Signify SOFTWARE

FEATURE LIST

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Introduction to the Signify HR Feature List

The Signify Human Resource Management System enables you to effectively manage your workforce using a combination of feature-rich modules. With the release of our latest version, great emphasis was placed on creating a user-friendly and visually appealing portal allowing the employee quick access to self-service functionality. The responsive portal has also been designed as a tablet-friendly interface, allowing users to access some functionality from their favourite tablet using standard browser functionality. Although great care was taken to provide an accurate and true representation of the features, due to on-going development certain items listed, may differ from the actual functionality in the system.

Signify HR is available in three main suites of products. *Each **suite** typically consists of the following modules:*

Signify Human Resource Management

a. Organisation Structure
b. Employee Information Management (Foundation or Enterprise)
c. Job and Position profiling
d. Employee Self Service (ESS)
e. Leave Management
f. FAIS Management
g. Salary Review
h. Recruitment and Selection
i. Employment Equity and Skills Development Reports
j. Personal Development Plan (PDP)
k. Dashboard
l. Reporting (relevant to selected modules)

Signify Learning Management System (LMS)

a. Organisation Structure
b. Employee Information Management (Foundation)
c. Training Scheduling
d. e-Learning
e. Learnership
f. Mentoring and Coaching
g. Catalogue Module
h. CPD Module
i. Ask the Expert
j. Personal Development Plan (PDP)
k. Employee Self Service (relevant to selected modules)
l. Dashboard
m. Reporting (relevant to selected modules)

Signify Performance Management

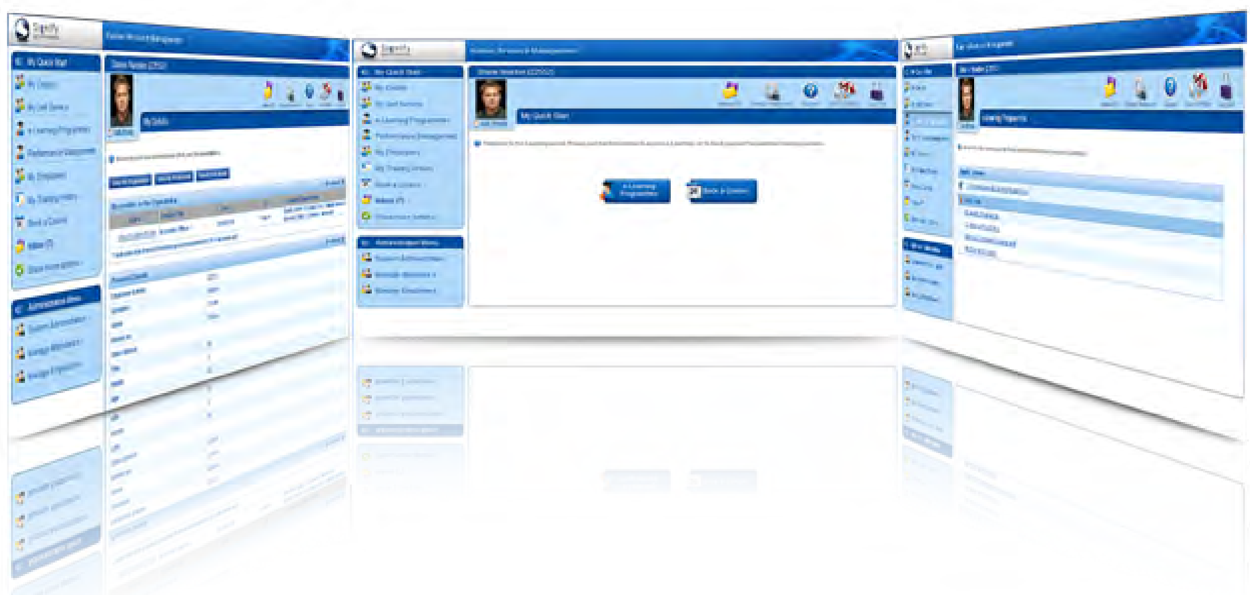
a. Organisation Structure
b. Employee Information Management (Foundation)
c. Performance Management
d. Talent Management
e. Employee Evaluations
f. Personal Development Plan (PDP)
g. Employee Self Service (relevant to selected modules)
h. Dashboard
i. Reporting (relevant to selected modules)

Important: Although the above suites represent **typical configuration** options, the system is **modular** which allows you to purchase only the modules you need. Refer to the colour coding of each suite to identify the typical modules for these suites.

General

- The System is "Themed" to have client-specific colour scheme. Although the colour scheme and company logo can be incorporated, the system layout will remain standard and can only be customised where indicated.
- The System is completely web-based and runs on standard Microsoft Technology (C# ASP.NET and MS SQL Server).
- The system can manage an organisation with multiple legal entities (or companies) having different business rules, by using Schemas.
- Each Schema represents an entity with its own set of business rules, lookup lists and email configurations.
- Some lists and features are shared across all schemas and cannot be controlled per schema – such as the centralised qualification list.
- Employee records (employee information) can be synchronised with company HR or payroll system (such as SAP, Oracle, etc.)
- Employee information (or other employee related information) can be made available to external systems via database level views.
- Active Directory (AD) integration allows for single sign-on and AD authentication. An AD integration guide is available on request.
- A centralised Notification Module is used to send email and SMS notifications to specified recipients and is interfaced to each of the modules within Signify HR. This module allows for the creation of email templates with pre-defined recipients.
- The bodies of the emails can be branded according to your organisation's requirements.

Portal



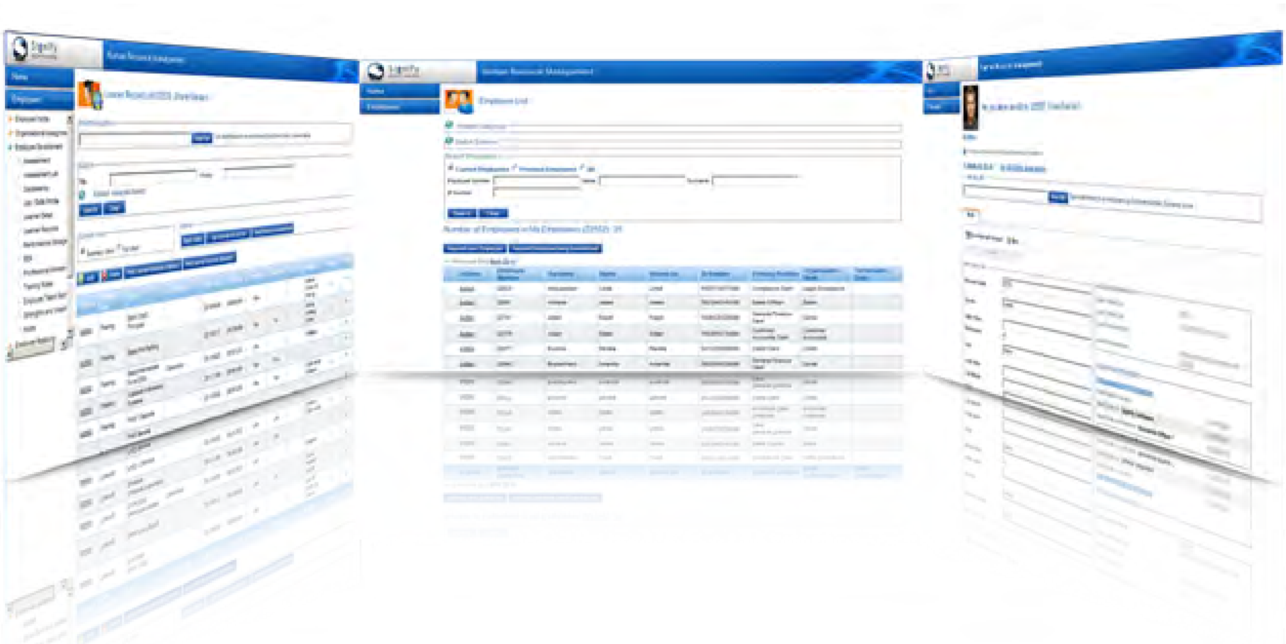
- A user-friendly portal with a number of quick links that can be turned on or off per implementation, give employees access to relevant end-user functionality. These links include:
    - Learning Quick Launch
    - E-Learning Programs
    - Book a Course
    - My Details
    - My Employees
    - My Training History
    - My Worklist
    - My PDP
    - Performance Management
    - Upcoming Birthdays
    - Reports
    - My Self Service
    - Mentors & Coaches
    - Talent Management
- Administrators also have quick access links to:
    - System Administration
    - Manage Attendance
    - Manage Employees
- The order and text on the above labels can be set per schema (within certain parameters).
- The menu item that is configured to be the first one in the list above will determine which page will serve as the landing page - this is the first page that the user will see when logging into the system.
- Each employee can upload a photo to personalise the portal. This feature can be switched off per implementation. If employee pictures are available in a centralized location, these pictures can be referenced from the specified location.

Organisation Structure

- Create multiple organisation structures for planning purposes.
- Identify one organisation structure as the active structure.
- Each structure consists of multiple organisation units. Each unit is related to a parent organisation unit of a different type.
- Structure allows for multiple organisation types (Example: Company, Division, Section, Department, Cost Centre).
- Create an organisation structure up to 26 levels deep.
- Each organisational unit is defined in terms of:
    - Validity period (Start Date and End date)
    - System generated reference number
    - Type
    - Code
    - Name
    - Description
    - Additional information
        - Organ of state (Tick box)
        - Training Budget
        - Trade Name
        - Alternative Registration Name
        - Alternative Registration Number
        - Registration Number
        - Tax Registration Number
        - UIF Number
        - National Pension Fund Number
        - Contact Person Name
        - Contact Person Number
        - Contact Person Telephone
        - Contact Person Fax
        - Contact Person Email
        - Field Marketer
        - Business Address Line 1, 2, 3, 4, Province, City / Town, Code, Business Region, Business Region Description
        - Postal Address Line 1, 2, 3, 4, Province, City / Town, Code
        - Business Type – Memo fieldEach position profile inherits its position attributes from a job profile.

- Each position profile inherits its position attributes from a job profile
- Link multiple positions to each organisation unit. Select these positions from the Job Profiler Module – one by one or select multiple positions at a time.
- Move positions from one organisation unit to another.
- Define the validity period per position (Start Date and End Date).
- Employees are ultimately employed in positions on the active org structure. This allows you to identify vacant positions.

Employee Information Management



- Two versions of the Employee Information Management system are available:
  - Foundation version. Basic Employee Information Management is required as the foundation for any of the additional modules in the system. See indicators in feature list below.
  - Enterprise version. This module includes all the advanced modules that are not explicitly listed below as a loose standing module – such as FAIS, Leave etc. See indicators in feature list below.
- Users are given access to pre-defined subgroups. A subgroup is a grouping of employees in the organisation based on common data values such as “Division”, “Department”, “Job Title”, “Gender”, “Level” etc.
- Search for employees based on:
  - Employee number
  - Name
  - Surname
  - ID Number
- Current and previous employee records can be accessed.
- Employee records are divided into different sections and sub-sections. Users are given access to these sections and sub-sections (or groups of sections and sub-sections) based on specific access levels. These sections and sub-sections include:
  - Employee Profile
    - Personal Information (The personal information group contains a large number of fields of which only a few are mandatory).
      - Personal Detail (Foundation and Enterprise)
        - Employee Number
        - Surname
        - Maiden Name
        - Trading Name (Tick box)

        - Name
        - Middle Name
        - Other Names
        - Initials
        - Title (Drop down list)
        - Known As
        - Home Language (Tick box)
        - Income Tax Reference Number
        - Image URL
    - Biographical Information (Foundation and Enterprise)
        - Global Number
        - Gender (Drop down list)
        - Race (Drop down list)
        - Ethnic Group (Drop down list)
        - Citizenship (Drop down list)
        - Nationality (Drop down list)
        - Birthday
        - Option for Either ID number or Passport
        - Social Security Number
        - Marital status (Drop down list)
        - Marital Date (Calendar provided)
        - Disabled (Tick box)
        - Location (Drop down list)
        - Subsidiary (Drop down list)
    - Other
        - This page is similar to the page used when an employee is appointed.
        - A user account for an employee can also be created from this page.
        - The employee's appointment details are also visible.
        - Some of this information can be updated by an employee from the Employee Self Service module
- Additional Information (customisable section with examples below). All of the fields have a list of values from which to choose. This section needs to be configured per client
        - Division Name
        - DOL Occupational Category
        - FSC Category
        - Hay Category
        - Hay Code

        - Hay Job Level
        - Hay Job Title
        - Hay Level
        - Internal Occupational Category
        - Level 1 to 10 (With a list of values in each)
        - OFO code
        - SOC Code
- Address *(Enterprise)*
    - Home Physical Address
        - Address
        - Country (Drop down list)
        - Region (Drop down list)
        - City/Town/Village
        - Postal Code
    - Home Postal address (Option: can be populated automatically if Home Postal address is same as Home Physical address) (Enterprise)
        - Address
        - Country (Drop down list)
        - City/Town/Village
        - Postal Code
    - Business address *(Enterprise)*
        - Floor Number (Drop down list)
        - Address
        - Country (Drop down list)
        - Region
        - City/Town/Village
        - Postal Code
        - The business address can be populated automatically from the organisation structure
        - Some of this information can be updated by an employee from the Employee Self Service module
    - Location (Dropdown list)
- Contact Details *(Foundation and Enterprise)*
    - Lists of contact details with local examples provided. The following fields are available:
        - Home Telephone Number
        - Work Telephone Number

