

## Oasys HR

### Human Resources Information System

Streamline  
your  
workforce

#### Your Challenge

There are many important responsibilities that accompany human resource management in today's ever growing and changing organisations. Workforce capital growth makes the HR function even more important as the administrative burden of personnel administration substantially grows yet continues to require excellence in quality of service.

You are continually required to improve the efficiency and flexibility of your human resource function in order to gain more time to address real HR issues that will allow you create a more value-added, strategically led organisation.

#### Our Solution

Analysing human resource management and equipped with the appropriate knowledge and expertise, we translated workforce management objectives into a realistic information system which assists organisations undertake their HR tasks successfully, strengthening and sustaining their quality of service.

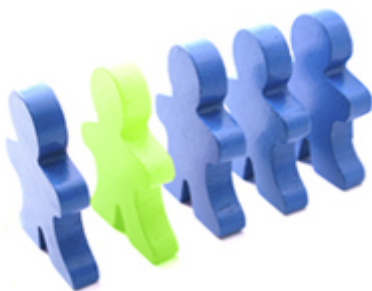
Oasys HR is a leading workforce management tool for streamlining human resource administration. Reliable and secure, Oasys HR enhances the entire employee lifecycle process from recruitment and selection through to professional training and development.

This affordable, easy-to-use application frees you from an awkward mix of spreadsheets, word documents, database files and cumbersome e-mail folders, while everything you need to track and monitor is readily available at your fingertips.

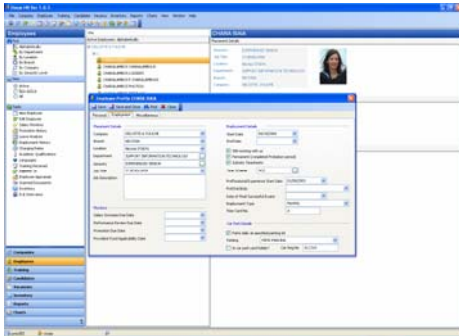
By implementing Oasys HR, your organisation will:

- ✓ Reduce the administrative burden on your HR function
- ✓ Improve the speed, quality and flexibility of the available information
- ✓ Have readily available HR metrics/measures for performance improvement
- ✓ Have readily available human capital reporting
- ✓ Improve productivity
- ✓ Reduce operational costs
- ✓ Effectively manage your HR workforce work time
- ✓ Improve profitability
- ✓ Enhance internal communications

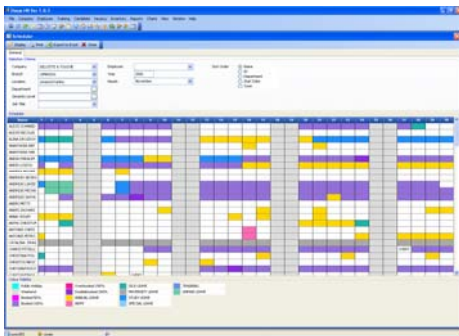
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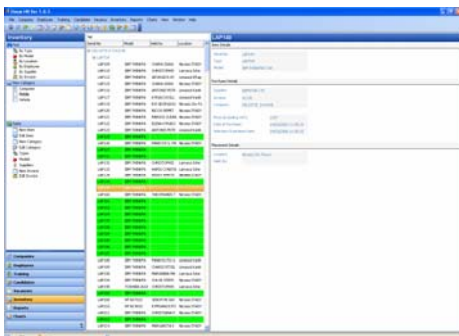
# Rich functionality to support your workforce administration



Personal, professional, employment and placement information are filed for each employee.



Staff availability is depicted in the Leave Scheduler.



Inventory control highlights available items.



Statistical information is portrayed in a set of easily readable charts.

Oasys HR features functionality ranging from day-to-day **personnel management** tasks to **organisation management** by streamlining the administration of your business information. It also provides **training administration** and handles the entire **recruitment lifecycle**.

It also incorporates an **Inventory control** module to manage allocation of controlled equipment to the staff. Moreover, it features several **utilities** that facilitate the automation of routine tasks.

The final piece in the puzzle for a holistic information system is a set of comprehensive **reports and charts**.

The main features of Oasys HR, grouped by category, are listed below:

## Personnel Management

- Personal Information
- Placement Details
- Contact Details
- Medical Details
- Provident Fund History
- Medical Scheme History
- Salary Reviews
- Promotion History
- Leave Analysis
- Employment History
- Charging Rates
- Academic Qualifications
- Languages
- Training
- Appraisals
- Inventory
- Scanned Documents
- Exit Interviews

## Organisation Management

- Locations
- Functions
- Service Lines
- Departments
- Staff Levels
- Seniority Levels
- Job Titles
- Charging Rates
- Time Schemes
- Leave Schemes
- Public Holidays
- Employment Types
- Professional Bodies
- Provident Funds
- Unions

## Training

- Training course details
- Training participants & facilitators

## Recruitment and Selection

- CV databank
- Vacancy creation
- Candidate applications
- Test results
- Interviews registry
- Advert postings & costs
- Short listing of applicants
- Welcome/rejection letters preparation

## Inventory Control

- Equipment details
- Inventory allocation & history
- Equipment service history
- Supplier details
- Invoice registry

## Utilities

- Salary Batch update
- Leave Balances Roll Forward
- Charging Rates Roll Forward
- Single Leave Creation
- Multiple Leave Creation
- Leave Scheduler
- Staff Availability

## Reports

- Company Structure
- Employee Details
- Trainings
- Staff Turnover
- Recruitment
- Inventory
- Labels
- Ad-hoc Reports

## Charts

- Personnel charts
- Absence analysis charts
- Monthly salary analysis charts
- Staff turnover charts

To arrange a presentation or for further information please call Christakis Themistocli on (357) 22360300. Alternatively visit our web-site at [www.oasys.com.cy](http://www.oasys.com.cy) or send us an e-mail to [oasys@deloitte.com](mailto:oasys@deloitte.com)