Frontier
software

ichris

International **C**omprehensive **H**uman
Resource **I**ntegrated **S**oftware

Human Capital Management

A LOCAL, NATIONAL OR
GLOBAL HUMAN CAPITAL
MANAGEMENT SOLUTION

SINCE
1983

Introduction

FRONTIER SOFTWARE DELIVERS MULTI-FUNCTIONAL AND HIGHLY FLEXIBLE SOLUTIONS TO ANY MARKET SECTOR OR ORGANISATION WITH STAFF FROM 50 TO 100,000.

We are recognised as having developed one of the most successful solutions for Human Resource and Payroll Management with products in use at more than 1500 public and private sector clients worldwide. Our software modules can be selected individually or as part of a totally integrated platform to deliver a multi-functional and highly flexible Human Capital Management solution.
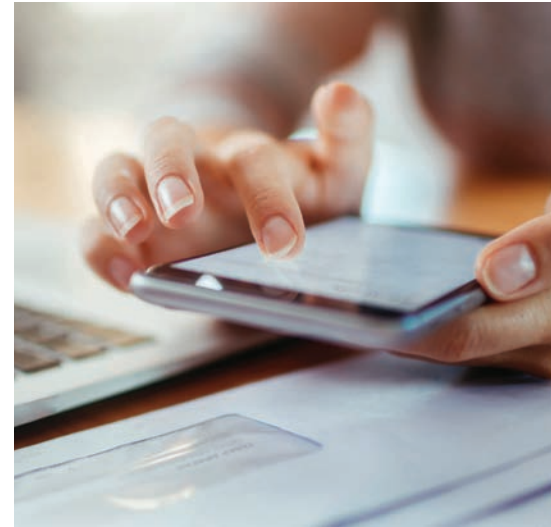
Local, National or Global HR

Frontier Software is the ideal HR solution for your global workforce. Data from any country can be stored and accessed from within your global company network or via the internet. One database for all countries, companies and employees is a reality with our software. Access to data - regardless of user location or level - is controlled by comprehensive security functions, whilst rigorous audit controls give an extra layer of confidence. Selected foreign languages are available as a language pack. With global organisations, statutory rules and regulations may differ and employment terms and conditions vary; however, the design of our software allows rules to be defined, ensuring data accuracy and compliance throughout the product suite.

Modern, Flexible and Intuitive

A comprehensive Human Capital Management solution with the flexibility to adapt to changing requirements within an organisation is essential. We have clients that have used our software solutions for over 20 years, benefitting from continual development and the added flexibility of user customisation to stay up to date.

The development of our solution is driven by technological, business, industry and social demands and, taking on board the latest design techniques and trends, we produced the **ichris - International Comprehensive Human Resource Integrated Software** browser solution. Our software solutions are simple to operate, providing an intuitive user interface and consistent user experience across multiple devices: desktop, tablet and smartphone.

The **ichris - International Comprehensive Human Resource Integrated Software** environment offers organisations of all types and sizes the opportunity to create a centralised, virtual HR office incorporating a comprehensive choice of functionality.

Key features of the Frontier Software solution include:

- Maintain extensive HR information
- Unlimited history with no loss of data
- One time data entry
- Modular design to match business growth
- Powerful and easy to use Report Designer
- User customisation without compromising upgrades
- No software required on desktop, tablet or smartphone
- Access anytime, anywhere controlled by user security
- Global option to access your HR database in different languages
- Multiple currencies with different reporting currencies
- Exceptional maintenance and support services