        - Mobile Phone Number
        - Alternative Number
        - Email Address
        - Fax Number
        - Skype Name
        - Some of this information can be updated by an employee from the Employee Self Service module
- Documents *(Enterprise)*
    - Can attach documents such as an ID book, CV etc.
        - Document Name
        - Category
        - Edit Document
        - Delete Document
        - View Details
        - Download Document
- Dietary Requirements *(Enterprise and Event Management Module)*
    - Addition of a list of values established by the organisation (with the option to add more than one or delete).
- Family History *(Enterprise)*
    - Addition of a list of values established by the organisation (with the option to add more than one or delete).
- Vehicle *(Enterprise)*
    - The following fields are available:
        - Make
        - Model
        - Engine Capacity
        - Registration Number
        - Benefit Type (Drop down list)
        - Repayment period (Drop down list)
        - Acquired Date (Calendar provided)
        - Purchased Date (Calendar provided)
        - Mileage
        - Manufacture Year
        - New Vehicle (Tick box)
        - Sold (Tick box)
        - Financed (Tick box)

- Next of Kin *(Enterprise)*
    - The following fields are available:
        - Existing Employee (Tick box)
        - Relationship (Drop down list)
        - Surname
        - Maiden Name
        - Name
        - ID
        - Initials
        - Other Names
        - Title (Drop down list)
        - Preferred Name
        - Gender (Drop down list)
        - Nationality (Drop down list)
        - Contact Type(Drop down list)
        - Date of Birth (Calendar provided)
        - Passport Number
        - Employee Number
        - Dependant (Tick box)
        - Primary Contact (Tick box)
        - Contact Detail
            - Preferred Method of Contact (Dropdown list)
            - Home Telephone Number
            - Work Telephone Number
            - Mobile Phone Number
            - Alternative Number
            - Fax Number
            - Email
            - Skype
    - Address
    - Some of this information can be updated by an employee from the Employee Self Service module.
    - An Emergency Contact Detail report is available for the above.
    - Documents can be attached.
- Criminal Record *(Enterprise)*
    - The following fields are available:
        - Nature of Offence (Drop down list)

        - Sentence imposed/outcome
        - Date Sentenced (Calendar provided)
        - Sentence Expiry Date (Calendar provided)
        - Police station where case is registered
        - Court Name
        - Case Number
- Drivers Licence *(Enterprise)*
    - The following fields are available:
        - Addition of a list of values established by the organisation. (with the option to add more than one or delete)
        - Valid Between Start Date
        - And End Date
        - Issued On (Calendar provided)
        - Licence Number
        - Mine Licence Number
        - International Licence (Tick box)
        - Place of Issue
        - Comments
        - Some of this information can be updated by an employee from the Employee Self Service module.
- Permit *(Enterprise)*
    - The following fields are available:
        - Addition of a list of values established by the organisation. (With the option to add more than one or delete).
        - Valid Between Start Date (Calendar Provided)
        - And End Date (Calendar Provided)
        - Permit Number
        - International Permit (Tick box)
        - Comments
        - Some of this information can be updated by an employee from the Employee Self Service module
- Medical History *(Enterprise)*
    - The following fields are available:
        - General physical
        - Systems
        - Existing conditions
        - Occupational diseases

        - Referrals
        - Documents can be attached.
    - Assets *(Enterprise)*
        - Multiple assets such as notebooks, access cards, furniture, and equipment can be linked to employee records as required.
        - The following fields are available:
            - Type (Drop down list)
            - Item (Drop down list)
            - Quantity
            - Serial Number
            - Description
            - Date Issued (Calendar provided)
            - Expected Return Date (Calendar provided)
            - Actual Return Date (Calendar provided)
            - On an employee's resignation HR is notified about company assets due for return.
    - Leave – See Leave module feature list *(Enterprise and Leave module)*
    - Employee Funding *(Enterprise)*
        - Employee funding is used to keep track of items such as expenditures that require work-back periods.
        - The following fields are available:
            - Type (Dropdown list)
            - Amount
            - Description
            - Date Allocated (Calendar provided)
            - Payback Start Date (Calendar provided)
            - Payback Period End Date (Calendar provided)
            - Settled (Tick box)
            - Settlement Date (Calendar provided)
            - Documents can be attached
    - Notification Detail *(Enterprise)*
        - The following fields are available:
            - Notification
            - Description
            - Notification Date (Calendar provided)
- Organisational Assignment (Foundation and Enterprise)

- Appointment History
    - Shows employee start date in group
    - It provides an options to –
        - Transfer an employee - This functionality is used to transfer an employee between positions, whether in a schema or between schemas. Fields available are:
            - Reason for Transfer - selected from a list of values
            - New Position (List of values)
            - Primary Position (Tick box)
            - Appointment Type (Drop down list)
            - First day in new Position (Calendar provided)
            - Last day in new Position (Calendar provided)
            - Transferred to – Selected from a list of values
            - Employee's last day of service in the company will be (Calendar provided)
            - Employee will be available in new company from (Calendar provided)
            - Option to keep position vacant or terminate position
            - Transfer employee (Command button)
        - Terminate an Employee or just terminate one of an employee's positions. Information available on this Page is (Position Company; Appointment Type; Primary Position; From and To date. Fields available are:
            - Employee's last day of service in company (Calendar provided)
            - Reason for ending employment (Drop down list)
            - Option to keep position vacant or terminate position
            - A comment Box for later use (if the employee is not to be re-appointed)
            - Terminate employee (Command button)
        - Appoint an employee in another Position (This simply means that an employee will now hold more than one position in the organisation simultaneously)
            - Position
            - Primary Position (Tick box)
            - Appointment Type (Drop down list)
            - From and to Date (Calendar provided)
            - Notice Period (In months)
            - Comment
- Roles (Select the applicable role(s) from the list to add to the employee's profile. *(Enterprise)*

- Previous Employment *(Enterprise)*
  - The following fields are available:
    - Employer
    - Position (Selection options)
    - Show Project detail (Tick box)
    - Industry Relevant (Tick box)
    - Start date (Calendar provided)
    - End date (Calendar provided)
    - Years of Experience
    - Reference
    - Reference Contact
    - Notes (Comments field)
- Reporting Lines
  - Each employee can be linked to different "managers", depending on process. These reporting lines include:
    - Line Manager
    - Secondary Line Manager
    - FAIS Manager
    - Leave Manager Alternate Approver
    - Leave Manager
    - PDP Main Approval
    - PDP Secondary Approval
    - Performance Management Manager
    - Salary Review Manager
    - Training Manager

- Employee Development *(Enterprise and Event Management and e-Learning)*
  - This section focuses on an employee's development in terms of training development plans, training history, performance management history etc.
  - Assessment List provides a list of online assessments attempted by the employee
    - Action (Choose between Reset attempt count and View attempts)
    - Assessment Name
    - Last Date Started
    - Last Score
    - Maximum Number of Tries
    - Number of Attempts

- Learner Detail
  - Track the status of employees against a list of values:
    - 9 Check boxes
    - 8 Date boxes
    - 4 Text boxes
    - 2 Memo boxes
  - The labels of these items can be changed using the data dictionary – per system, not per schema.
- Learner Record (provides a view of employees training and qualification history)
  - Capture training, unit standards, skills programmes, learnerships, qualifications on individual learner records.
  - Allow for batch capturing of training records to multiple employees.
  - Print training and qualification records for individual employees.
  - Search by Title/Provider within a person's learner record.
  - Option to see summary or full view of learner record.
  - Categories covered are: Training, Qualifications, Unit standards
  - Various fields are available and a high degree of customisation is allowed:
    - Training Title / Qualification Title / Learnership Title
    - Training Provider/Institution
    - Facilitator
    - Room number/Venue
    - Start Date (Calendar provided)
    - End Date (Calendar provided)
    - Budgeted for Training (Tick box)
    - Training Approved (Tick box)
    - Self-Funded by Employee (Tick box)
    - Training Completed (Tick box)
    - Competent (Tick box)
    - Non-Completion Reason
    - Score
    - Raw Score
    - Maximum Score
    - Pre-test Score
    - Number of credits obtained
    - Certify learned record

    - Costs
        - Multiple cost descriptions can be added
        - Example: Course Cost, Accommodation Cost, Transport Cost, Printing Cost etc.
        - Invoice Reference Number
    - Difficulties
    - Notes
- Actions that can be executed are:
    - Batch Editor
    - Synchronise old employee number
    - Reset employee assessments
    - Add record
    - Delete
    - Print learner records (Classic)
    - Print learner records (Standard)
- Manage bursary expenses on employee qualification or Learnership records:
    - Bursary Detail
        - Application documents received
        - Start Date
        - End Date
        - Mentor / overseer
        - Status
        - Terms and conditions
        - Comment
    - Periods
        - Description
        - Start Date
        - End Date Limited Funding
        - Re-Application Needed
        - Subjects
    - Contributions
        - Description
        - Amount
    - Expenses
        - Invoice Number
        - Invoice Date
        - Invoice Received Date

        - Amount
        - Description
        - Payment Date
        - Payment Received by
        - Paid by Employee (Yes / No)
        - Employee to be reimbursed (Yes / No)
        - Date Employee reimbursed
- Performance Management – Refer to the Performance Management section for more details regarding this.
- PDP – Refer to the PDP section for more details regarding this.
- Professional Memberships. Provide an option to add professional associations for an employee using the following fields:
    - Membership Type
    - Institute
    - Membership Number
    - Expiry Date
- Training Roles
    - Training roles are used as an indicator or definition of what training an employee is required to undergo regarding a specific subject matter area. This implies that every training role can be linked to different training courses and an employee's progress on the required courses can then be monitored. This requires configuration from Signify.
- Employee Talent Rating (included here is the Nine box Talent Rating)
    - In order to better understand your workforce, to know where to focus your training initiatives or if the correct talent distribution of personnel is available for a particular project it is necessary to have some grasp of the talents and potential in your organisation. This section enables you to graphically plot an employee's talent rating using the nine box talent matrix. The description for each box is customisable.
- Strengths and Weaknesses
    - The purpose with this section is to allow drafting a list of the strengths and weaknesses an employee exhibits.
    - Type
    - Description
- Notes
    - The notes section allows for the capturing of multiple comments on an employee.
- Qualification
    - Qualification Name
    - Qualification Type (for example Degree or Diploma)
    - Institution

        - Year Completed
        - Description
        - Highest Qualification
- Employee Relations *(Enterprise)*
    - Grievance
        - Grievance Against (Company / Individual)
        - Grievance Description
        - Process Followed (Formal / Informal)
        - Date of Grievance (Calendar provided)
        - Date Resolved (Calendar provided)
        - Outcome
        - Documents (Attach multiple documents to the specific case)
    - Disciplinary Advanced
        - Disciplinary Detail. The disciplinary detail section allows for the capturing of:
            - Action Date (Start date of disciplinary process)
            - IR Category (Master data and as result can be set up to suit client requirements for example Misconduct, Incapacity - Ill Health, Incapacity – Poor Performance)
            - Short description of incident/offence
            - Process Followed (Formal / Informal)
            - Line Manager
            - Suspended
                - Date of Suspension
                - Estimated date of return
            - Organisation Unit at the time of the disciplinary action
            - Province
            - Location of Incident
            - Disciplinary Outcome
                - Disciplinary Action Outcome (for example Verbal Warning, Dismissal, etc.)
                - Action Outcome Date (Calendar provided)
                - Outcome Details
                - Feedback Date (Calendar provided)
                - Sanction
                    - Expiry date/period (for example 3 months when the outcome was a verbal warning)
                    - Date Issued
                    - Date employee signed

        - Override Expiry date/period
    - Record Status (Drop down list)
- The disciplinary section enables multiple tabs for the capturing of certain key data depending on the disciplinary action and action outcome combination. The tabs that can be enabled or disabled are:
    - Charges
        - Add multiple charges, each with
            - Charge Code (Drop down list)
            - Incident Date (Calendar provided)
            - Allegations against Employee
    - Counselling
        - Manager
        - Representative (Can be employee or external person)
        - Initiator (Can be employee or external person)
        - Witness (Can be employee or external person)
        - Notes
        - Follow-up required (and review date if selected)
    - Hearing
        - Date the completed investigation pack was submitted to HR (Calendar provided)
        - Date of hearing (Calendar provided)
        - Time of hearing
        - Actual time spent in hearing (Hours and Minutes)
        - Venue
        - Initiator/Complainant (Can be employee or external person)
        - Chairperson (Can be employee or external person)
        - Representative (Can be employee or external person)
        - Incident (Linked to Charges)
    - Consultation
        - Request for Consultation Date (Calendar provided)
        - Consultation Date (Calendar provided)
        - Consultation Chairperson (Can be employee or external person)
        - Reason for consultation
        - Consultation Outcome (Decision upheld / Re-instatement)
        - If re-instatement:
            - Re-instatement value
            - Re-instatement date (Calendar provided)

