



# Moving to People Inc. from Personnel Manager

---

## 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 Manager 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 The Personnel Manager system was withdrawn from sale in June 2009 and no further releases will be made available to users.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 Manager).
- **Software compatibility.** People Inc. is compatible with current software from Microsoft. Personnel Manager has not been upgraded since 2006 and is not compatible with much of this software (and will not be upgraded to be compatible).
- **Improved reliability.** Personnel Manager records information using old database technology (Paradox). The People Inc. system databases are managed using Microsoft SQL server providing improved resilience, scalability and data security.
- **Discounted upgrade license fee.** Existing Personnel Manager users can enjoy a discounted licence fee when upgrading to People Inc.
- **Flexibility.** The People Inc. screen designer enables users to configure screens to manage practically any information. This provides far greater flexibility than Personnel Manager; 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 Manager 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 Manager 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.

Alternatively, end users can elect to transfer just basic employee records from Personnel Manager to People Inc. using a free utility provided with the system.

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 need to be recreated 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 Manager was originally designed to be used with Windows98 and records data using a Paradox database. Personnel Manager is not designed to work with Terminal Services (or Citrix), only installs for local administrators on Windows XP, and is not supported if using Windows Vista or Windows 7. No further upgrades will be developed for the Personnel Manager system.

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