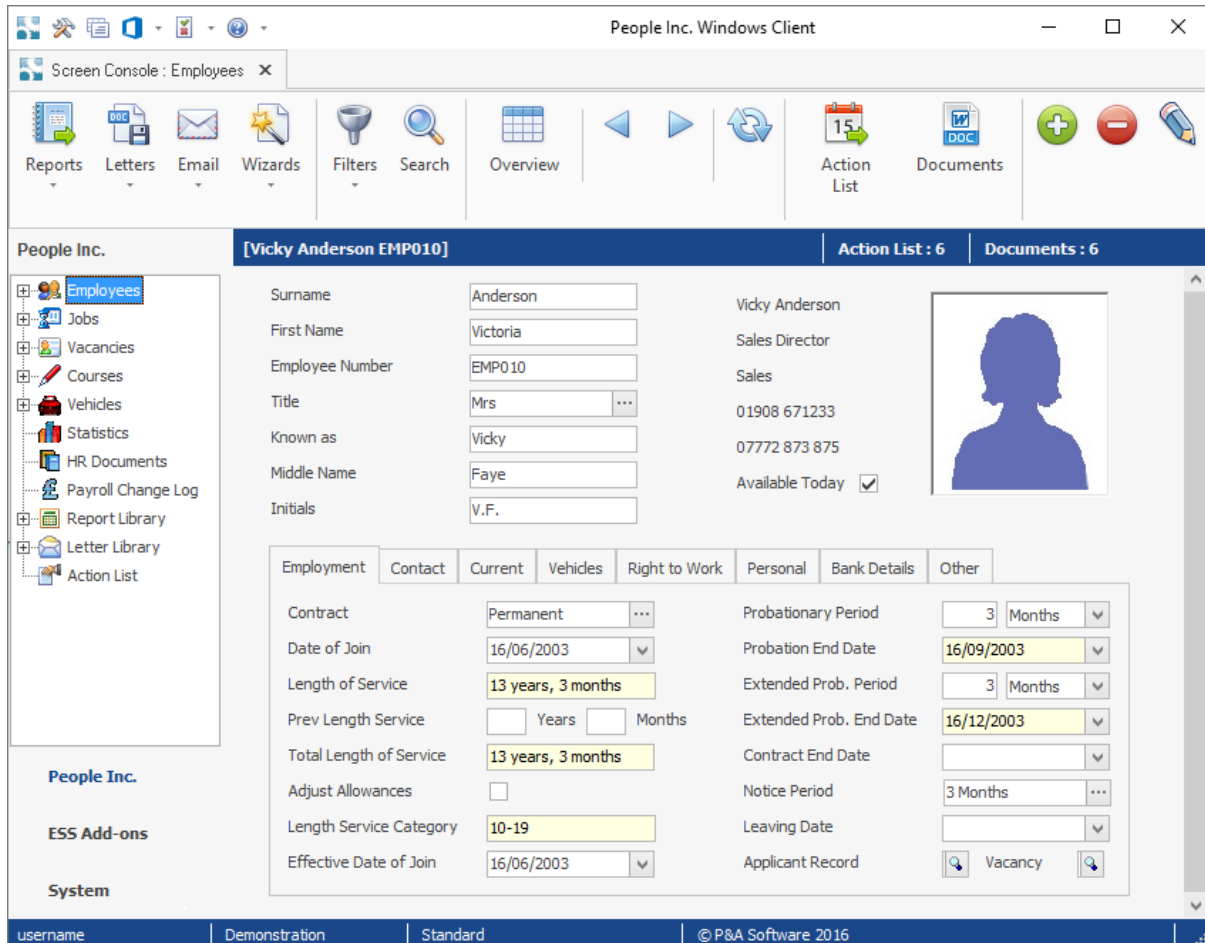


# People Inc. 3.6

## Introduction

The latest People Inc. upgrade (version 3.6) will be available in October 2016. This release includes important new functionality (new screens and wizards), some upgrades to the databases, and a fresh new user-interface. The upgrade is available free-of-charge to existing customers.

### People Inc. 3.6



The screenshot displays the 'People Inc. Windows Client' interface. The top navigation bar includes icons for Reports, Letters, Email, Wizards, Filters, Search, Overview, Action List, and Documents. The main content area shows the profile for 'Vicky Anderson EMP010'. The profile includes fields for Surname (Anderson), First Name (Victoria), Employee Number (EMP010), Title (Mrs), Known as (Vicky), Middle Name (Faye), and Initials (V.F.). To the right, contact information is listed: Vicky Anderson, Sales Director, Sales, 01908 671233, 07772 873 875, and Available Today (checked). Below the profile is a tabbed interface with 'Employment' selected, showing details such as Contract (Permanent), Date of Join (16/06/2003), Length of Service (13 years, 3 months), and Probationary Period (3 Months). The bottom status bar shows 'username | Demonstration | Standard | © P&A Software 2016'.