        - Legal Payments. Add multiple records containing:
            - Legal Representative Name (Can be employee or external person)
            - Description of Service
            - Amount
            - Invoice number
            - Date of invoice
            - Date of payment (Calendar provided)
        - Risk Assessment
            - Tick one or more options:
                - Procedure not followed
                - Witness no longer employed/available
                - Substantively unfair
                - HR not consulted
                - Evidence Lost
        - Documents. Multiple documents can be attached to a specific case.
    - Each disciplinary action can be linked to a dispute process.
- Dispute. The dispute section enables the tracking of the grievance process in terms of:
    - Referral
        - Dispute Against (Company / Individual)
        - Dispute Reason (Unfair Dismissal / Unfair Labour Practice)
        - Dispute Description
        - Grounds for referral (Choose from Procedural, Substantive or Both)
        - Referral Date (Calendar provided)
        - Date Received (Calendar provided)
        - Time Received
        - Details of person who received the application (Can be employee or external person)
        - Con-arb Requested/Outcome (Granted/Refused)
    - Conciliation
        - Receive notification of Set-down Date (Calendar provided)
        - Actual Set-down Date (Calendar provided)
        - Request Postponement
            - New set-down date (Calendar provided)
            - Requested By
            - Granted (Tick box)

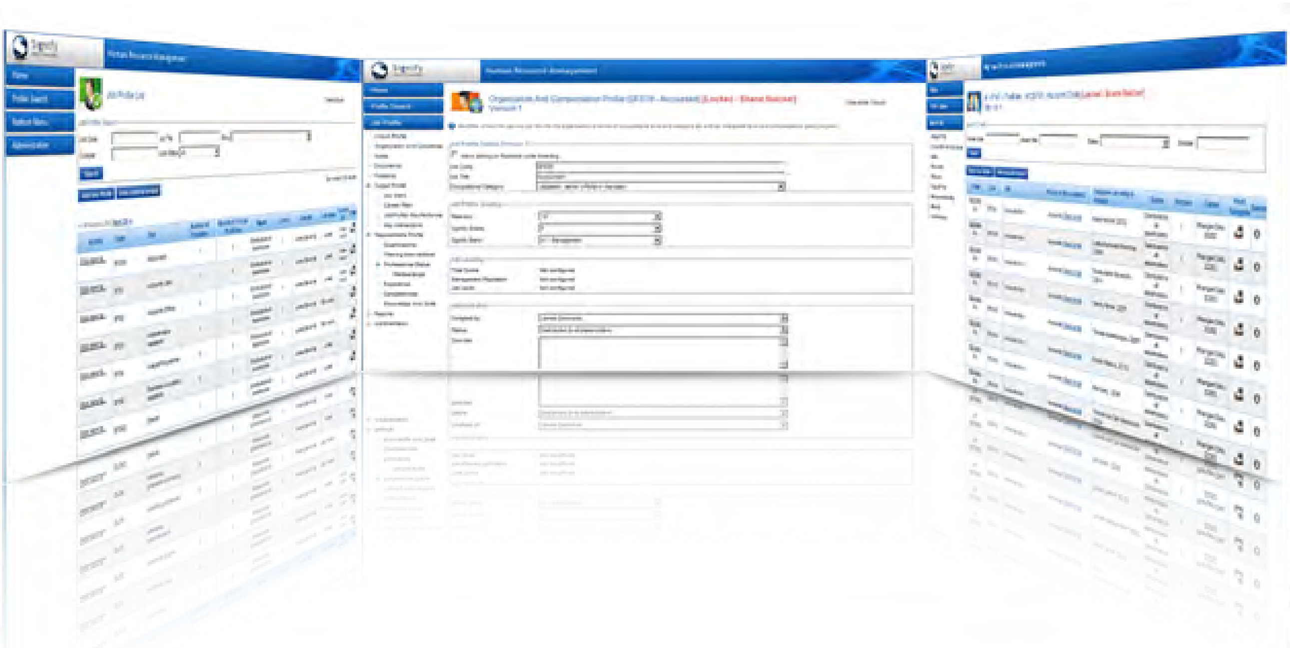
        - Postponement Type (Company/ Employee/ Other)
        - Reason for Postponement
        - Parties Notified
    - Case number
    - Conciliation Summary
    - Resolved (Tick box)
    - When resolved is selected then the following options are available:
        - Outcome (Dropdown list)
            - Re-Instatement
            - Re-Employment
            - Re-Instatement with back pay
            - Settlement
            - Withdrawal
        - Outcome Date (Calendar provided)
    - Retrospective back pay (Tick box)
- Arbitration Notification (Tab only visible when Con-arb is Refused)
    - Request for Arbitration (Tick box)
    - Date of Application (Calendar provided)
    - Date Received (Calendar provided)
    - Rescission Requested/Outcome (Granted/Refused)
    - Rescission Date (Calendar provided)
    - Con-arb Date (Calendar provided)
    - Pre-Arbitration Requested (Tick box)
    - If request is received after 30 days, condonation application is required:
        - Condonation application received (Yes / No)
        - Application Date
        - Condonation application granted (Yes / No)
        - Outcome / Comments
- Pre-Arbitration (Tab only visible when Con-arb is Refused)
    - Date Requested (Calendar provided)
    - Actual Pre-Arbitration Date (Calendar provided)
    - Pre-Arbitration Requested By
    - Reason for Pre-Arbitration
    - Parties Notified
    - Granted (Tick box)

    - Venue
    - Date of event (Calendar provided)
    - Procedural issues
    - Substantive issues
    - Other issues
    - Assign HR business partner to attend to matter (Can be employee or external person)
        - Name
        - Surname
        - Position
        - Contact Number
    - Pre-arbitration resolved (Yes / No)
    - If pre-arbitration resolved
        - Pre-arbitration outcome (Re-instatement / Settlement)
        - Retrospective Back pay
        - Minutes of Pre-Arbitration received on
        - Date of Pre-Arbitration minutes sent to council
- Arbitration
    - Notification received of Set-down Date (Calendar provided)
    - Venue
    - Date of event (Calendar provided)
    - Assigned commissioner (Can be employee or external person)
    - Assign HR business partner to attend to matter (Can be employee or external person)
    - Actual Set-down Date (Calendar provided)
    - Arbitration Outcome
    - Outcome
        - Awarded in favour of employee (Compensation)
        - Awarded in favour of employee (Re-instatement)
        - Awarded in favour of employer
        - Settlement
    - Outcome
    - Outcome Date (Calendar provided)
    - Decision Upheld (Yes / No)

            - Case postponed reason
                - Date postponed
                - Company request
                - Application request
                - Commissioner instruction
            - No Cost Awarded (Yes / No)
        - Legal Payments
            - Legal Representative Name (Can be employee or external person)
            - Description of Service
            - Amount
            - Invoice Number
            - Date of Invoice (Calendar provided)
            - Date of Payment (Calendar provided)
        - Labour Court
            - Referred to Labour Court
            - Application for Rescission
            - Referred By (Applicant/Employer/Third Party)
            - Date Referred (Calendar provided)
            - CCMA Case
            - Initiated Review (Company / Applicant)
            - Representative
            - Name of Judge
            - Court Date
            - Outcome in favour of (Company / Applicant)
            - Outcome Details
        - Documents (Attach multiple documents to the specific case)
- Compliance (Enterprise and FAIS Management)
    - FAIS – Information
        - Link employees to multiple FAIS Licenses (FSPs). For each FSP, define:
        - FAIS License and Role. Define role of person by selecting:
            - FAIS Representative. Select the applicable financial categories and indicate Advisory / Intermediary status as well as Fit and Proper status.
            - FAIS Supervisor. Select the applicable financial categories.
            - FAIS Key Individual. Select the applicable financial categories.
            - Link each FAIS rep to a Key Individual and Supervisor if applicable.
        - FAIS Status (such as Active, De-barred, etc.)
        - FAIS Experience. Log FAIS experience per financial category.

- OHS – Occupation Health and Safety. Provides Information on the company's elected Occupational Health and safety personnel
  - HAS Representative
    - Currently Active
    - Type (Drop down list)
    - Certificate Number
    - Dates valid From (Calendar provided)
    - Assigned To
  - Fire Fighter
    - Currently Active
    - Type (Drop down list)
    - Certificate Number
    - Dates valid From (Calendar provided)
    - Assigned To
  - First Aider
    - Currently Active
    - Type (Drop down list)
    - Certificate Number
    - Dates Valid From (Calendar provided)
    - Assigned To
    - First Aider Level (Drop down list)
- Remuneration *(Enterprise)*
  - The purpose with this page is purely informational. Remuneration information for an employee is extracted from a client's own payroll system and displayed in this section.

Job Profiler Module



- Create a list of unique job titles. The “Detail” section of the job profiler module is always available as part of the Signify HR and LMS system. Each job profile has a set of attributes in the following sections:
    - Job Description Details – (Employee Management Enterprise and Foundation)
        - Job Profile Details
            - Job Code/Identifier, Job Title, Secondary Job Title
            - OFO Code (selected from a library)
            - Occupational Category
            - Job family
            - Job Level
            - Business Process
            - Level of work
    - Job Profile Grading
        - Add multiple grading systems and grade each profile against each of the grading systems
    - Administration
        - Compiled By
        - Status
        - Sources
    - Office Use
        - Documented By
        - Validated By
        - Date of Validation

- *The following sub-sections of the Job Profiler module are only available if the Job Profiler module is purchased.*
    - Add multiple notes (comments) to each profile
    - Attach multiple documents to each profile
    - Job Access
        - Defines the access the employee in this job will have in terms of:
            - Building Access
            - Gate Access
            - IT Systems Access, etc.
        - An automated email can be generated to the departments who are responsible for granting the access, or to remove access when a position becomes vacant.
    - Output Profile
        - Job Intent/purpose – Identify purpose, major challenges, decision limits and responsibilities.
        - Career Path – Identify Position, Future Position 1, Future Position 2, Future Position 3 (Free text).
        - Outputs – define the output standards and success indicators.
        - Business processes – define the processes that must be adhered to.
        - Create multiple Key Performance Areas
            - KPA Description (Memo field)
            - Outputs (Memo field)
            - Descriptor (Memo field)
            - Measures (Memo field)
        - Add multiple Key interactions
            - Type (Internal / External)
            - Contact (example: Heads, Managers, Team Leaders, Staff)
            - Purpose
    - Requirements Profile – define the required:
        - Qualifications (From system library)
        - Training Interventions (From system library)
            - The required training courses are displayed on an employee's Personal Develop Plan (if the PDP module is purchased)

- Professional Status (Memberships)
- Experience
  - Process / Place / Area
  - Involvement (Example: Trainee, Management, Senior Management)
  - Period (Years)
  - Importance (Example: Essential, Recommended, Optional)
  - Competencies (From a library)
    - Define single list of competencies on required levels OR
    - Define competency matrix per grade
      - Specify proficiency level and description
    - Competency library can be categorised as leadership, behavioural, technical, etc.
  - Knowledge and Skills
- Skills Programmes
- Unit Standards
- Driver's licence
- Personal Attributes

* Linked to each job title is a list of positions. Each position is set to inherit its attributes from the generic parent job title. These attributes can be overridden for selected positions.
* Keep record of different versions of job profiles.
* View Job Profile report – can be customised per Schema.

