

PASTEL | PARTNER

# HR HUMAN RESOURCES

FOR ANY SIZE AND TYPE OF BUSINESSES  
HR software so easy, even the boss can use it



Automated and  
easy-to-use  
HR System

HR so easy,  
even the boss  
can use it

sage

**If you hire, fire or pay employees, you are already doing HR. The question is if you are doing it the right way? With this easy-to-use and automated HR System, you can rest assured that your biggest asset, your employees, is taken care of.**

**[ What can you expect of this HR system? ]**

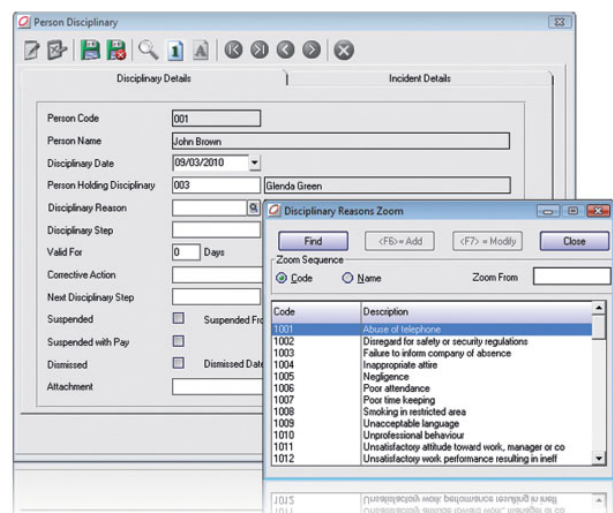
- **Now you can avoid costly labour court cases** or having to pay a compensation for wrongful dismissal.
- **Disciplinary procedures are made easy.** The HR System ships with 66 disciplinary reasons, each with an offence level set up. This way you will know whether to hand out a verbal, written or final written warning - or to get geared up for a disciplinary hearing.
- **Disciplinary actions can be recorded.** You are able to link any document (audio, video, photo, etc) to the applicable employee's disciplinary record to keep as evidence.
- **Performance reviews can be done correctly and accurately.** Once the template has been set up, you can easily complete the review pertaining to a specific employee by selecting the appropriate review. You can then load the scorecard and enter the scores. Afterwards, you can print the performance review with an overall rating displaying a space for the person under review and the manager/supervisor to sign.
- The HR System ships with **standard HR forms and templates** that you can print and use during your HR processes, for example a performance review assessment form.
- The system provides you with an **employment contract template**.
- You can **keep track of company assets**

in your employees' possession, including company cellphone, laptop and vehicle, to name a few. Keep a record of the purchase date, the original purchase price, scrap date and reason, as well as indicate whether the asset must be returned to the company when an employee's services are terminated. You can even link a picture of the asset for easy identification.

- **Fully integrated with your Payroll software.** No need to recapture employee records. Changes made to an employee's details in Pastel Payroll can be done once and reflect on both applications, namely your Payroll and HR System. Financial information is not synchronised to your HR System.
- You can print a **timeline of events to view all HR processes** pertaining to an employee in sequence.
- **Keep track of all the vacant positions** within your company as well as the requirements for these vacancies.

**[ Disciplinary Process ]**

- There are 66 pre-defined disciplinary reasons to select from. You can also add any additional disciplinary reasons that might apply to your business.



- For example, if you select 'Abuse of telephone' as the offence reason, a few fields are automatically populated based on your selection.
- The system will automatically indicate (1) the period that the warning is valid for, and (2) the next disciplinary action your company would need to take if the offence re-occurs, including a verbal or written warning, to name but a few.

Recruitment	Appointment	Performance Management	Reporting	Disciplinary Processes
Organisational Structure	Selection	Contract Review	Legislative	Performance Management
Budgeting	Job Description	KPA Development	Management Reporting	Warnings
Vacancies	Offer / Acceptance	KPI Development		Hearings
Position Descriptions	Contracting	KPA & KPI Weightings		
	Candidate to Employee	Performance Contract		
	- Education	Measurement		
	- Training	Performance Reviews		
	- Assets Allocated	Promotion		
		Corrective Action		

### [ Performance Reviews ]

- When you set up a performance review, you are able to pre-define 'Key Performance Areas' and 'Key Performance Indicators' per employee, in general, or per department.
- A Key Performance Area (KPA) can be defined as a specific goal or target an employee has to achieve while performing a specific job. For example, a common KPA for sales managers would be to achieve certain sales targets.
- A Key Performance Indicator (KPI) can be defined as a specific task an employee must complete to achieve their set KPA. For example, to achieve sales targets, a sales manager will be required to sell a variety of different product lines. Furthermore you are able to allocate a specific 'weight' per KPI or sub-line of a KPI.
- You are able to view a scorecard based on your predefined KPA's and KPI's.
- You will load the relevant scores during the performance review process and the system will automatically total all the scores and provide you with an overall rating. It's as easy as that!

### [ Standard Disciplinary Forms and Templates ]

- The HR System ships with a few standard forms and templates for your convenience.
- An Employment Contract is an integral part of any HR process. We have a standard, fully compliant, template that you can customise to suit your business requirements. All our reports are created with our Custom Report Writer. This means that you can easily create any additional reports you require.