Awards and Accreditations

Accreditations are extremely important to Frontier Software and in countries where these are relevant, we invest time and effort to achieve them.
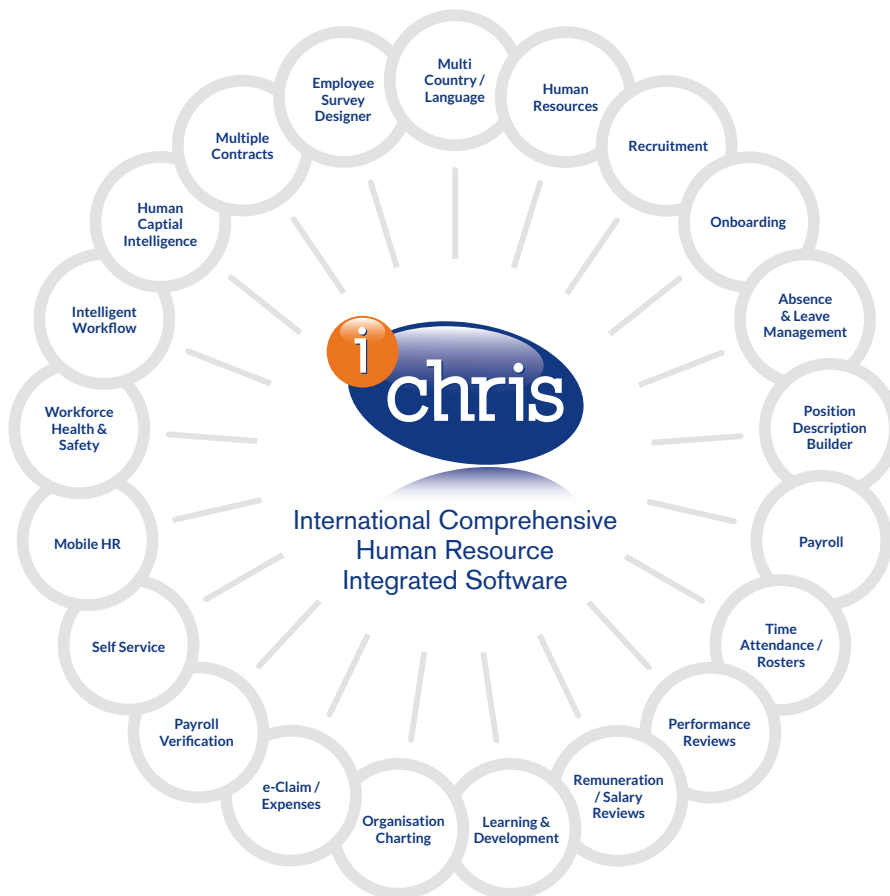
If people are the most valuable asset in your organisation, shouldn't your HCM software be the most important system?

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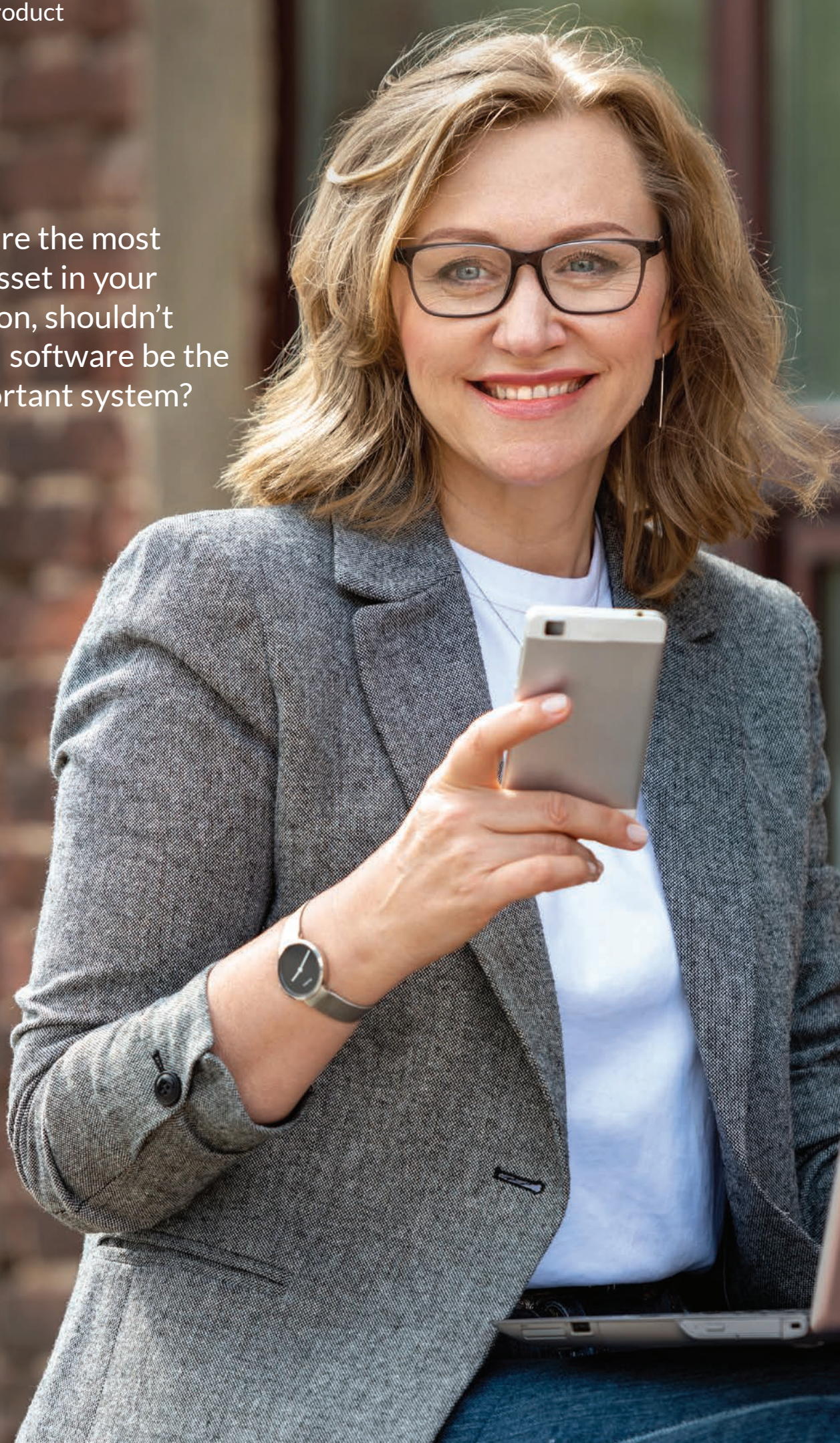
Our Product