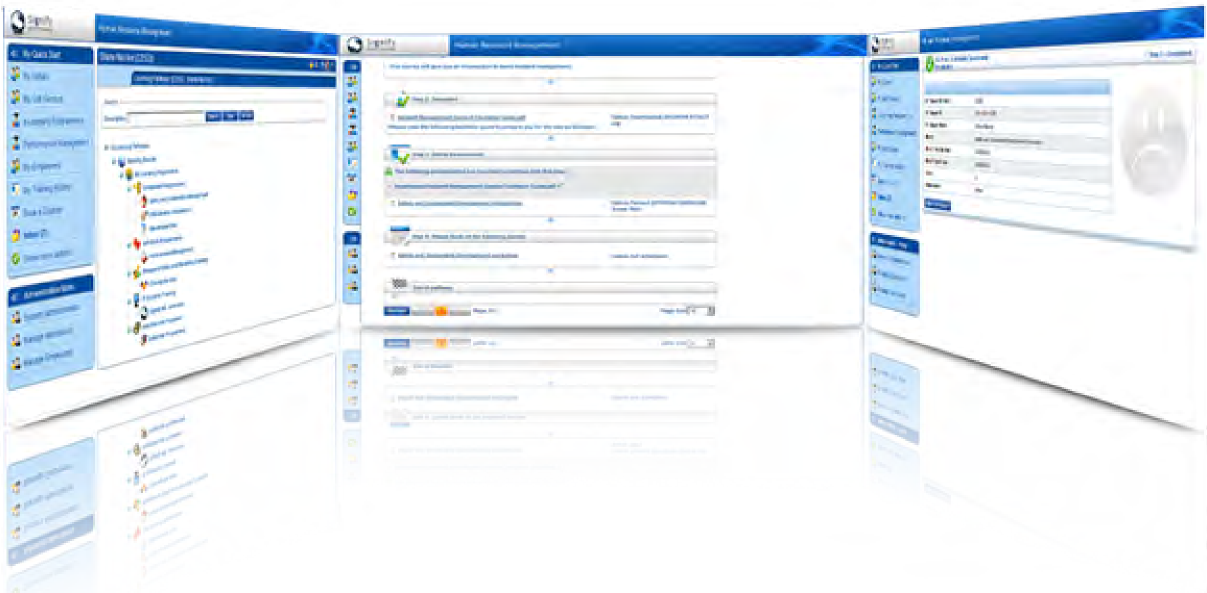
FAIS Management (South Africa Only)

- Organisations that employ FAIS representatives are required to maintain a FAIS representative register and to send changes on the status of representatives to the Financial Services Board (FSB) on a regular basis. The Signify HR FAIS Management module will assist you in the maintenance of the FAIS register, as well as determining if certain fit and proper requirements are met.
- Link employees to multiple FAIS Licenses (FSPs). For each FSP, define:
  - FAIS License and Role. Define role of the employee on each license by selecting:
    - Start Date on the specific license. This is date is used when submitting the register to the FSB.
    - FAIS Representative. Select the applicable financial categories and indicate Advisory / Intermediary status as well as Fit and Proper status for each financial category.
    - FAIS Supervisor. Select the applicable financial categories that the employee may be a supervisor for.
    - FAIS Key Individual. Select the applicable financial categories. Select the applicable financial categories that the employee may be a key individual for.
    - Link each FAIS rep to a Key Individual and Supervisor (if applicable) per product.
  - FAIS Status (such as Active, De-barred, etc.) and provide reason for such status.
  - FAIS Experience. Log FAIS experience per financial category.
    - Define the number of years and months experience before joining the organisation.
    - Define the date from which the employee has started to gain experience on each product category.
  - Integration to 3rd party systems is possible. Examples:
    - If your organisation has a sales system that requires an employee to be on the FAIS register for certain products, the synchronisation process can be used to verify such compliance.
- System can be configured to create snapshots of the complete FAIS register (per FSP) on a regular interval (example weekly). When submissions are made to the FSB, two snapshots are compared with each other to determine the differences between these snapshots. The output of this comparison is the legislative (1A, 2U, 3D) report that is sent to the FSB.
- An advanced report allows you to analyse compliance in terms of Level 1 and Level 2 exams as well as compliance against required qualifications.

- The Signify HR Salary Review module guides a manager through a basic salary review and -increase process. The aim is to keep your eyes on the available pot of money available to all your employees.
- Admin functionality is available that enables the administrator to administer the salary review period and parameters, import employees, movements of employees between managers and final salary review rating overrides.
- The salary review module consists of the following:
    - Period
        - The Salary Review Period dictates for which period a Salary Review is valid/entered, the system will automatically assign the scores to the active period.
            - Period
            - Start Date (Calendar provided)
            - End Date (Calendar provided)
            - Global Increase Percentage
    - Activate Submission and Approval Levels
        - Submissions Allowed (Tick box)
        - Approval Allowed (Tick box)
    - Field Status and Visibility
        - Performance Rating
            - A performance rating score will be indicated (Tick box)
            - Hide column (Tick box)
    - Increase
        - Use the Rand field only (Tick box)
        - Use the % field only (Tick box)
        - Enable both Rand and % fields (Tick box)
    - Market Adjustments
        - Allow Market Adjustments (Tick box)
        - Hide column (Tick box)
    - Bonuses
        - Allow Bonus Adjustment (Tick box)
        - Hide column (Tick box)

- Comments
    - Comments required
    - Hide column (Tick box)
- Subsidiaries
- Code of Conduct
    - Title
    - Description
    - Acceptance Text
- Reporting Lines Template can be downloaded.
- REM Channel Codes Template can be downloaded.
- Reporting Lines can be uploaded.
- REM Channel Codes can be uploaded.
- Undo Submissions
- Undo submissions by managers regarding salary reviews.
    - Action to reverse the submission.
    - Employee whose submission must be reversed
    - Subordinate's Direct Manager
    - Job Title of Employee
    - Number of Employees who will be effected
    - Total Cost to Company
    - Average Performance Rating
    - Average Increase
    - Average Market Adjustment
    - Average Bonus
    - Total CTC after Increase
    - Reason for reversing the submission
- Move Managers and Employees
- Move managers and employees to other managers.
    - Employee (Name, Surname and Employee number)
    - Subordinate's Direct Manager
    - Job Title of Employee

    - Number of Employees
    - Select Manager (Move to). Select a new manager and option available to apply to all.
- Override Employee Salary Ratings
- Administrate and override the salary review ratings of employees.
    - Status of the process (Finalised or In Progress)
    - Employee (Name, Surname and Employee Number)
    - Job Title
    - Start Date Years of Service
    - Age
    - Cost to Company (CTC)
    - REM Channel Quartile Data (Lower, Median and Upper)
    - Performance Rating
    - Increase (Percentage and Rand)
    - Market Adjustment (Percentage)
    - Bonus (Percentage)
    - CTC After Increase
    - Comments
    - Override Reason
- Only Salary administrators have access to this module.



- Learning Pathways allow for the creation of a blended learning approach. Some features include:
  - Create a customised tree structure that should allow for easy navigation to required learning pathways.
  - Make tree nodes and pathways easily identifiable by uploading unique icons to each node.
  - Identify key tree nodes or pathways and make them easily accessible via the e-Learning quick launch portal.
  - Allow employees to search for tree nodes or pathways using keyword search functionality.
  - Re-link pathways under multiple tree-nodes. When a pathway is changed, it automatically changes in all linked instances.
  - Limit to pre-defined target audiences or open to all. Target audiences can be based on:
    - Individual employees
    - Specific job titles
    - Manual target audiences (Provide SQL statement to enable nodes based on advanced conditions)
  - Publish and download (PDF, PowerPoint etc.).
  - Book on scheduled training events from pathway.
  - If your organisation is using Questionmark™ as an assessment tool, the e-Learning module can be integrated with Questionmark 4 and 5 via standard QM-Wise functionality.
  - Publish and launch Questionmark Assessments.
  - Add Comments to pathway.
  - Allow user to accept pre-defined acceptance steps.
  - User can upload “Portfolio of evidence”.

- Create step where user can enter “User message” feedback.
- Launch interactive (non-SCORM) content.
- Launch SCORM compliant content (1.2 and 2004).
- Upload interactive content that uses proprietary web services to connect with LMS.
- Upload video files.
- Link a learning guide from the learning guide document repository.
- Add Scholarship application process.
- Embed YouTube videos.
- Define pre-requisites for most step types.
- Most of the above types can populate Learner Record (Employee training history) based on outcome of step.
- Define number of allowable tries for:
    - Assessments
    - Questionmark assessments
    - SCORM content
- In case of assessments and SCORM define:
    - Keep highest score
    - Keep first score
    - Keep last score
- Control look and feel of pathway steps by setting font size, font colour and font type.
- Embed URLs to link to external websites.
- SCORM Content can deployed from multiple content servers.
- Control look and feel of pathway navigation section by showing or hiding different navigation blocks.

- Assessment Builder
    - Create question banks.
    - Randomise answers.
    - Multiple question types (single select, multiple select).
    - Link questions to question groups.
    - Randomly select questions from question groups.

  - Randomise question ordering.
  - Define the number of questions to show on each page.
  - Embed images in questions.
  - Set time limit if required.
  - Set lock-out period if required. If the user does not successfully complete an assessment, he / she will be "locked-out" of the assessment for the defined period and will not be able to attempt it again within this period.
  - Use assessments as surveys.
  - Determine if results should be written to Learner Record (Employee training history).
- Learning Guides
  - Document repository categorised in custom tree structure.
  - Link any document type.
  - Keep historic versions of documents.
  - When linking a document, upload different types of the same document (such as MS Word, PDF, PowerPoint) and decide which of these documents to be made available to the end user.
  - Limit to pre-defined target audiences or open to all. Target audiences can be based on:
    - Individual employees
    - Specific job titles
    - Manual target audiences (Provide SQL statement to enable nodes based on advanced conditions)
  - Make documents accessible in learning pathways.

- A learnership is a structured learning process for gaining theoretical knowledge and practical skills in the workplace leading to a qualification registered on the National Qualifications Framework (NQF). Learners participating in a learnership have to attend classes at a college or training centre to complete classroom-based learning, and they also have to complete on-the-job training in a workplace under the guidance of a mentor. The workplace experience must be relevant to the qualification.
- A Learnership consists of Unit Standards, Training Interventions, Programmes and a Qualification.
    - Unit Standards: A collection of knowledge, skills and attributes in which a candidate must prove competence (in a structured assessment) to acquire credits on the NQF.
    - Training Interventions: Specific goals or activities to be performed by the learner during the training process e.g. Theoretical Classroom Training and provide a Portfolio of Evidence Document.
    - Programmes: A grouping of unit standards will form an occupationally based learning programme.
    - Qualification: A group of programmes and unit standards that have been clustered together to make up a registered qualification. There are 3 types of qualifications on the NQF: certificates (120cr), diplomas (240cr) and degree (360cr). The number of credits needed to graduate varies from learnership to learnership.
- The Learnership System Administrator is able to do the following:
    - Create, maintain and link the following to add a Learnership
        - Unit Standard
        - Training Intervention
        - Programmes
        - Qualification
    - Create and maintain a Learner Group
        - Indicator (Active / Inactive)
        - Name of Learner Group
        - Link employees to the Learner Group
    - Create and maintain a Learnership Pipeline
        - Link a Learner Group to the pipeline
        - Link a Learnership to the pipeline
        - Status
            - Not Started
            - In Progress

        - Pending External / Verification
        - Pending Certificate
        - Completed
        - Cancelled
    - Learnership Region (Dropdown list)
    - Start Date (Calendar provided)
    - End Date (Calendar provided)
- Create and maintain Planned Values
    - Select Rollout Training Intervention (Dropdown list)
    - Training Start Date (Calendar provided)
    - Training Complete Date (Calendar provided)
    - Facilitator
    - Workplace Mentoring Start Date (Calendar provided)
    - Workplace Mentoring End Date (Calendar provided)
    - Planned Completed Date (Calendar provided)
    - POE Submission Date (Calendar provided)
    - Assessment Start Date
    - Assessment End Date
    - Assessor
    - Internal Moderation Start Date
    - Internal Moderation End Date
    - Internal Moderator
    - External Moderation Start Date (Calendar provided)
    - External Moderation End Date (Calendar provided)
    - External Moderator
- Create Events
    - Event Title
    - Schedule
    - Region
    - Facilitator
    - Programme
    - Event Result

  - Book a Learner Group on Event
  - Create a Learner Record
  - Update the Attendance Register per Event
  - Update Learner Record Status
  - View and update employee's programme actuals
- Learnership module reports include:
  - Full Learnership Report
    - Employee Name
    - Employee Number
    - ID Number
    - Race
    - Age
    - Region
    - Gender
    - Total credits obtained
    - Skills Programme
    - Module Name
    - Credits
    - Trainer
    - Trainer Date
    - Assessor
    - Assessment Date
    - Assessment Comment
    - Assessor
    - Moderation
    - Moderation Comment
    - Moderator
  - Learnership Pipeline Rollout Plan Report
    - Programme
    - Training Intervention
    - Unit Standard Code

- Unit Standard Title
- NQF
- Credits
- Dates of Theoretical Training
- Dates of Workplace Mentoring
- Date of POE submission
- Dates of Assessment
- Dates of Internal Moderation
- Dates of External Moderation
- Date of Completion

- An administrator can assign an individual to moderate and give expert advice on questions asked by users.
- Experts will only be able to view, edit, remove and moderate questions and comments in the category(s) they have been assigned to.
- The Ask the Expert module consists of the following:
    - Categories (used to group related information together)
        - (Add, edit and delete)
    - Moderation (process used for quality assurance. To make sure the questions and answers provided are of a good quality and are applicable to the subject at hand).
        - (Publish, unpublish, lock, remove, edit)
    - Questions (Add, edit and delete)
    - Comments (Add, edit and delete)
        - Comment Status
            - Publish
            - Unpublish
            - To be moderated
            - Remove
            - Blacklist
            - Preferred
    - Experts (Add, edit and delete)
- The Ask the Expert module roles include:
    - Ask the Expert Administrator
        - Add a new question
        - View the questions you asked
        - View question statistics
        - Search for specific questions / comments
        - View Current Discussions
        - View Most Read
        - View Most Commented
        - Report Questions asked by fellow users
        - Report Comments made by fellow users

