Moving to People Inc. from Personnel Director

Overview

This document is designed for users considering upgrading to People Inc. The following topics are discussed:

- Introduction
- System Functionality
- The Upgrade and User Training
- Technical Compatibility
- Cost Savings
- Feature Comparison

Introduction

The Personnel Director system was launched in 1999 and was designed to manage personnel details including employee details, holidays and absence, salary and benefit details, appraisal and training records. Additional modules were available for recruitment management and training management. The Personnel Director system was withdrawn from sale in June 2009 and no further releases will be made available to users.

Since 1997 we have supplied personnel software to more than 5000 organisations. Feedback on the functionality provided by these systems (and requests for additional features and benefits from our customers) has enabled us to develop a powerful new system for our clients. This system is called People Inc.

An upgrade to People Inc. provides users with a powerful, flexible, up-to-date system that enables them to manage HR information more effectively without changing the way they work. Users upgrade to People Inc. for a variety of reasons. The main reasons are as follows:

- **Improved HR functionality**. Every aspect of the HR-related functionality provided by People Inc. has been improved; all areas have been reviewed and enhanced and the benefits to the user are consequently far greater.
- **Functional shortcomings addressed**. People Inc. provides functionality that addresses shortcomings in earlier products. In particular, the way absence details are recorded has been revised, and the system records important HR information in a way that enables users to create vital headcount and historical analysis reports (not possible using Personnel Director).
- **Software compatibility**. People Inc. is compatible with the current system software from Microsoft. Personnel Director has not been upgraded since 2006 and is not compatible with much of this software (and will not be upgraded to be compatible). Moving away from PD normally enables IT teams to decommission SQL2000 servers (and save costs).
- **Saves money**. Migrating to People Inc. reduces the annual maintenance costs by around 50%. This provides significant savings over 3 or 4 years (even taking implementation costs into consideration).
- **Discounted upgrade license fee**. Existing Personnel Director users can enjoy a discounted licence fee when upgrading to People Inc. (typically worth more than £3000).
- **Flexibility**. The People Inc. screen designer enables users to configure screens to manage practically any information. This provides far greater flexibility than Personnel Director; the system can always be configured to match the users' needs.

- **Ease of use**. The system is also and easier to use, in particular the generation of reports, letters and e-mails has been improved.
- **Free additional modules**. Training course administration, managing employee training needs (and recruitment management) are included as standard functionality within the People Inc. system itself at no extra cost. These are additional chargeable modules if Personnel Director is used.
- **Manager access; employee access**. The optional People Inc. Employee Intranet (Employee Self Service) module can be configured to provide functionality that meets the needs of a wide range of users. This can include automation or workflow functionality. This module can generate significant savings if implemented.
- **Time and Attendance**. Optionally, fully integrated time & attendance functionality is available within People Inc. This includes a full range of clock-terminals and web-based management tools.

System Functionality

People Inc. provides standard HR system functionality including:

- The management of employee details (including historical records and attached documents)
- Management of holidays and absence (including allowances, carry over and bank holidays)
- Recording details of pay and benefits (enabling users to manage the pay review process)
- Recording and managing appraisal records and training records
- Generating letters (library of standard letter templates included)
- Generating reports and graphs (library of standard report/graphs templates included)
- Screen design tool (enabling users to add and modify system screens)
- Multiple user accounts (with access profiles)

People Inc has a number of new features and benefits:

- Management of full career history records (enabling users to generate headcount reports)
- Automatic recording of absence records at a daily level (providing far greater potential to generate absence management reports – suite of standard reports included)
- Pro-rate absence allowances based on combined FTE of all jobs during the allowance period.
- Enhanced adjustments for in-lieu days
- Automation to manage training needs based on current job and appraisal details (including the generation of course waiting lists, and management of courses that expire)
- Enhanced management of maternity leave and parental leave (to adhere with legislation). Maternity/paternity leave integrated with absence management.
- Managing recruitment (and the generation of employee records from candidates)
- Managing organisational structure, multiple companies and job definitions (enabling users to have vacant posts and the concept of a budgeted establishment)
- Improved management reporting (enhanced report writing overcomes significant restrictions in older report writers)
- Enhanced letter and e-Mail generation (letters and e-mails can be generated from any screen and can include any information from the system)
- Enhance screen designer (enables users to link any screen with any other screen, add further 'main' screens, and 'detail' screens associated with normal history screens).
- Enhance security, based on independently defined access profiles

- Option to customise and configure functionality made available to employees and managers via the add-on Employee Intranet (self-service) tool.

