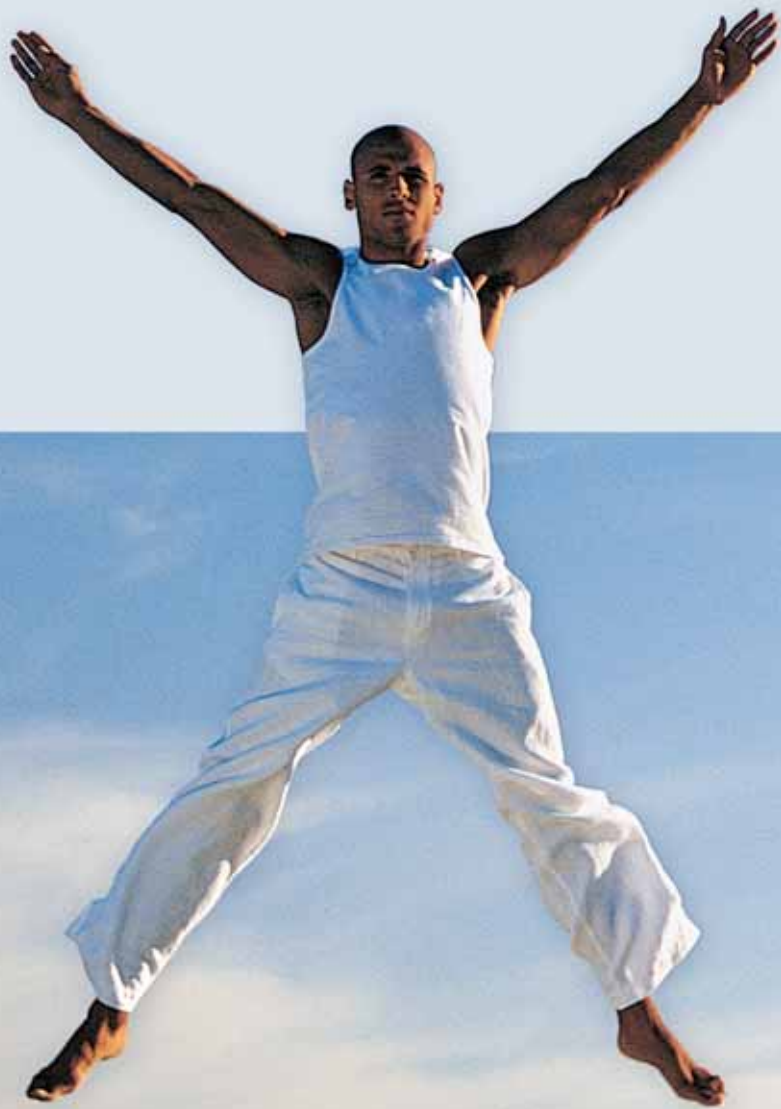


Optimise your HR potential



HRa Suite 7

HR Governance – staying ahead of the game...

The HR world is moving on - and governance has become an increasingly critical issue in today's increasingly complex corporate environment. Economic globalization, demographic, cultural and social changes, increased competition, shareholder pressure, mergers, acquisitions and reorganisation, tighter legal and regulatory constraints... These are just some of the day-to-day challenges companies need to tackle.

Human Resources roles are no longer, just confined to executing a plan. To play a part in the global performance of an evolving company, they must act as a reference across a wide range of business activities from: reorganisation, attracting talent and creating company loyalty, managing and broadening skills, introducing effective recruitment, pay, training and mobility policies and liaising at executive, managerial and employee level – while ensuring they align themselves to the corporate strategy.

Human Resources is entering a new era – and HR governance is the way forward!

It's easy to say but ensuring an effective governance implementation is not quite that simple. To succeed, HR management requires the right tools and technology:

- The first category enables you to industrialise your processes, optimise your actions and operations by transitioning by a paperless environment and decentralised processes. This will free up enough time to concentrate on the new specialised tasks ahead.
- The second innovative category implicit in HR Governance is the need to trigger “business intelligence” to analyse and determine the most relevant actions and operations. The next step is then to manage them, gauge their effectiveness and prove their real worth in relation to the global governance strategy of the company.