        - Moderate questions and comments
            - Publish
            - Unpublish
            - Lock
            - Remove
            - Edit
        - Remove / Edit questions individually
        - Remove / Edit comments individually
        - Add / Edit and Remove Categories
        - Add / Edit and Remove Experts
        - Mark comments as preferred
        - Assign Experts to categories
    - Ask the Expert Moderator
        - Experts are assigned to a specific category(s) and will therefore only see moderations required for those categories.
        - Moderate = Publish /remove/ Preferred/ edit
    - Ask the Expert User
        - Add a new question
        - View the questions you asked
        - View question statistics
        - Search for specific questions / comments
        - View Current Discussions
        - View Most Read
        - View Most Commented
        - Report Questions asked by fellow users
        - Report Comments made by fellow users
- The Ask the Expert module reports include:
    - Comment Report
        - Actions (Edit or Delete)

- Comment
- Comment Status
- Question Heading
- Author Name
- Author Surname

- The Mentors and Coaches module allows employees to have a Mentor and/or Coach assigned to them to help with learning or employee development. It also enables the Mentor and/or Coach to keep track of employee growth.
- The mentors and coaches module consists of the following:
    - Add Mentor/Coach
        - Define the Role (Tick box) and enter a Registration Number
            - Coach
            - Executive Coach
            - Future Mentor/Coach
            - Mentor
        - Type (Drop down list)
            - Employee
            - External person
        - Name/Surname
        - E-mail address
        - Mobile Number
        - Level
            - Level 1 - Foundation
            - Level 2 - Practitioner
            - Level 3 - Expert
        - Commencement/Engagement Date
        - Start Date as Mentor/Coach (Calendar provided)
        - Years in Service
        - Training to Date
        - Area
        - Qualifications
    - Add a Mentor/Coach relationship
        - Search and select the Employee

- Specify the Type of relationship between the Employee and the Mentor/Coach. The following types are available:
    - Employee
    - Learnership Pipeline
    - Event
    - Training Intervention
- User can act on behalf of a mentor or coach.
- Comments (A coach/mentor can add new comments or view existing comments)
  - Date (Calendar provided)
  - Comments
  - Relate the comments to either a General Comment or a Goal.
- Coach/Mentor Plan
  - Coach/mentor create a plan with goals for the employee.
    - Goal
    - Priority (for example Low, Medium or High)
    - Actions necessary to achieve goal
    - Support/Resources needed
    - Obstacles/Concerns
    - Target Date (Calendar provided)
    - New Goal Comments Date (Calendar provided)
    - New Goal Comments
    - Previous Goal Comments
    - Goal Completed (Tick box)
    - Goal Completed Date (Calendar provided)
  - These Goals are categorised as:
    - Not Completed Goals
    - Completed Goals
    - General Comments
  - The plans and comments can be exported.
- Coach/mentor Assessments
  - Coach/mentor can add a new assessment or view previous assessment attempts.

Mentoring and Coaching

- Mentor & Coach Plans (Employee access their own plans).
- Mentor/coach module list report include the following:
  - Role (Coach, Executive coach, Future mentor/coach, Mentor)
  - Type (Internal or External)
  - Mentor/coach name
  - Mentor/coach surname
  - Mobile number
  - E-mail address
  - Level
  - Date of Commencement
  - Years in Service
  - Training to Date
  - Qualifications
  - Company

Catalogue Module

- The Catalogue Module allows administrators to create and publish online catalogues in which the products and services offered by a company are displayed. Administrators can assign Catalogue Experts to keep catalogues updated with the most recent information. By using this feature companies save on printing and distribution costs.
- Each Catalogue can be published or unpublished.
- The Catalogue module consists of the following:
    - A welcoming catalogue tour.
    - Search function.
    - Page navigation to move forward or backward.
    - Categories (Categories are used to define different groups of products or services).
    - Subcategories.
    - Categories and subcategories can be customised with own colour and images.
    - Pages (Add, edit, delete or preview)
        - Choose from a list of different page layouts
        - Page icon
        - Page heading
        - Page order
        - Page headline
        - Add content (Choose from add content panel, add text editor, add image and add space). The content can also be edited and deleted.
- Catalogue module user roles include:
    - Catalogue Administrator
        - Create and publish a catalogue
        - Delete a catalogue
        - Assign an expert to one or more catalogues
    - Catalogue Expert
        - Add, edit and delete categories, subcategories, pages, images, etc.
        - Cannot create or delete a catalogue

Catalogue Module

- Catalogue Module reports include:
  - Logs to define the actions taken on the module by users
    - Action (view detail or delete)
    - Heading
    - Created Date
  - Progress Report (Shows progress of catalogues)
    - Employee Name
    - Catalogue
    - Progress (%)

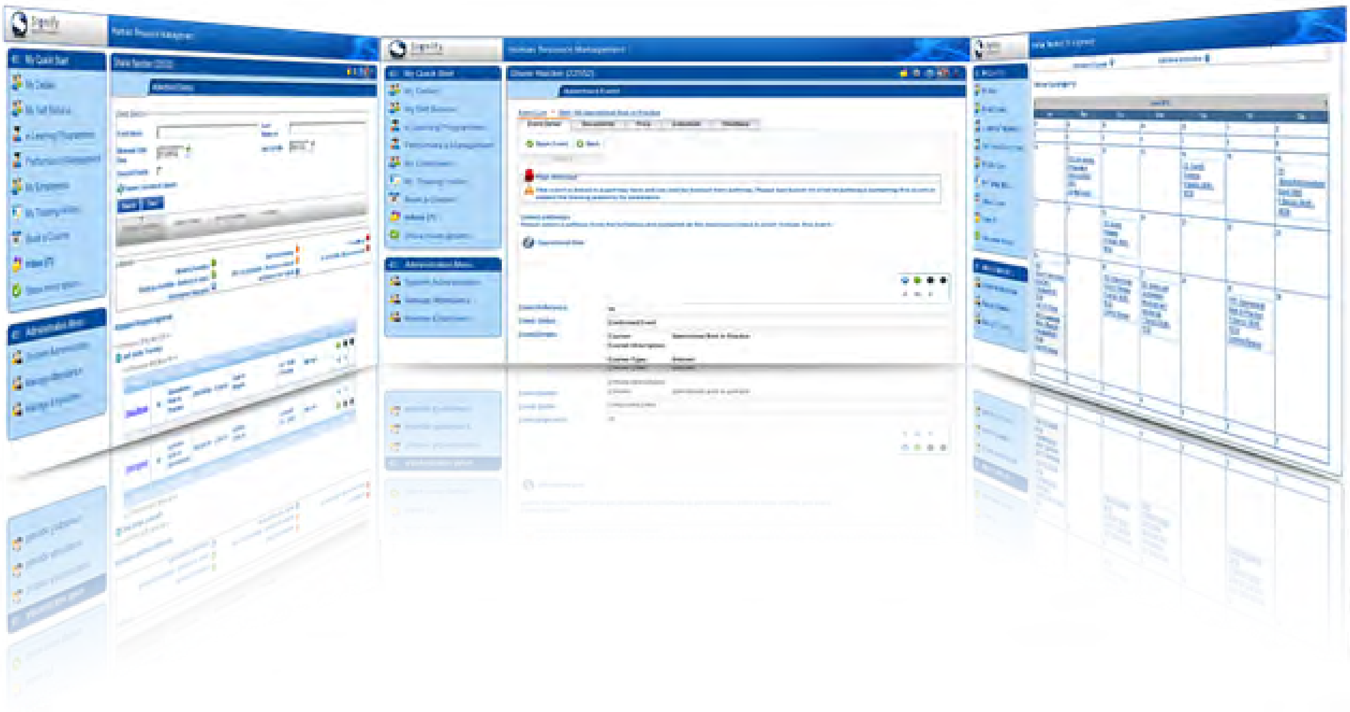
- Continuing Professional Development (CPD) is a process of tracking and documenting the skills, knowledge and experience you gain formally and informally as you work. It's a record of what you experience, learn and then apply. CPD focuses firmly on results.
- The CPD module consists of the following:
    - Recognition Types
        - These are predefined recognition types that will be available when creating a new recognition period.
            - Name
            - Description
            - Display Order
    - Recognition Periods
        - Recognition Period is a predefined cycle in which credits can be earned. These recognition periods will be available when creating a new template with the same recognition type. Overlapping dates are not allowed on recognition periods with the same recognition type.
            - Name
            - Recognition Type
            - Start Date (Calendar provided)
            - End Date (Calendar provided)
            - Bonus Description
    - Categories
        - These are predefined categories that will be available when creating a new template.
            - Name
            - Display Order
    - Templates
        - Templates are used to make management of credits more efficient and less time consuming. A template is defined by linking a recognition period, job profiles, categories with activities, and monthly credits. These templates will be available when creating a new employee dashboard.
            - Name
            - Recognition Type

- Template Category
    - Link or delink categories previously setup and add the required credits of the category.
- Activities
    - Users complete activities to earn credits on their dashboard. Activities can be completed by attending events and completing pathways.
- Monthly Credits
    - Monthly credits can be earned during an activity's recognition period linked to the selected template. Monthly credits can be changed per recognition period for this activity.
- Template Job Profile
    - The job profiles are used to filter the list of employees that will be available when creating employee dashboards. Multiple job profiles can be linked to a template.
- Template Recognition Period
    - Recognition Period is a predefined cycle in which credits can be earned. Multiple recognition periods with the same recognition type can be linked to a template.
- Employee Dashboards
    - A list of employees' dashboards which is defined by a template with recognition periods and job profiles.
        - Template
        - Recognition Period
        - Employee

- Note that Adjustments can be made to assign Pro Rata Credits per activity.

Training Scheduling and Course Bookings

LMS



- Event Administration (Administrator and Coordinator function)
    - Schedule any “Classroom” type course available in the centralised course library.
    - Allow for Creation of new events by copying from any previous event.
    - Training Events are created and moved between the following phases:
        - Planned event
        - Confirmed event
        - Cancelled event
        - Finalized event
        - Requested event
    - Each event can have a status of:
        - Not yet published
        - Published to current schema
        - Publish to all schemas
    - When scheduling a course (by coordinator), the following information can be provided:
        - Event Detail
            - Event Status
            - Training Intervention (Course Name)
            - Overall Start date | Start time
            - Overall End Date | End time

    - Training provider
    - Venue / Room
    - Coordinator
    - Campus
    - Facilitator
    - Number of attendees (Minimum, Maximum, Wait list)
    - Settings to allow for bookings to be cancelled up to a number of days before the start of the event.
    - Settings to allow for bookings to be made up to a number of days before the start of the event.
    - Course Classification (In order to prioritise events)
    - Category – used to categorise courses where end-user searches for events
    - Course Type (Internal, external)
    - Intended Target Market (memo box)
    - Terms and conditions. If the "Terms and conditions" is populated, the user must accept it before the request will be accepted.
- Event Schedule
    - Create schedules with multiple days, each with its own start- and end time. These dates do not have to be consecutive.
    - Attendance
- Attendee Tasks allow the coordinator to setup reminders and track progress of things to do per attendee, such as: Arrange parking, Arrange flight etc.
    - Monitor attendee requirements such as wheel chair access, special parking etc.
    - Monitor dietary requirements of attendees (if selected as part of booking process).
    - Print different versions of the attendance register, such as:
        - All information on one page
        - Event details and employee details on separate pages
        - One page per scheduled day
        - Barcode format register
    - Print barcode format register and use a barcode scanner to identify people who are attending. If the barcode software exports the attendance date in a prescribed file format, this file can be uploaded to automatically mark employees as attended, cancelled or no-show.

    - Where a course is also used as a step in a pathway, the Pathway progress report for all the attendees on specific event can be monitored.
- Advanced features:
    - Price. Provide a price structure that will be seen by the employee when a booking request is submitted.
    - Learner Record Cost. For reporting purposes, cost items can be associated to each learner record. These cost items can include training cost, travelling cost, accommodation costs etc. This cost is different to the cost that is shown to the employee on the booking screen.
    - A Requirements section. Provision can be made for items such as wheel chair access, parking arrangements etc.
    - By setting up tasks on an event, the coordinator can track things to remember and things to do pertaining to the specific event.
    - A Resources section allows the coordinator to list all the physical resources that may be required for the specific event, such as computers, white boards, stationery etc.
    - A Feedback section allows the coordinator to link a pre-defined questionnaire or "happy sheet" to the event. A link to the questionnaire is automatically sent from the system after the event has taken place and employees' attendance statuses were updated.
        - Custom templates with different questions can be created by a system administrator.
        - Question types include:
            - Comment
            - Single option
            - Multiple options
            - Value
    - By setting a Target Audience, the event can be made visible to a selected target group. Target audiences can be based on:
        - Individual employees
        - Specific job titles
        - Manual target audiences (Provide SQL statement to enable nodes based on advanced conditions)
    - Setup notifications – *refer to Notification runner section*

- Booking on a course (End-user function)
    - List of published courses are available on the Self-Service portal. The employee can request a booking via:
        - Training calendar view
        - Training search list
        - “My Bookings” view
    - Employee has the option of requesting a course if the specific course is not available in on the training calendar or search list.
    - Settings allow for training requests to either be authorised by a manager or go directly to training academy for confirmation.
    - When requesting a course booking, the employee will view a screen containing the following information:
        - General Event Detail
            - Event Reference Number
            - Event Status
            - Event Details
                - Course Name
                - Course Description
                - Course Type
                - Classification
                - Category
                - Region
            - Venue details
                - Venue Name
                - Venue Description
                - Venue Address
                - Venue contact details
            - Room Details
                - Room Name
                - Room Description

- Event Schedule (dates and times)
- Requirements in terms of:
  - When can employee cancel
  - Up to when can the employee request a booking
- Training Provider
- Facilitator
- Coordinator
- Available seats and wait list size
- Price
- Intended Target Market
- Terms and Conditions

- The Documents tab will list selected documents that were attached to the event by the coordinator. This can include course material, maps, menus etc.
- The Price tab indicates that course costs (if any) that are advertised by the coordinator.
- The Evaluation tab allows an attendee to complete an evaluation form (if any) for the specific course.
- The Feedback tab allows the employee to view feedback from other employees that also attended the same course in the past.

