details, as well as document management and compliance management.

**Talent management:** including the identification and administration of employees' competences and skills, employee development and learning, recording of employee performance and succession management.



**Time and attendance:** attendance and leave management, work schedules and timesheets are neatly handled and the Absences capabilities make requesting and viewing absences really easy for employees.

**Compensation and benefits:** payroll, benefits, salary review and forecasting, cost analysis and pensions are all areas of HR that are easily managed within the Unit4 Business World On! solution.

**Organization development:** easy setup and modeling of different organizational structures for reporting and analysis, as well as "What if...?" planning and tools for managing all positions in the business.

**Recruitment and staffing:** easily identify if the required number of skilled staff are in place and comprehensively manage the recruitment process by identifying the best internal or external applicants.

## What can Unit4's HR and Payroll capabilities do for you?

Unit4 Business World On! offers a comprehensive range of tools to help manage everyday tasks more effectively, and gain greater insight into the organization's personnel and payroll processes.

### Human Resources

- Personnel administration to manage the employee lifecycle.
- Functionality to create comprehensive employee records, with an unlimited variety of user-definable information fields.
- Competence analysis to enable HR to define the organization's skills matrix and to identify strengths of employees and applicants.
- Resource planning and deployment integration to maximize employee and enterprise efficiency.
- Recruitment support, to collect applicant data and competencies and track the hire process with business alerts and reminder tasks.
- Training Administration for HR departments to design personal development programs and raise the competence level of employees.
- Salary review: to handle the salary setting process efficiently and on a devolved basis.
- Absence monitoring and tracking for full absence-management reporting, as well as:
  - analysis to identify repeat patterns, which can indicate stress-related illnesses, potential job dissatisfaction or other problems;
  - integration to Payroll to facilitate occupational and statutory pay arrangements.
- Employee travel and expense handling, to calculate allowances and process the reimbursement of expenses.
- Microsoft Word and Excel integration to automate the creation of employee and applicant letters, forms and reports based on master file data.

### Payroll

- Details of the exact pay, benefits and deductions arrangements that relate to each individual employee are readily available.
- Complete payroll configuration and the definition of unlimited payments and deductions (P&D) codes to create distinct pay structures.
- Functionality for payroll simulation, re-runs, reversal and back-pay calculations to ensure accuracy, efficiency and timeliness.
- Simplified administration of payroll by defining employees by position.
- Full administration and tracking of roles and positions and sophisticated reporting and modeling.
- General Ledger analysis that is linked to different positions to ensure accurate allocation of costs.

## How are we different?

Our revolutionary new approach is delivering the next generation of self-driving, intelligent ERP and enterprise applications for service organizations and their people.

We:

- Focus on people-centric businesses
- Build applications for people
- Design architecture for agility
- Deliver Cloud solutions at your speed

## A broader, integrated solution

The strengths of the HR and Payroll management tools are multiplied, when used as a fully integrated part of the broader Unit4 Business World On! Enterprise Resource Planning (ERP) solution. For example:

- **Financial Management** – detailed costs are captured and summarized at the appropriate level in the General Ledger for effective business analysis without time-consuming reconciliations. Also, pay costs are transferred seamlessly for building budgets.
- **Project Management** – seamless coordination with the Project tools offers users up-to-date, well-managed competence data for resourcing projects.
- **Performance Management** – managers can report, analyze and perform metrics on their operations and instantly introduce required changes, as a consequence of their findings.

## Want to know more?

Please visit our website or contact us directly, to discuss your specific needs in more detail.

[unit4.com/applications/hr](http://unit4.com/applications/hr)

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## About Unit4

Unit4 is a leading provider of enterprise applications empowering people in service organizations. With annual revenue north of 500M Euro and more than 4000 employees world-wide, Unit4 delivers ERP, industry-focused and best-in-class applications. Thousands of organizations from sectors including professional services, education, public services, not-for-profit, real estate, wholesale, and financial services benefit from Unit4 solutions. Unit4 is in business for people.

### unit4.com

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