HR Access has chosen to integrate both these categories into a unique, scalable and comprehensive solution for its customers: HRa Suite 7.



HR Access has created HRa Suite 7, the “intelligent”HRIS

In order to keep pace with this new brief, the HRIS needs to become more than just a simple process and management tool. It must now include HR business intelligence and extend its reach to encompass in-house and external interactions. To meet this demand, **HR Access proposes 4 cutting-edge concepts:**

- **HRa Space: a new team-based workspace for effective results**

This collaborative workspace provides a single entry point dedicated to Human Resources. It has been fine-tuned to offer user-friendly customised access for employees, line managers and HR professionals. HRa Space helps consolidate HR expertise and encourages autonomy across the organisation.

- **Guided Processes: a cross-functional, reliable solution for HR business practices**

HRa Suite 7 integrates comprehensive ready-to-use guided processes, based on tried and tested business practices. Shared by users at all levels of the organisation, they ensure cross-functional, traceable workflows with real-time tracking of all ongoing operations.

- **HRa Channels: on-demand access to expert content**

HRa Suite 7 offers across-the-board scalability. Content is chosen for its exceptional quality, multilingual and international nature and its overall significance. It is totally integrated within the HRa Suite 7 processes for accessible daily use.

- **Contextual Management: time and quality optimisation**

HRa Space adapts to the role and current activity of each user by proactively pushing guided processes, indicators, expert content, documents (e.g. resumes, payslips), recommendations and company rules towards the user. A range of options are available to determine business choices and to optimise effective management operations.



HRa Suite 7 – the 24/7 solution

To ensure the best talents are detected during our recruitment campaigns, we use personality tests. These tell us more than the basic resumes, identifying behavioural profiles, aptitudes and specific skills. With HRa Suite 7, the best tests can be accessed directly within the recruitment process and entered into the staff record to be re-used in other processes, such as evaluation.

This guarantees our processes are standardised and our choices are consistent.

Comprehensive functional coverage and powerful tools to optimise human resource management

As a result of 35 years experience implementing projects in multinational companies of all sectors and sizes, HRa Suite 7 boasts the most extensive HR functional coverage on the market. HRa Suite 7, with its rigorous technological and regulatory monitoring, is an international solution that can be adapted to national legislation and to the electronic data transmission methods used by government departments in all parts of the world.

Key Data Groups for customisation and integration

- Organisation: it's possible to model the organisation of a company, however complex, and to track developments as they happen.
- Skills, jobs and positions: these regroup all the company data in order regroup all the company elements in order to monitor career developments.
- Staff records: the staff records are shared by HR executives and line managers, ensuring seamless payroll, assessment, learning and mobility management.

Solid foundations for industrialised HR Administration

- Pay (audit, assessment and administration): the HRa Suite 7 payroll engine is one of the most powerful on the market, integrating the latest public and private sector regulations.
- Time and activity management: definition and personalised follow-up of working hours, payroll data retrieval, time acquisition interfaces...
- Social benefit management: mutual insurance, retirement schemes and individual social benefits.
- Case-specific management: temporary staff, expatriates, health and safety, professional elections, expenses, equality and risks, grievances and disciplinary measures.



Advanced functions to attract, retain and capitalise on talent

- Recruitment and internal mobility: a unique, integrated approach to encourage flexibility and management of recruitment and mobility, to improve the quality and objectivity of candidate selection and to reduce related costs.
- Workforce planning: to encourage awareness of human capital, anticipate corporate job developments, bring HR in line with global strategy, measure performance and develop talent diversity.
- Learning: to define and manage the training policy, increase the level of staff performance, integrate ready-to-use e-Learning content, monitor and optimise training budgets.
- Compensation: to conduct an effective and equitable payroll policy, simulate budgets, anticipate developments in wage costs and assist line managers with their salary procedures.

Decision and reporting tools to add intelligence to your HR data

- Legal and operational reporting: publication of legal and regulatory statements, requests, reports and statistics to provide greater visibility into all aspects of your companies employees.
- Decision tools: to define, monitor and manage HR policy by means of customised indicators and dashboards.
- Simulations and comparisons based on comprehensive, reliable information.