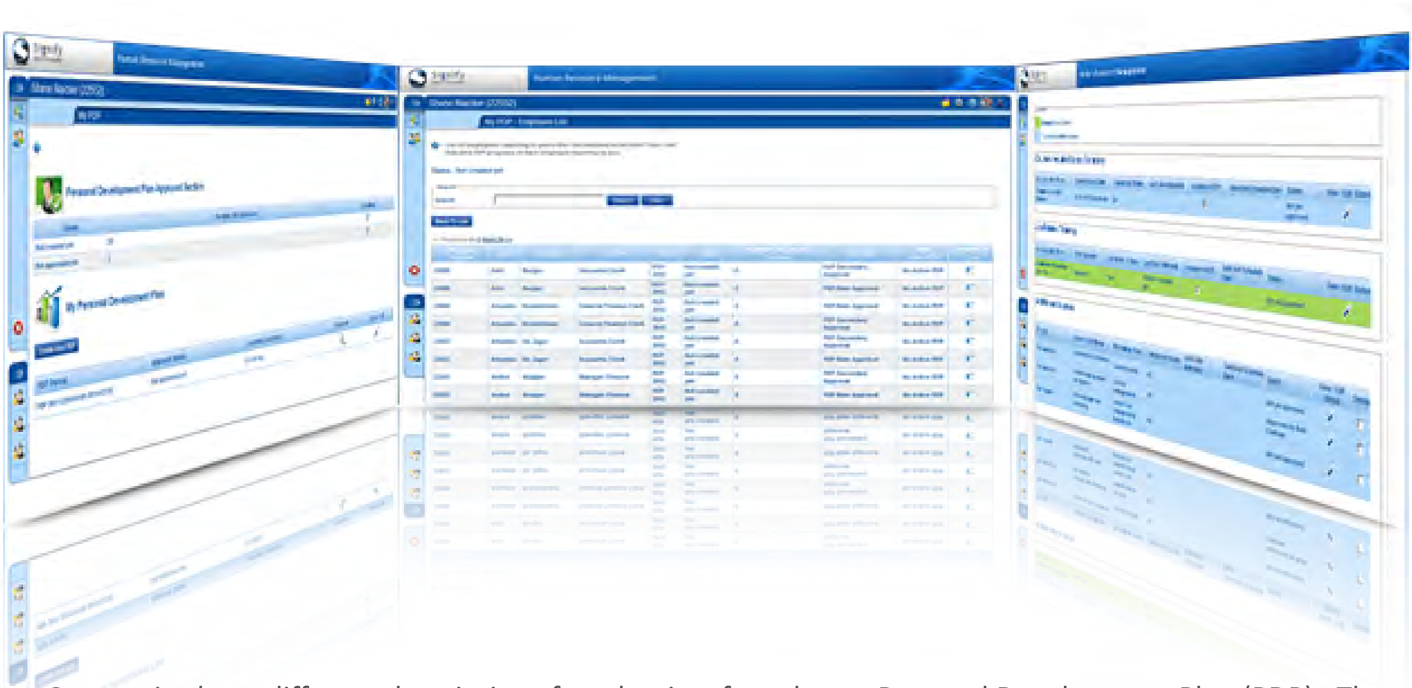
- Email Notifications
  - When submitting requests for training, many email notifications can be sent to inform the employee, manager and training academy of such requests.
  - Email notifications are also sent when booking requests are approved, declined or cancelled.
  - Coordinators can resend certain emails such as manager approval update, event update, etc.
  - Coordinators can view email notification logs to verify which emails have already been sent.

- The centralised course library is used in the following modules:
    - Employee Management Enterprise and Foundation
    - Event Management
    - e-Learning
- The course library is unique for each Schema in the system.
- Provision is made for amongst others, South African legislative fields. These fields are:
    - Short Code
    - Training Intervention Name
    - Description (html memo box)
    - Type (Classroom event, assessment, SCORM etc.)
    - Default Training Provider
    - Learning Type (Seminar / Conference, on the job, Distance, Classroom, e-Learning etc.)
    - Nature of Learning (Internal / External / Formal institution)
    - Training Classification
    - NQF Level (if applicable)
    - Credits (if applicable)
    - Event Management (Training Scheduling) specific fields:
        - Event Management category
        - Minimum and Maximum participants (default values used for Training Scheduling purposes)
    - Outcomes (html memo box)
    - Prerequisite (html memo box)
    - Skills Priority (SA-specific)
    - Expiry Period (Months)
    - Training Category (Generally used for SA DTI reporting and classification)
- A default costing structure with unlimited cost items can be linked to each course. This costing structure is then used to pre-populate learner record costs when the course is used as a training event. The system can also be configured to assign these default costs to e-Learning courses that are logged to employees' learner records (training history).

- Course can be disabled – Course will still be available in library, but not selectable in other parts of the system.
- Allow employee to print a pre-designed certificate when he / she has been declared competent for the specific course.
- Multiple documents can be attached to any course in the library. These documents are then accessible by any person with the relevant access levels.
- Mauritius specific features:
    - MQA Registration process
    - Recoup costs

- The centralised provider and institution library is used in the following modules:
    - Employee Management Enterprise and Foundation
    - Event Management
    - e-Learning
- A centralised Training provider library is shared between all Schemas.
- The following fields are available:
    - Provider Name
    - Is formal institution? Used to indicate if the provider is a university, College etc. where a formal qualification can be obtained
    - Contact Person
    - Physical Address
    - Postal Address
    - Telephone Number
    - Fax Number
    - Email Address
    - Internet Website address
    - BBBEE Rating (SA – specific)
    - Employer Approved (Yes / No)
    - Accredited Training Provider
    - Accreditation Number
    - Accreditation Level
    - Service Region
    - Business Description (memo box)

Personal Development Plan (PDP)



- Companies have different descriptions for what is referred to as Personal Development Plan (PDP). The system allows for the module to be given a client-specific description.
- Multiple PDPs can be created per employee, each with a period of validity (Start Date and End Date).
- If set, an employee can create his / her own PDP.
- Functionality for manager to approve PDP.
- Manager can create PDPs for subordinate employees.
- PDP is divided in different section and each section can be switched off per Schema. These sections include:
    - **Company required courses.** This section will show on every employees' PDP and include courses such as Induction.
    - **Job Related Courses.** Courses can be linked to job titles. These courses are automatically available on the PDPs of employees with these job titles.
    - **Additional courses available in the course library of the Schema.** The employee may select from any course loaded in the Schema course library. When selecting a course, the following information is also captured:
        - Need (Free text)
        - Reason (Drop down list)
        - Priority (Drop down list)
        - Course (Select from course library or free text)

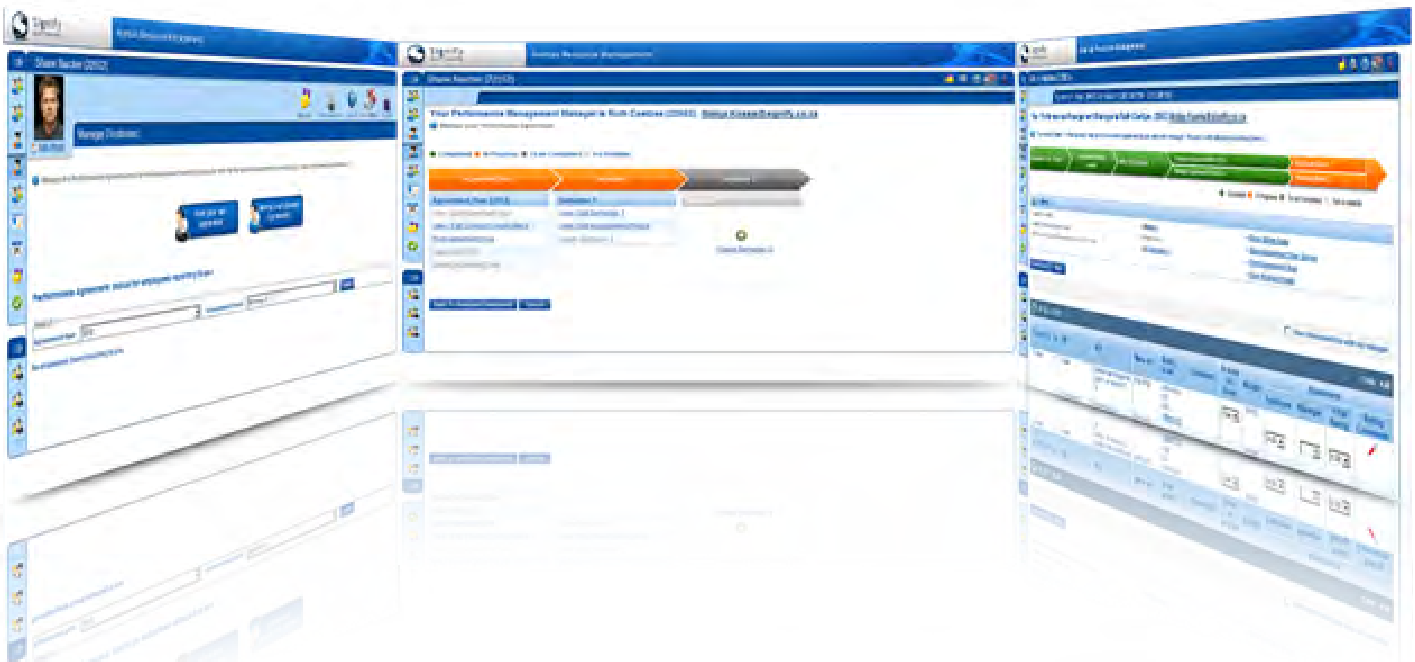
    - **Additional courses NOT available in the course library of the Schema.** In the case where a required course is not available in the Schema course library, the employee may type the name of any course. When providing such course name, the following information is also captured:
        - Need (Free text)
        - Reason (Drop down list)
        - Priority (Drop down list)
        - Course (Free text)
    - **Performance Related courses.** This section allows the employee to select courses from the course library to address competencies identified in the performance evaluation.
- For course listed on the PDP, statuses (completed, booked) are indicated on the PDP.

- Users are given access to employee subgroups which give them access to different groups of people in the organisation. These access levels are set on tab level in the Employee Management module. Examples:
  - Personal Information and Additional Information (View / Edit)
    - Address and Contact Details (View / Edit)
    - Dietary Requirements (View / Edit)
  - Organisational Assignment
    - Appointment History (View / Edit)
    - Reporting Lines (View / Edit)
  - Employee Development
    - Assessment List, Learner Detail, Learner Record, Training Roles (View / Edit)
    - PDP, Employee Talent Management, Strengths and weaknesses, Notes (View / Edit)
  - Etc.
- On module level, the following access roles can be granted to users:
  - Event Management Module
    - Event Administrator
    - Event Coordinator
    - Event Manager
  - E-Learning
    - Learning Administrator
    - Learning document administrator (Learning Guides section administrator)
  - HR Processes
    - HR Processes Administrator
    - HR Processes User
  - Job Levelling
    - Job Levelling Administrator
    - Job Profiler Administrator
    - Job Profiler User
  - Leave Management
    - Leave Administrator

- Organization
  - Organisation Structure Administrator
  - Organisation Structure User
- Performance Management
  - Performance Management Administrator
- Recruitment
  - Recruitment Administrator
- Remuneration
  - Remuneration Administrator
- Salary Review
  - Salary Review Administrator
- Security
  - Schema Administrator

- Reporting rights
  - Provide user access on report folders
  - Provide user access on report level (single reports)

- Run standard EEA2 and EEA4 reports as per the latest SA Department of Labour format.
- Run generic WSP and ATR reports that include Race, Gender, Age Group, Disability, OFO Code. These reports are not aligned to ALL SETA formats, but can be changed (customised) to suite your specific SETA requirements.
- The WSP and ATR reports include:
    - Headcount in terms of Race, Gender, Disability, Age Group and OFO Code or SOC Code
    - Training Beneficiaries in terms of Race, Gender, Disability, Age Group and OFO Code or SOC Code
    - WSP Report can be created from PDP data (if the PDP module is licensed)
    - Run any of these reports for any part of your organisation