INNOVATIVE HUMAN CAPITAL MANAGEMENT SOFTWARE SOLUTIONS ON YOUR DESKTOP, TABLET AND SMARTPHONE

You choose the modules to meet your business requirements.

Complete history

Build a complete history for every employee and customise data to meet your requirements. Regardless of country/company, your HR rules are held within an integrated database.

Extensive functionality and data recording facilities include:

- Absence and leave
- Career history
- Equal opportunity and diversity
- Multiple addresses
- Organisation structure
- Position management
- Establishment reporting
- Unlimited allowances and benefits
- Salary history
- Employment terms and conditions
- Work patterns

Additional functionality, depending on business requirements, include:

- Professional associations
- Education and qualifications
- Skills and competencies
- Disciplinary and grievances
- Dependants and next of kin
- Licences and certificates
- Medical information
- Training history

Organisation and position control

Company hierarchy is at the core or our software, driving the reporting and security of the database. Maintain complete control over your structure using **ichris - International Comprehensive Human Resource Integrated Software** to create an accurate, up-to-the-minute view of the organisation.

Functions include:

- Multiple levels of organisation
- Position establishment
- Position descriptions
- Position / skills competencies
- Department budgets
- Occupancy reports
- Headcount analysis

ichris: Our Product

Organisation and Salary / Allowances

Forecast, plan and administer remuneration in line with local market conditions across the organisation, or by selected employee groups.

Key capabilities include:

- Unlimited salary and benefit history
- Future and back dated increases
- Automatic increment processing
- Ad-hoc data enquiries with immediate spreadsheet analysis
- Awards / grades / spinal points

Employee data

ichris - International Comprehensive Human Resource Integrated Software enables you to capture, maintain and retain unlimited data history. You never lose data - it is retained even when employees leave the organisation and access to history is available at any time. Users can customise any form (screen); adding new or removing existing data fields, enabling you to capture all the employee data required by your organisation.

Holiday and sickness

User-defined tables hold absence rules e.g. payment, entitlement and statutory conditions, which can be amended as required.

Key capabilities include:

- Record all types of absences
- Specify multiple entitlement rules
- Display graphs and absence patterns
- Automatic calculation of balances and payments
- Alerts when leave exceeds entitlement
- Produce leave planner for managing absence
- Block leave according to your company rules
- Automatic statutory absence payments
- Full pay / half pay calculations
- Manual adjustments to balances
- Leave Liability Reporting
- Self service absence management options

Triggers / alerts / reminders

Benefit from automatic notification of tasks and events. **ichris - International Comprehensive Human Resource Integrated Software** generates automatic email alerts e.g. contract expiring, new starter, medical due etc and any number of user defined alerts can be created saving you time and money.

Plan changes with the diary reminder facility:

- You choose which changes in the system will create a diary reminder
- Messages pre-formatted to appear automatically on screen at scheduled dates

Microsoft Office™ integration

Deliver efficiency within your HR department through MS Office™ integration, including a Word™ merge function for document production. Data can also be exported into Microsoft Excel™ or imported directly into the **ichris - International Comprehensive Human Resource Integrated Software** database (with validation), saving you considerable time and effort. Automatic links with Microsoft Exchange™ and other SMTP compliant applications provide an email gateway to your entire organisation and with Outlook™ in use extensively by organisations around the globe; emails can be generated automatically within our product suite.

