

Human Resources Register

Basic features

Solution flexibility

- *Ocean Human Resources Register* deals with data on objects of a very broad range of types and enables various transactions to be performed on these objects.
- The application enables administering of human resources regardless of database size, of organization scheme or of hierarchy so that at the implementation phase the application can be configured to suit user needs in the best way.
- Once implemented the system can be reconfigured to suit additional requirements without programming.

Automatic data processing

- The application is designed to provide automatic links between transactions resulting with a handy management and efficient data processing performed on objects in the register.

Automatic links with other Ocean applications

- As the application data on the employees is a broadened data set of another Ocean application called Coding System it is automatically enabled to have insight into and transfer (to other applications and vice versa) of the data having impact on human resources database.

Internal control support

- The application features automatic tracking of data access and registering of data on transaction performed (organizational level, operator, time and date etc.)

Support to analysis and reporting

- All registered data on employees as well as the data on documents are stored for the regular analysis and reporting
- The data are immediately available for the analysis and reporting whereby the data query is performed according to criteria respecting the user's needs.

Reporting in u MS Word and Excel



***Ocean Human Resources Register* is application software aimed for automatic registering and administering of data on human resources in organizations in which precise and comprehensive processing of large-scale data sets on employees are required.**

The software is based on Oracle technology. It is a part of Ocean's integrated solutions providing full coverage of human resources management.

Ocean Human Resources Register

Automatic administering of data on human resources

Ocean Human Resources Register provides efficient automation of activities related to administering of posts/employees including creation and issuing of the corresponding documents.

Clear database on human resources

Human Resources Register mostly deals with registering and administering of one of the most important common segments of information system in an organization: coding system of employees.

The application keeps track on employees, employee education and professional skills data and the change of these data as well as data on each employee professional career.

The application fulfills requirements on reliability, precision and relevance of data.

The aim of the application

The application is primarily aimed for organizations with a strong need for distributed data processing on a large-scale basis whereby the precise registering of data is imperative so that these requirements can be fulfilled only by means of a complex and distributed information system.

Besides providing a basic employee-, organization- and other data sets *Ocean Human Resources Register* enables automatic registering, updating and presenting of the data.

Efficient work organization

Ocean Human Resources Register application enables implementing of various schemes of organization and human resources management depending on the user specific needs.

In order to get specific statistical data on human resources respecting their organizational unit splits or respecting hierarchical level of the units or considering the whole organization as one entity the application can be set up to make the required data available.

Basic functions

Registering of employee data

This is a basic process including:

- Registering of personal basic data set (personal ID, family name, first name, name of father, date of birth, place of birth, etc.) and/or a set of variable personal data (address, state, occupation etc.)
- Definition of documents related to employee (document on holding position in the organization:

Database of posts in organization

Support to all activities related to the database of posts:

- Registering of all posts in organization with corresponding data (organizational unit, post, authorization rights, number of employees to hold the posts, salary factor) and prerequisites for the post (level of education, particular skills etc.).
- Providing information on the hired workforce versus available posts.

Dynamic creation and printing of reports

Respecting requirements the process enables creation and printing of reports based on the previous two processes and it encompasses the following:

- Dynamic creation of lists/overviews of the employees respecting predefined conditions respecting the content and outline of the report.
- Registering of the reports created.
- Issuing of the reports as required by the public administration bodies.
- Obtaining of the report by means of readily available text processor (MS-Word)