- The Performance Management module combines a number of performance management process elements into a single, wizard-like interface enabling a user to always know where he finds himself in the overall process.
- The module administrator can setup the following items in the module libraries:
    - Agreement Years (Define Start Date, End Date and Active status)
    - Assessment Frequencies (Example: Annual, Bi-Annual, Quarterly)
    - Assessment Periods (Example: First semester, second semester, etc.)
    - Contract Weight Items
    - Key Performance Areas
    - Key Performance Indicators
    - Rating Scales
    - Perspectives
- The system allows the descriptions or labels of the following items to be changed as per client terminology:
    - Agreement Year
    - Assessment Frequency
    - Assessment Period
    - Comments
    - Contract Weight Items
    - CWA (Calculated Weighted Items)

  - Development Categories
  - Key Performance Area
  - Key Performance Indicator
  - Manage Final Scores
  - PDP (Personal Development Plan)
  - Performance Agreement
  - RA (Revised Average)
  - Rating Scales
  - Measures
  - Standards
- Manager can create agreements on behalf of direct subordinates.
- When opening the performance management portal, the employee has the option of viewing his / her own agreement or the agreement of employees reporting directly to him / her.
- If the employee does not have a Performance Management manager (see "Reporting Lines" section in "Employee Information Management" section), he will be prompted to confirm if the default line manager should be used as the Performance Management manager as well. If confirmed, the line manager is automatically linked to the employee.
- The employee may only continue with the process if a Performance Management manager has been specified.
- When creating an agreement, the assessment frequency is selected from the pre-configured list of frequencies.
- When opening an agreement, a summary view indicates what the status of each step in the process is by showing each step as:
  - Grey – to be started
  - Orange – started but still in progress
  - Green – completed
- Each performance contract / agreement consist of the following sections:
  - Key Performance Area (KPA) section – The following fields are populated when a KPA record is created:
    - Perspective
    - Key Performance Area

    - Key Performance Indicator
    - Measures
    - Rating Scale
    - Comments
    - Weight
  - Key Competency Section (KC) section – The following fields are populated when a KC record is created:
    - Key Competency
    - Proficiency
    - Rating Scale
    - Comments
  - Company Values
    - The organisation's values (Example: integrity, honesty, respect) are defined in the Job Profiler module. The values are displayed on the Performance agreement and the employee's behaviour can be evaluated against these values:
      - Employee can provide comments and rate himself on each value
      - Manager can provide comments and rate employee on each value
      - Manager specifies final rating on each value
  - Leadership Behaviours
    - Managers undergo an assessment based on a set of values agreed to by the organisation
      - Employee can provide comments and rate himself on each value
      - Manager can provide comments and rate employee on each value
      - Manager specifies final rating on each value
- Module can be setup to require dual approval (Manager and employee both have to approve).
- Once an assessment period has been approved, the assessment period can be rated.
- Each KPA / KPI is rated by both employee and manager and also has a final rating which represents the rating agreed to between the employee and manager.
- If required, some KPA / KPI records can be excluded from the final rating calculation.
- System automatically calculates final rating.
- Final rating can be overridden if required.
- Once the employee or manager has rated the assessment period, it is approved and ultimately finalised.

- Talent Management describes the new era of corporate human resource management; it is a business strategy employed by organisations in order to gain a competitive advantage in their marketplace. The strategy's main focus is to identify, retain and develop productive employees. This poses a challenge to even the most experienced Human Resources managers and executives, however Signify Software's Talent Management module enables management to easily identify talent by using visual aids such as the 9-box grid which plots and groups employees according to an organisation's specific business rules, based on their potential and performance.
- Powerful reporting provides an overview of the talent profile of various organisational levels, assisting management in making informed training planning decisions. Signify's integrated approach to Talent Management enables management to clearly indicate how talent is defined and monitored, so employees are provided with a clear understanding of the module, without much training. Provision is made for Talent Identification and Mapping, Talent Assessments, Career Pathing and Future Development Plans that compile a holistic Talent Profile for the individual.
- Within the module the requirements for these positions are clearly defined and this allows talent managers to compare current and future positions of employees to determine gaps in training. This integrated approach allows for focussed future development plans, as an employee's career path can easily be defined by selecting future positions. Talent retention is enabled by the organisation's recognition of performance combined with the focussed effort to develop each employee's potential for a future role, which satisfies the organisation's need for specific skills as well as the employee's need to grow and advance in their career.
- The talent management module consists of the following:
    - Cycles
    - A cycle is purely from an audit trail perspective. Employees will not be aware of the existence of a cycle since one cycle flows seamlessly into the next.
        - Cycle Name
        - Additional Information
        - Cycle Start and End Date (Calendars provided)
        - Cycle is Active (Tick box)
        - Inherit talent rating initially from (Dropdown list)
        - Item Order
    - Organisation Structure Access
        - The designated employees that are given access to an organisational level will be able to manage the talent of the organisational level. These employees will not have access to the talent data of the individuals belonging to that organisation unless they are assigned a talent manger role.

- Master Data
    - Talent Matrix (Choose between 5- or 9 Box)
    - Talent Assessment
        - Assessment Leadership Types (for example: Insights and Learning Style)
        - Assessment Personality Types (for example: Adaptability, Influence
        - Cognitive Classification (for example: Pure Operational, Tactical Strategy, Parallel Processing, etc.)
        - Cognitive Ratings
        - Cognitive Types
        - Emotional Intelligence Classification
    - Employee Rating
        - Pathway
            - Manage your collection of talent pathways. These entries are used in the rating detail section of the talent identification process. A talent pathway is used as a way of identifying the nature of an employee's career path e.g. leadership or specialisation.
        - Employee Level
            - Manage your collection of talent pathway level items for each pathway loaded. These entries are used in the talent identification section and are used to indicate the talent pathway level at which an employee is functioning or aspires to.
        - Performance Level
            - Manage your collection of talent management performance levels. An employee's performance score is used and then mapped into the correct level on the Performance-Potential Matrix using the performance ranges specified here. An example of performance level is 'Exceptional Performer'.
        - Potential Level
            - Manage your collection of talent management potential levels. These entries are used by an employee's talent manager to map the employee onto the appropriate potential level on the Performance-Potential Matrix. An example of potential levels is 'Mastery', 'Growth' or 'Turn'.

- Preference Classification
  - Manage your collection of talent assessment team preference classification items. These entries are used in Manage Employees and form part of an employee's Talent Assessment which can be found on the Talent Assessment Details' screen.
- Readiness for Movement
  - Manage the ranges which indicate an employee's readiness for movement. These entries are used by an employee's talent manager to give an indication of when the employee might be ready for a promotion or job movement. Examples of time cycles are '0-1 year', '1-2 years' and 'Above 3 Years'.
- Reason for Move
  - Reasons are for example 'Promotion to next level', 'Identified as Talent', 'Time in previous grid is up', etc.
- Transferability Locations
- Transferability Types
- Time in Position

- Retention Risk and Potential
  - Retention Potential
    - Manage your collection of retention potential indicators. These entries are used by a talent manager to provide an indication of the extent to which a company wants to retain an individual's talent. Examples of these are low, medium, high.
  - Retention Risk
    - Manage your collection of risk potential indicators. These entries are used by a talent manager to provide an indication of the likelihood of losing an individual's talent. Examples of these are low, medium, high.
  - Talent Risk
    - Manage your collection of talent risks. These entries are used by an employee's talent manager to measure the risks associated with the employee or the position they hold. Examples of these are Placement/Mismatch, Readiness/Premature Promotion.

- Talent Management module roles include:
  - Talent Manager Administrator
    - Allowed to set up master data.
  - Talent Manager Department
    - Allowed to view the Department's Talent Management status. Access to such an organisation level can be granted to any employee and is not dependent on the person having employees reporting to him/her. It is in other words independent of reporting lines.
  - Talent Management HR Administrator
    - Schedule and send start of Talent Management cycle mail to manager
    - Performance Level Mapping Table
    - Talent Planning Templates
    - Strengths and Excellence Matrix
    - Talent Management Framework
- Managers marked as Talent Management Manager for employees will have access to the 'View your employee's talent management' section.
- Within this module employees can view their own talent management.
- An employee's talent screen is split into three sections, separated by accordions:
  - Talent Identification and Mapping
    - Performance Potential Matrix has an X and Y axis. Employee performance is mapped on the Y axis and Employee potential is mapped on the X axis.
    - Potential is mapped as perceived by an employee's manager and performance is mapped from the performance score.
  - Career Pathing
    - This section is used to capture talent risk factor data that can be used to predict staff movements and areas to address. Factors to consider are e.g. the scarcity of the skills and the talent the employee possesses, the period to his or her next promotion and the potential of losing or retaining the employee.
  - Talent Assessment & Review
    - This section is used to indicate that you have engaged in a talent discussion/feedback session with your employee regarding the management of their career growth and development.
- Below is a summary of some of the Talent Management Reports available:
  - Talent Profile Report
  - 5- or 9 Box Report
  - Succession Report

Employee Evaluation (360° Questionnaire)

- The 360° Evaluation Module was developed to assist in the performance review process. The focus of the 360° evaluation is to obtain a holistic view of the employee as viewed by their subordinates, managers, peers as well as a self-evaluation and that of stakeholders (stakeholders will be introduced in a following release). The employee participating in the 360° evaluation receives an email containing a link to their evaluation dashboard. The dashboard provides an overview of employees to be evaluated, allowing one central point from where to manage evaluations.
- The evaluation setup and administration is done in the module although an import functionality allows users to make use of Excel for a more visual mapping of employees and their evaluators.
- The above approach makes the evaluation process effortless and fun for the participant and easy to manage for the administrator, making this a very valuable addition to the Performance Management functionality within the system.
- The employee evaluation module consists of the following:
    - Periods (Overlapping periods are allowed)
        - Period Name
        - Start Date
        - End Date
    - Categories are used to define different divisions, gradings etc.
        - Name
        - Description
    - Participant Roles (Example: Manager, Subordinate, Self, Colleague)
        - Name of the Role
    - Roles allowed per evaluation (called Participant Assessments. These assessments are built through Assessment Builder. Single select and multiple select questions are allowed, comments can also be made.)
        - Period
        - Category
        - Participant Role
        - Assessment
    - Evaluations (Creating new evaluations for an employee)
        - Period
        - Employee
        - Category
    - Participants (Linking participants to evaluate an employee)
        - Participant

- Participant Role
- Employee to Evaluate

- Emails are sent out to the employee informing them of their required participation in an evaluation
- Individual questionnaires can be completed without logging into the system
- Bulk participant mappings can be done on a spreadsheet which is then imported into the system
- In the system, employees have access to an Evaluation Portal where questionnaires can be completed
- Employee Evaluations module administration roles include:
    - System Administrator
        - Configuration of evaluations in terms of periods, categories, roles etc.
        - Creation of assessments
    - Coordinator
        - Employee to evaluator mapping, using either the system or via an Excel import
        - Sending emails and generating questionnaire links
- Employee Evaluations module reports include:
    - Status and progress reports
    - Scores per evaluation section
    - Raw data export
    - Final score per employee
    - Questions and answers per employee
    - Graphic progress and results representation and comparison report per employee, per manager section and per organisation structure level (in development)

- Positions that need to be advertised are selected from the job profiler module and the following values need to be set:
    - Company Reference Number
    - Advertise From Date (Calendar provided)
    - Advertise To Date (Calendar provided)
    - Position available From Date (Calendar provided)
    - Status (In Preparation, Published, Publish to Group, Publish to Schema)
    - Publish this Advertisement
        - Internally
        - Publish Externally. This option requires integration to the company website and additional customisation
    - Salary Range
    - Show Salary Range
        - Choose between the following options:
            - Never
            - Internal only
            - External Only
            - Always
    - Reason for recruitment
        - Choose between the following options:
            - New Position
            - Replacement
            - Vacant Position
    - Location
    - Contract Type
        - Choose between the following options:
            - Permanent
            - Contract
            - Intern
            - Temporary

- Advertisement Quality Assured (Yes / No)
  - When Yes is selected the following options are available:
    - Quality Assurance Done By
    - Quality Assurance Done On (Calendar provided)
    - Advertisement can be Published (Tick box)
- Contact person for further enquires once advertisement is published:
  - Name of Contact Person
  - Contact Detail
  - Comments
- Documents linked to the job profile in the job profiler module can be shown as part of the advertisement – if correct setting set.

- When applying for a position, the employee will open the application detail section and complete the following:
  - I am applying for the position because …
  - Comments
  - Upload CV and any additional documents
  - Rate self (All, None, Not all but some, Not all but most) in terms of
    - Experience
    - Qualifications
    - Professional Memberships
  - Add references
- View list of applicants in administration module
  - Type of position (Internal / External)
  - Employee applying for position.
  - Application Category (Example: Appropriate for alternative position, Not Appropriate, Shortlisted).
  - Application Status (Application submitted, Appointed, Cancelled, Interviewed, Invited for Interview, Not submitted yet, Shortlisted).
  - Motivation for application.
  - Attached documents such as CV.

- View applicant ratings (All, None, Not all but some, Not all but most) in terms of
  - Experience
  - Qualifications
  - Professional Memberships
- View applicant references.

