



# People Inc.

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## Introduction

People Inc. is a database system that enables users to manage all aspects of their HR function, record comprehensive details on employees and manage recruitment administration.

People Inc. includes a wide range of functionality for the following areas:

- Personnel records
- Flexible working
- Salaries
- Organisation structure
- Job definitions
- Headcount
- Holiday allowances
- Recruitment
- Holiday bookings
- Retirement
- Absence information
- Contracts
- Sickness records
- Medicals
- Bonuses
- Disciplinary records
- Benefits
- Reviews
- Raining records
- Appraisals
- Raining bookings
- Company cars
- Maternity & paternity leave
- Company equipment

## Easy to adapt

People Inc. evolves as your needs change allowing you to adapt the content and layout of screens and add new ones. The basic functionality of People Inc. covers 90-95% of all processes in your personnel department. The remainder of your requirements can be designed specifically for you, using the screen designer and report builder.

With these tools you can configure your own custom-designed system without needing the help of expensive software programmers. You are able to make your own database changes and add business rules and intelligence to the system yourself. P&A Group will maintain all customisation of your system when the software is upgraded.



## Reporting

Included are libraries of pre-defined on-screen reports, letter and e-mail templates, so that you can analyse personnel information and communicate with managers and employees. All reports can be printed or generated as a PDF file, MS Excel, MS Word or HTML. Report letter and e-mail templates may be adapted or you can create your own as you require.