An HRa DMS (Document Management System) space to capitalise on HR expertise

- Paperless design and vetting of documents with automatic publication aimed at a range of target groups, in accordance with their roles.
- Management of any business documents obtained through the guided processes or accessed through normal multi-criteria searches.



HRa Suite 7 – the 24/7 solution

Before we decide to expatriate a member of our team, we get HRa Suite 7 to simulate the cost. Once we have made the decision, HRa Suite 7 provides guided processes for expatriate management by preparing the staff record for the local HR team, displaying a list of tasks for the HR department in the home country and setting up a schedule with alerts to keep us up to date with expatriation procedures and with the expatriate's return. This guarantees seamless management of international mobility.



7 good reasons for choosing HRa Suite 7

- **A HRIS to meet your strategic needs – as they happen**

With its modular design, HRa Suite 7 keeps pace with the constantly expanding scope of Human Resources at functional and geographical levels, from payroll and administration through to talent management and governance. It offers a scalable implementation and roll-out to meet the needs and requirements of line managers, budgets and strategic priorities.

- **The right data, the right tools, the right person – at the right time**

Appropriate ownership of HRIS by its different users is a pre-requisite for effective dissemination of corporate HR management policies and regulations. HRa Suite 7 has therefore been developed to provide a user-friendly workspace, while its customised expert content guarantees acknowledgment and optimisation of users at every level.

- **Best practices, exchange and team-work – the reliable way forward**

Built around a unique database to guarantee data accuracy in a field with no room for error, HRa Suite 7 integrates specific company practices. Within its team-based HRa Space, every member of the Human Resources hierarchy shares the same data, rules, indicators and operational processes. As a result, they gain in autonomy, apply the right practices naturally, adopt a cooperative approach to common projects and exchange professional expertise.

- **Keeping pace with the market – a scalable solution**

The flexible, scalable and proactive HRa Suite 7 solution adapts rapidly to change: mergers, acquisitions, new competitors, new markets, new countries and new regulations. The solution configurability makes it easy to add new processes and management rules. The company can therefore be confident that not only is its human resources in line with the legal obligations of the countries in which it is established, but also with its global strategy and development policy.



■ Cutting-edge technology - cutting-edge results

The web architecture of HRa Suite 7 is based on recognised market standards (J2EE) and the most widely used Open-Source Frameworks. Its integration technology (Java SDK, Web Services Framework) ensures interoperability within the company's IS. Its customisation tool facilitates the introduction of new processes, the roll-out of internet/intranet applications, the integration of expert content and data e-filing.

■ Support services – maximising your investment

For the benefit of customers wanting to realise the full potential of its HRa Suite 7 solution, HR Access offers technical, functional and business expertise in the form of a comprehensive HR Access Services package:

- Advice and implementation, based on tried and tested guides and methodologies and close collaboration with experts from the HR Access development team;
- Registered training courses and transmission of technical and functional skills by consultants trained on the very latest versions;
- HR Access Outsourcing for reversible externalisation of infrastructure and application maintenance, on site or in host mode;
- HRa Support for access to new functionality and regulatory developments.

■ HRIS ownership - keeping costs to a minimum

All these technological choices and value-added services, together with HRa Suite 7's ability to optimise and guide HR processes, contributes towards effective cost control, at all levels of the organisation: implementation, integration, ownership, daily use, exploitation and maintenance.



HRa Suite 7 – the 24/7 solution

In the context of its global strategy, head office has introduced a management renewal policy.

With HRa Suite 7, an alert on our workstation automatically informs us when the turnover rate falls to 2%, the easy-to-configure indicator and value we have chosen.

That way we can react immediately and take appropriate action.

We have gained in effectiveness, visibility and pertinence.


HR Access Solutions represents HR Access exclusive expertise in the field of Human Resources Management. Created in 2003 following the acquisition of HR Access by Fidelity Investments, the company is built on 35 years experience, research and development in applicational solutions.

One core business, three core services:

- applicational solutions and back-up
- installation, integration and training support
- outsourcing operations

We see our mission as providing a partnership service to our customers to support them in every aspect of their HR deployment strategy and at every stage of their corporate development. We aim to bring our customers comprehensive and scalable solutions and services tailored to their goals and aspirations.

www.hraccess.com

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 **HR Access**
The smart way to HR success