- Send email notifications:
  - Holding letter for candidates
  - Unsuccessful applicant- not shortlisted
  - Invite to interview
  - Unsuccessful applicant- after interview
  - Invite to second interview
  - Interview Letter
- Modify individual notifications before they are sent.
- On the recruitment portal, employees are able to view a list of advertised positions. On each advertised position, the employee can:
  - Apply for the position.
  - View the job profile as defined in the job profiler module.
  - Download documents that are attached to the job profile in the job profiler module and set as such.

- The leave module consists of three major parts:
  - Administration section where the following items are setup:
    - Leave Types (Example: Annual Leave, Sick Leave, Maternity Leave etc.)
    - Leave Group. Each employee is linked to a leave group which assigns the employee to a pre-determined list of leave types. Each leave type in the leave group has the following attributes:
      - Cycle Length (months) - Length of the leave cycle entitlement
      - Cycle Amount (days) - Number of days entitled to during the Cycle Length
      - Cycle Start - When should the leave cycle start (1 January / Date engaged)
      - Cycle Accrual - When should the entitlement be issued (At cycle start / Daily / Monthly)
      - Balance viewable by user: If selected, the leave balance will be viewable in the booking screen (Yes / No)
      - Show the leave type if its balance is zero: If selected, an employee is able to see this leave type if the balance is zero. (Yes / No)
      - Allow booking in advance: If selected, a leave type can be booked even though there are no days available in the leave balance. (Yes / No)
      - Allow Max Carry Over - Number of days to carry over into the next cycle.
      - Enable half day booking - Allow the user to book half days.
      - Maximum balance - The maximum allowed balance for this leave type. Extra leave days above this balance will be lost.
      - Forfeit Period (Months) - The number of months the employee has to take the leave difference between balance and carry over. -99 indicates no forfeit applicable.
      - Enable time booking - Allow the user to book a period of time for the day.
      - Forfeit Amount - The number of days the employee has to take balance and carry over. “-99” Indicates no forfeit applicable.
      - Allow accrual on first cycle: An employee is allowed to accrue leave in their first cycle (Yes / No).
    - Define a list of public holidays, used to calculate non-working days.
    - Define list of work schedules (Example: 5 day worker, 6 day worker) and identify the days that are working days.
    - Rule sets are used to calculate leave accruals based on relevant leave groups and leave types.
    - Identify Peak Period groups. These groups can be used to indicate peak periods to managers when having to approve leave requests.

- Employee leave record administration where updates to employee records are conducted. This section is available as part of the employee profile:
    - Leave: (administration side)
        - Detail
            - Leave Group (Drop down list)
            - Work Schedule (Drop down list)
            - Peak Period (Drop down list)
            - With an option to Save or Process Leave
        - Leave Balances
            - Shows Leave Balances per type
        - Leave Records (an option to search using the following criteria)
            - Leave type (Drop down list)
            - Status (Drop down list)
            - Dates between (Calendar provided)
            - With an option add, delete and print leave records submitted either by the employee or on his behalf by HR
        - Leave Cycle (an option to search using the following criteria)
            - Leave type (Drop down list)
            - Dates between (calendar provided)
            - With an option to Print leave Cycle Records
        - Leave Adjustment (an option to search using the following criteria)
            - Leave type
            - Dates between (Calendar provided)
            - With options to add, delete, correct and Print Leave Adjustments Records
        - Leave accrual (an option to search using the following criteria)
            - Leave type
            - Dates between (Calendar provided)
            - With options to Print Leave Accrual Records
        - Leave transactions (an option to search using the following criteria)
            - Leave type
            - Dates between (Calendar provided)

        - With options to Print Transaction Records. This screen is a summary of all transactions, including leave records, leave adjustments and leave accruals of an employee's leave

- Employee self Service (ESS) section where employees apply for leave and managers respond to these requests:
    - Request Leave
    - View my leave history
    - View leave calendar of employees reporting directly to me
    - View who's on leave calendar
- When employee requests leave:
    - Leave balances for available leave types are shown.
    - Leave Type has to be selected.
    - Employee has to stipulate:
        - I will be on leave from …
        - I will be on leave to …
        - Start Time …
        - End Time
        - I will be back at work on …
        - I will be on leave for … days
        - During my leave please contact …
        - Supporting documentation
        - During my leave I can be contacted at
        - Comments

- The ESS module is a self-service portal that allows employees to:
    - View “My Requests”
    - Create a “New Request”
    - View “My Inbox”
- The ESS portal is categorised in the following sections:
    - General HR requests. This section allows you to create different categories for HR requests (Example: General requests, IR requests, Salary confirmation etc.). When an employee submits a request, the request is sent to the “Inbox” of all administrators linked to the specific category. Full track record of requests conversations can be viewed by employee and respondent.
    - View Vacancies (published in Recruitment and selection module).
    - Request Resignation.
    - Leave (Only available if Leave Module is purchased – see Leave module feature list).
- My Details: this is part of the Self Service Portal (ESS) that allows employees to:
    - View My Organisation
    - View My Preferences
    - View / Edit My Details
    - View My Payslip
    - View My Organisation: This section allows an employee to see in which subgroup and at what level one is in, within the Organisation Structure by expanding and contracting the structure.
    - View My Preferences: An employee can select a page they want to have as their system landing page .i.e. the first page seen when logging into the system:
        - Select preferences
        - Save preferences
    - My Payslip: An employee can search for a payslip stored in the system. The search criteria includes the following:
        - Document Description
        - Document Type (Drop down)
        - Document Date Between (Calendar provided)
        - And date: (Calendar provided)
    - An important part of the ESS portal is a section that allows employees to update their own information. When accessing the module, the employee has to accept the provided terms and conditions. Once confirmed, the following sections and fields are available for update or view:

- Personal Details
    - Surname (Hide, View or Edit)
    - Trading Name (Hide, View or Edit)
    - Name (Hide, View or Edit)
    - Other Names (Hide, View or Edit)
    - Initials (Hide, View or Edit)
    - Title (Hide, View or Edit)
    - Known As (Hide, View or Edit)
    - Home Language (Hide, View or Edit)
    - Middle Name (Hide, View or Edit)
    - Income Tax Reference Number (Hide, View or Edit)
    - Employee Number (Hide, View or Edit)
    - Age (Hide, View or Edit)
    - Maiden Name (Hide, View or Edit)
- Contact Details
    - Home Telephone Number (Hide, View or Edit)
    - Work Telephone Number (Hide, View or Edit)
    - Mobile Telephone Number (Hide, View or Edit)
    - E-mail Address (Hide, View or Edit)
    - Fax Number (Hide, View or Edit)
    - Skype Name (Hide, View or Edit)
- Biographical Details
    - Gender (Hide, View or Edit)
    - Race (Hide, View or Edit)
    - Ethnic Group (Hide, View or Edit)
    - Citizenship (Hide, View or Edit)
    - Nationality (Hide, View or Edit)
    - Birthday (Hide, View or Edit)
    - ID Number (Hide, View or Edit)

- Marital Status (Hide, View or Edit)
- Marital Date (Hide, View or Edit)
- Disabled (Hide, View or Edit)
- Type of Disability (Hide, View or Edit)
- Change of Citizenship (Hide, View or Edit)

- License / Passport
    - Passport (Hide, View or Edit)
    - Visa (Hide, View or Edit)
    - License (Hide, View or Edit)
    - Work Permit (Hide, View or Edit)
- Next of Kin
    - Add multiple next of kin records
    - Surname (Hide, View or Edit)
    - First Name (Hide, View or Edit)
    - Other Names (Hide, View or Edit)
    - Initials (Hide, View or Edit)
    - Title (Hide, View or Edit)
    - Preferred Name (Hide, View or Edit)
    - Relationship (Hide, View or Edit)
    - Date of Birth (Hide, View or Edit)
    - Home Telephone Number (Hide, View or Edit)
    - Work Telephone Number (Hide, View or Edit)
    - Mobile Phone Number (Hide, View or Edit)
    - Gender (Hide, View or Edit)
    - Nationality (Hide, View or Edit)
    - ID Number (Hide, View or Edit)
    - Passport Number (Hide, View or Edit)
    - Emergency Contact (Hide, View or Edit)
    - Next of Kin (Hide, View or Edit)

  - Alternative Number (Hide, View or Edit)
  - Email (Hide, View or Edit)
  - Preferred Method of Contact (Hide, View or Edit)
  - Skype (Hide, View or Edit)
  - Maiden Name (Hide, View or Edit)
- Previous Experience
  - Add multiple experience records
  - Employer
  - Position
  - Specify a specific project (optional)
    - Ability to select from a list of projects from the "Resource Planning" module
    - Project Name
    - Value of project
    - Project Description
    - Responsibilities
    - Industry relevant (Yes / No)
    - Start Date
    - End Date
    - Reference
    - Reference Contact
    - Notes
- Qualifications
  - Add multiple qualifications
  - Qualification Title (Hide, View or Edit)
  - Institution (Hide, View or Edit)
  - Name on Certificate (Hide, View or Edit)
  - Qualification Credits (Hide, View or Edit)
  - Number of Credits Obtained (Hide, View or Edit)
  - Start Date (Hide, View or Edit)

    - End Date (Hide, View or Edit)
    - Subjects (Hide, View or Edit)
    - In Progress (Hide, View or Edit)
- Professional Memberships
    - Add multiple membership associations
    - Membership Type
    - Institute
    - Membership Number
    - Expiry date

- Most of the reports listed here and in any other Signify HR module, form part of the standard implementation. However this document must under no circumstances be viewed as exhaustive or as a final reflection of our reporting capability, since reports are added or changed regularly depending on a client's needs.
- Signify reports can be exported to CSV, Word and Excel files (this includes the EEA and SD reports)
- In this module a system administrator will be able to:
    - View and run "Report"
    - See "Last Run Reports"
    - Manage "Profiles"
    - Use "Query builder"
    - "Manage Reporting Structure"
- Reports: It is in reporting where all the reports, standard and customised are listed per module. It is important to note that the naming and the fields of the reports can be written specifically to suite the client/organisation. See a list of reports below
    - Employee Profile Reports
        - Demographic summary report
        - Employee terminations report
        - Employees with active appointments report
        - List of employees report
        - List of employees extended report
        - End of Probation period report
    - System Reports
        - Data integrity report
        - Users and usage report
    - Recruitment and Selection Reports
        - Vacancy an advertisement report
    - HR Processes Reports
        - HR request report
    - Organisational Structure Reports
        - All positions report
        - Export organisation structure report
        - Positions linked to organisation structure

- Audit Reports
  - Employees self-service audit report
- FAIS Reports
  - FAIS register report - Live - complete register
  - FAIS snapshot comparison report
  - FAIS snapshot report
- Performance Management Reports
  - Performance agreement status report
  - Performance management audit report
  - Performance rating distribution (per agreement year)
  - Performance rating distribution (per assessment period)
  - KPA audit trail report
  - Performance list report
- Training Reports
  - Training general report
  - Training total summary report
  - Time and attendance clocking report
  - Demographic profile report - OFO codes and age
  - Manage employees report by race and gender
  - List of employees report with qualifications
  - Monthly training report general, with scores and dates
  - Training done per OFO codes and age training monitoring report summary
  - Did my employees complete a specific assessment or course report
  - SCORM tracking report
  - Training history report
- Job Profile
  - Job profile report
  - List of vacancies report
- Access Rights Matrix
  - Access rights matrix report

- Leave
    - Leave balance report
    - Leave monthly summary report
    - Leave taken summary report
    - Employees leave calendar
    - Employees calendar for manager employee
    - Leave record report
    - Leave adjustments report
    - Leave accrual report
    - Leave transactions report
    - Leave taken summary report
    - Leave balance report
- Qualification and membership
    - List of employees with their Qualification details
    - List of employees with their Membership details
    - Institutions library
    - Qualification library

- Last Run Reports: this shows a list of the last ten reports an employee generated.
- Manage Reporting Structure: an administrator can build reports and add them to the appropriate tree structure using folders
    - Add Folder
    - Edit Folder
    - Delete Folder
    - Add Report
    - Edit Report
    - Delete Report

- The Dashboard module can be a useful tool for any organisation to assist management in the analysis of statistics and trends, for example:
    - 360 Evaluations
    - Ask the Expert
    - External Recruitment
    - Number of Employees
    - Performance Management
    - System Usage
    - Talent Management
    - Training and Qualifications Statistics
    - Training Scheduling
- A graphical representation of the data in your organisation provide you with a quick and clear overview of pre-defined aspects of your organisation.
- The Dashboards module is pre-configured with a set of categories and graphs.
- Different graph types are available:
    - Bar graphs
    - Line graphs
    - Pie charts
    - Doughnut charts
    - Stacked bars
    - Scatter graphs
- Although the Dashboards module is pre-configured with certain graphs, the module allows for the quick configuration of additional graphs.
- Show multiple graphs on a single summary page.
- View the detail / bigger version of a summary graph by clicking on the specific graph.
- Each graph can be:
    - Drilled down
    - Filtered
    - Export source data
- Customise the size and theme of each summary and detail graph.
- Interface is Tablet-friendly.
- Can interface to external data source.