Talent Management

ichris - International Comprehensive Human Resource Integrated Software is the ideal tool to partner your talent management requirements. This is achieved through use of the extensive functionality within the following modules:

- Recruitment Management
- Learning & Development
- Performance Management
- Succession Planning

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& Payroll Software/Services

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Your Solution - Our Modules

SELECT OUR INNOVATIVE MODULES TO MEET YOUR BUSINESSES INDIVIDUAL REQUIREMENTS

Over the next few pages you will see the modules.

ichris: Your Solution - Our Modules

International Comprehensive Human Resource Integrated Software

The browser interface of **ichris** delivers HR functions without the burden of deploying and managing a traditional desktop software application. **ichris** offers ease of use, integral report designer and standard reports, security, user customisation capability and unlimited help. In addition, **ichris** provides you with a local, national or global environment for your Human Capital Management software requirements.

Self Service

This self service solution with workflow processes allows employees to enter details and enables managers to approve requests and view staff records. Extensive help facilities and innovative product functionality ensures that any organisation can extend self service benefits to their staff.

Recruitment Management (e-Recruit)

A complete recruitment solution that enables organisations to post vacancies via their website. It also allows potential candidates to view vacancy details and apply online. Auto-selection filters can be applied to reject unsuitable applications, while emails to applicants are generated automatically during the selection process.

Onboarding

With **ONB²¹ - Onboarding**, you can design and manage the employee journey between offer and day one. **ONB²¹ - Onboarding** can engage, connect and welcome new starters while gathering the necessary new hire data. Employees can complete tasks using mobile or desktop devices and stay in touch with messaging.

Payroll

PAY²¹ - Payroll calculates regular and bonus payments to employees based upon your country statutory payroll rules. Employer and employee contributions / deductions for a variety of pension, superannuation and insurance schemes are also automatically calculated. An unlimited number of payments and deductions are user defined and all payroll calculations create appropriate accounting entries.

Time and Attendance

An integrated time attendance and rostering facility, whereby work (shift) patterns and payment rules are user defined. Attendance information can be obtained via any type of time clocking device – including self service facilities. Data is imported directly into the database for payroll make-up, time and attendance monitoring and inclusion in employee records.

Workforce Scheduler

Create and publish work schedules with **WFS²¹ - Workforce Scheduler**. Design and deploy schedules for ad hoc or regular shifts. Manage resource availability and budgets and share approved schedules via SMS or email. **WFS²¹ - Workforce Scheduler** integrates with **TA²¹ - Time and Attendance** for easy time capture and interpretation.

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e-Claim / Expenses

This self service module allows your employees to submit their expense claims online, view their expense records, query approval status and perform cancellations. Claim entitlement rules and payment terms associated with the rules are defined by the user.

Mobile HR

We now live in an ever changing mobile device world and Frontier Software is using this technology to provide an interface for the employee 'on the road'. Leave applications, expenses and general data enquiries can be made by using an Apple iPhone™ or Android™ smartphones and tablets.

Learning and Development

The **LD²¹ - Learning and Development** module provides the tools to manage an entire staff training programme – from selecting employees for a learning event to making course bookings, updating waiting lists, skills analysis and course evaluations.

Remuneration / Salary Reviews

Drastically reduce your Annual Salary Review process from months to weeks through the easy to use and flexible framework. Managers can make quick and easy recommendations whilst the whole process of tracking and approval is performed in real time as a continual process.

Multiple Contracts

Specific organisation sectors, e.g. Health, Education, Government have a requirement to offer employees multiple contracts with different terms and conditions (awards). This module provides business intelligence to cover multiple contracts and associated taxation, accounting and employee payments.

Intelligent Workflow

Imagine being able to automate processes within your HR department. Do you want to be 100% sure that all procedures are always followed and relevant approvals always obtained for tasks? **IWF²¹ - Intelligent Workflow** is a graphical tool that will enable you to achieve this.

Performance Management (e-Performance)

Effective performance management is vital for both staff development and business growth. Your organisation's performance management process can now be automated, aligning KPIs (Key Performance Indicators) with organisational strategy. This module delivers management of all types of performance reviews.

Human Capital Intelligence

See how Intelligent Visualisations and Data Aggregations enable the instant recognition of issues, both current and future. Using **HCI²¹ - Human Capital Intelligence**, you can identify where issues lie in Attrition, Leave Liability, Excessive Sick Leave, Ageing Workforce Labour Utilisation, Diversity, Pay Equity and Retention to name a few.

Employee Survey Designer

The **ESD²¹ - Employee Survey Designer** provides a flexible framework to perform any survey required by your organisation. Examples could be: employee engagement surveys, exit interviews and policy surveys. With this module your Employee Survey opportunities are limitless as questions and ratings are defined by you.