## New in People Inc. version 3.6

The new version of People Inc. provides users with a wealth of new functionality including:

- Enhanced functionality to collate and export payroll related changes
- A new feature to generate statistics (and generate related reports)
- Enhancements to manage vehicle service history and driving incidents
- New Wizards to manage pay reviews and the progression of applicants
- A new Wizard to enable users to export file attachments
- A smart new user-interface with configurable themes (or 'skins')
- Full support for SQL Server 2014 (with continued support for older versions)

## Payroll Change Log

People Inc. records and entry for each payroll related change in the new Payroll Change Log screen. Whenever information that relates to the payroll is changes elsewhere in the system (or via ESS requests), the payroll change log is automatically updated. This information can be exported to enable users to update payroll records.

## Vehicle Service History

This screen enables users to manage details of vehicle servicing. Action List reminders can be generated automatically to ensure that servicing dates are not missed. Access to this screen can be provided for users who manage car fleets without granting access to other HR information.

## Driving Incidents

When company vehicles are involved in driving incidents the penalty notice (or other notifications) will normally be sent to the company address. People Inc. now enables users to record and manage a full history of driving incidents involving company vehicles. In addition to the basic information about the incident, a scanned copy of any of the associated documents can be attached to each record.

## Statistics

The new Statistics screen provides an overview of some key HR information for use in reporting. This includes monthly headcount and staff-turnover information, some equal opportunities details, and information about the time lost due to absence. The information displayed in the Statistics Screen is updated automatically overnight.

## Pay Review (wizard)

A new version of the general pay change wizard has been included with the new release. This version of the wizard provides the additional option of awarding a fixed amount as an increase (rather than just a percentage). The wizard also enables users to add a reason for the change to the new records.

## Managing Applicants (wizard)

A new wizard has been provided to help users manage the applicants associated with a particular vacancy. This wizard enables users to move a number of applicants on to the next stage in the recruitment process at the same time (and optionally, send them a letter). This is useful (for example) when a vacancy has been filled and those who were unsuccessful need to be contacted.

## User interface

Designed to be more intuitive to use, the new-look People Inc. has a fresh, up-to-date appearance. There is a new system tool bar, a new screen button bar, a revised short-cut bar, and a clearer role for the Management Console. Included with the new user interface is the concept of themes (or 'skins'). This enables users to change the look and feel of the system choosing from a library of more than 40 different styles.

## Technical Updates

Updates to the database management tools provided with the system ensure compatibility with SQL Server 2012 and 2014 (while retaining support for older versions of SQL Server).

It is now possible to develop People Inc. screens within a test copy of the People Inc. system and export them so that they can be imported and used in a 'live' system. This enables users to develop new functionality and make changes without affecting the day-to-day management of HR information.

## Upgrading

When upgrading to People Inc. 3.6, all HR information, security access-profiles, preferences and user settings remain un-altered. While all screens (including any custom screens) will appear with a new look and feel, the information available to each user will be exactly the same as it was in previous versions; existing screen layouts, report definitions and letter templates will remain unchanged.

## Standard People Inc. Functionality

The People Inc. system is a comprehensive, flexible HR management tool that enables users to:

- Manage HR records (extensive personal information, key dates, attached documents)
- Manage career details (current job information, report on headcount and staff turnover)
- Manage staff development (record appraisal details, training needs, mandatory training)
- Manage remuneration (salary details and reviews, benefits history, extract payroll changes)
- Manage holidays and absence (allowances, bookings, employee requests, exceptions)
- Manage additional historical information (medicals, accidents, disciplinary incidents, etc.)
- Manage recruitment (vacancies and applicants, website integration, on-line applications)
- Manage course administration (scheduling courses, invitations, training evaluation)
- Manage company vehicles (service history, driving incidents, compliance)
- Generate reports (quick queries, monthly reporting, analysis, export to MS Excel and PDF)
- Generate letters and e-mail (based on standard document templates create using MS Word)
- Customise all the system screens (modify screens, add new screens and new custom features)
- Control user access (unlimited number of user-accounts with configurable access profiles)

The optional Employee Self-Service module enables employees to view selected information from within the People Inc. system, submit holiday requests, and submit expense claims and timesheets.

The optional People Inc. time module enables users to manage shift-patterns and collect staff clock times. This information can then be extracted and used as the basis for the company payroll.

## More Information

For more information, please contact P&A Software Solutions on 01908 265111