The Upgrade and User Training

When upgrading from Personnel Director to People Inc. any custom screens and changes to standard screens can be replicated in the People Inc. system and all data (including data associated with archived employees) can also be transferred. This is a consultancy exercise and typically takes a day to complete.

Letter templates and report templates can only be transferred to People Inc. manually (a full library of report and letter templates is provided with the People Inc. system). User accounts and access profiles also need to be recreated manually in the new system.

The People Inc. system offers many new features and benefits. We recommend that day-to-day users attend a one-day training course that system administrators or advanced users also attend an advanced training day.

Technical Compatibility

People Inc. is designed to work with the latest Microsoft software, and is tested with a range of software from other suppliers (including web browsers and anti-virus software). We have an ongoing commitment to maintain this compatibility. See the Technical Specification document for more details.

Personnel Director was originally designed to be used with Windows98 and SQL Server 7. The most recent version was released in 2006 and provided minor functional enhancements, and support for SQL Server 2000. Personnel Director is not designed to work with Terminal Services (or Citrix), is not compatible with SQL Server 2005 (or 2008), only installs for local administrators on Windows XP, and is not supported if using Windows 7. Web-based elements of the system are only designed to work with the IE6 (or earlier) web browser. No further upgrades will be developed for the Personnel Director system.

Technical compatibility and other issues will be increasingly significant for clients who continue to use the Personnel Director system.

Cost Savings

A significant cost saving can be made if upgrading from Personnel Director to People Inc. While the system offers far greater functionality and benefits (and technical compatibility and support), the ongoing costs for the People Inc. system are considerably lower than those for Personnel Director. When the costs are considered over 4 years, the Personnel Director system maintenance costs for a 5-user system are £7344 (£1836 per year); the equivalent People Inc. costs are £3788 (£947 per year).

The Personnel Director system will require the user to continue to maintain a server running SQL Server 2000. We estimate that this server will cost approximately £2000-£4000 per year in hardware support, software support and IT staffing costs. The People Inc. databases can be hosted on a database server running SQL Server 2005 or 2008. While customers may choose to implement a dedicated server for People Inc. there is no requirement to do this, and it is likely that the costs associated with supporting SQL Server 2005/2008 servers can be shared with other systems and services. Over 4 years we estimate that an additional £10000 will therefore be required to support Personnel Director.

As the Personnel Director system is no longer maintained, users will have move to a new system at some point in time. We offer a discounted upgrade license fee for customers who use Personnel Director. This license fee is a one-off payment and for a 5-user system normally costs £3097. Some costs are however incurred to upgrade the system. For customers upgrading to People Inc. from Personnel Director, typically the implementation takes 3 or 4 days (2 days system configuration, 2 days training); the day rate is £799 per day.

Clients considering adding modules to manage staff development (training course administration, training needs management) or recruitment will have additional costs if they do this alongside Personnel Director. When modules to manage these functions were available with Personnel Director, the list price for each additional module was £4000 (plus £800 per annum maintenance). The functionality provided via these modules is available as standard in the People Inc. system with no extra costs.

The Employee Intranet module provides controlled secure access for managers and employees to personnel details held in the People Inc. database via their web browser. This enables individuals to book and manage holidays and other absence rather than have HR process this information centrally. The efficiency saving associated with this approach can easily provide a cost saving of between £2000 and £4000 per annum per 100 employees. The Employee Intranet module is licensed per employee and costs therefore vary with size of organisation, but these costs are typically recouped within 18 months.