Workplace Health and Safety

It is a mandatory requirement of any business to maintain records of accidents and incidents that arise within the workplace. This module is well equipped to meet these objectives, with flexibility to add additional information including documentary evidence.

Organisation Charting

ORC²¹ - Organisation Charting is an integrated module that lets you visualise, model and update organisation structures on-screen. Complete structural changes or 'what-if' scenarios by dragging and dropping positions. Commit changes with a mouse click to update master records.

Payroll Verification

You can be certain of payroll accuracy with this **PVE²¹ - Payroll Verification** module. Share payroll calculations with authorised reviewers to check for compliance and validity. **PVE²¹ - Payroll Verification** provides the checks and balances to verify payroll figures before finalising a pay.

Position Description Builder

PDB²¹ - Position Description Builder provides an opportunity to build and maintain your own Position Descriptions using templates supplied within this module. An intuitive framework to manage all your Position Descriptions whilst easily tracking all changes is immediately available. These facts enable you to maintain a consistent style and content across all your Position Descriptions.

Other modules

- Multi Language
- Multi Country
- Multi Currency
- Smart Import / Export Manager
- Bradford Factor sickness reporting

- Fleet Management
- Employee Loans
- Single Touch Payroll (STP) - Australia
- P11D - UK
- Pay Day Filing - NZ

- Succession Planning
- Web Services
- LDAP Authentification

... with more to follow

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Product Benefits

NO SOFTWARE IS REQUIRED FOR YOUR DESKTOP, SMARTPHONE OR TABLET

Report Designer

Advanced management reporting is achieved with our easy-to-use Report Designer. Any number of reports can be created and amended by the user at any time and delivered easily and quickly to managers via email or Self Service. Comprehensive security facilities control access to the information within **ichris - International Comprehensive Human Resource Integrated Software** when using the Report Designer.

Unlimited extraction, analysis and reporting on your data means that reports can be generated in the format you require. Simply drag-and-drop data fields into the report layout and link ad-hoc reports to **ichris - International Comprehensive Human Resource Integrated Software** menus to make reporting by managers even easier.

Standard reports are supplied from day one and cover many of the common requirements of HR and Payroll departments.

Produce output in XML and PDF format. All standard reports present important management information and contain parameters to give flexibility about the information selected and reported. Output formats include options to save as PDF and HTML and many of the reports have XML capability, with templates supplied by Frontier Software.

Scheduling Reports can be batched and can also be scheduled for processing at a specific time, day and frequency.

Complete history

Unlike many HR software products, Frontier Software has designed all of its products around the concept of unlimited history.

Customisation tools

Empowering the user to customise their system without affecting software upgrades is the dream of many HR software companies. Frontier Software has achieved this with functionality that allows a user to add new screens (forms), amend the data dictionary, create user help and remove data items that are not required. You can customise the menus at any time.

Secure access

Security is paramount and Frontier Software products are built upon a secure base controlling all user privileges.

Access is password-controlled with users entering a unique log-on ID and password before gaining access. All communications can be encrypted using SSL (Secure Socket Layer) enabled browsers and web servers. (Encryption requires the user to provide a digital certificate for their web server).

LDAP Authentication, an optional module for authenticating users with Enterprise Directories when logging on. Having the log-on ID and password in one location and using LDAP enabled applications provides the benefit of Same Sign On.

Auditing

This feature is paramount to a successful HR software solution as audit controls are essential for system management. Within our products any database change is recorded and reportable.

Attachments

Our system is your filing cabinet where unlimited number of attachments can be stored against the employee record, e.g. photograph, driving licence, certificate of education / qualification etc. Naturally, these can only be viewed by users with the correct security access.

Multi Country / Language / Currency

Frontier Software can offer a single database for all your employees regardless of location. You can purchase country extensions for supported foreign languages. Any country can be accommodated with your data accessed from any popular browser at any time.

Different currencies for any form of remuneration (salary), allowances / benefits can be created. Naturally, country and data security is essential and will be managed by the comprehensive security features inherent to the system.

Help is only a click away

A powerful feature within all Frontier Software products is the help and just a click to the field or form (screen) or menu item and help will automatically be displayed. In conjunction with this, an on-line tutorial help with index capability is available. This feature provides users with instant access to knowledge that is updated with all new software versions.

User notes can be added with a 'post-it' note feature. These notes are date stamped and can be kept private or made public to all users.

"Innovation, functionality, flexibility and quality are the foundation of our software solution"

Michael Howard - Founder, Frontier Software

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