

# Human Resources

## Maximize the Strategic Value of Your Workforce

There was a time when businesses and organizations hired people to fill vacant positions. Aside from trying to match skill sets with skill needs, employers gave scant thought to how each employee contributed to the organization's high-level strategic objectives.

Today's "do more with less" paradox mandates that you extract the highest possible value from your workforce. That's why, more than ever, Lawson Human Resources solutions make so much sense. With Lawson, your organization is positioned to optimize your human capital in many different ways, from consistently hiring the most qualified candidates to retaining the best and brightest employees.

### Reduce Time to Hire with e-Recruiting

In many industries, recruiting and hiring the best people has always been a major challenge. Are you able to reach the right pool of potential job candidates? Do your managers and human resources department have the time to thoroughly analyze and rank applicants according to the job requirements?

Lawson e-Recruiting can help significantly reduce the time, effort and expense needed to locate and hire the most qualified employees. Thanks to automated and integrated processes, Lawson e-Recruiting lifts a tremendous burden from your HR staff and department managers. It also lets you draw from a pool of talent extending well beyond conventional recruiting methods.

Much more than an online résumé-gathering tool, Lawson e-Recruiting can assist with a number of essential activities, such as conducting preliminary interviews of job applicants, scoring and ranking candidates, and automatically notifying recruiters when applicants are matched to jobs.



- They're not just employees. More than your products or services, people are far and away your most valuable strategic resource.
- They're often referred to as "human capital" — and for a very good reason. Lawson® Human Resources solutions can help you manage your workforce like the strategically important asset that it is: positioning each employee to be a vital contributor to achieving your organization's key objectives, whether it's improving your operating margins or maintaining strict compliance with regulatory requirements.

## Automation and Integration of Key Activities

In a multitude of ways, large and small, Lawson can add strategic value to your workforce and your organization. Besides helping you hire a top-quality, highly productive workforce, Lawson Human Resources solutions can transform tedious, time-consuming everyday tasks into efficient automated processes.

Do you have hundreds, or thousands, of paychecks to process each week? Lawson Payroll can accommodate even the largest employee populations, whether you choose to process payroll for the entire organization at once or in concurrent periods.

Need a better way to track and respond to employee attendance issues? Lawson Absence Management assists you in effectively monitoring your workforce, even if you have very complex time off policies, allowing you to take swift preventive, corrective or compensatory action, as appropriate.

Managing benefits has become progressively more difficult, but it doesn't have to be that way. With Lawson Benefits Administration, each new hire activates the notification and enrollment process, including payroll deductions setup, based on specific eligibility criteria. Many administrative tasks previously handled by your HR department can be delegated to individual employees via Lawson self-service. Besides assuming control of their own benefits enrollment, employees can make plan changes, add or change dependents and beneficiaries, manage flexible spending accounts, view retirement account information and more.

Integration plays a key role in Lawson Human Resources solutions. A prime example: When the decision is made to hire a candidate, personal information gathered during the recruiting and interview phase automatically populates the new employee's HR record. Eliminating or reducing the need for duplicate data entry may contribute to additional cost savings, along with less likelihood of data errors.

## Track and Manage Employee Information

Can you readily locate information about an individual employee or group of employees? How easy is it to make updates to this information?

For most large organizations, tracking employee information, managing promotions and transfers, and keeping data current are huge logistical challenges — not to mention a major time constraint for your HR department and managers. In fact, the larger your workforce, the more you'll appreciate the kind of assistance you get from an automated solution like Lawson Personnel Administration.

You must track a wide range of essential workforce data, such as emergency contacts, work restrictions, employee profiles, performance reviews and credentials. Lawson Personnel Administration provides fast access to this information. It can help simplify other everyday activities, as well, from following up and reporting on work-related injuries to setting up and managing employee training.

Within Lawson Personnel Administration is a powerful Position Management component. This Position Control functionality provides a complete picture of your workforce tracking attributes of each position for up to 98 active positions per employee. A powerful tool for those organizations with employees working concurrently in multiple positions with incremental FTE allocations. In addition to providing a complete picture of your workforce, Position Control allows you to budget for current and future openings — even create "what-if" scenarios with preliminary budgets for open positions, current employees and contract labor.

## Empower Your Employees and Managers

Employees who are given more control over their own careers are more likely to be satisfied and to remain with your organization for a longer tenure. In other words, you're less likely to lose the knowledge and expertise you've developed over time.

Lawson Human Resources includes highly flexible self-service capabilities that allow employees to manage a broad range of information and tasks, from updating personal data in their personnel record and enrolling in benefits to checking on open positions and registering for needed training.

Managers also benefit from Lawson's self-service functionality. From their personal computer, they can monitor information, such as pay history on their direct reports, as well as opening job requisitions, carrying out personnel actions and collaborating with employees on training opportunities and career advancement.

In addition, employees and managers can receive automatic notifications in advance of license and certification expirations, ensuring that renewals are completed on a timely basis.

The advantages of Lawson self-service extend well beyond the employees and managers who use it. HR staff are relieved from many routine administrative tasks and paperwork, allowing them to focus on more strategic activities.

Tasks completed through Lawson self-service applications trigger updates to the appropriate Lawson Human Resources solutions. For example, when an employee enrolls in a benefit, this information is automatically relayed to Lawson Payroll, where the employee's deduction is created.

## Access to Business Intelligence...and Beyond

But there's more, much more, to Lawson than simply automating and integrating routine activities.

By joining Lawson Human Resources solutions with Lawson Reporting Suite, you gain access to business intelligence, as well as analytical and reporting tools, to help you manage your human capital for maximum strategic impact.

Because your decision makers aren't tied to their desks eight hours a day, Lawson has developed advanced solutions to ensure the delivery of vital information and to automate the flow of essential processes.

What if executives, managers and employees could be automatically notified via email, Web portal, voicemail, cell phone or PDA whenever specific events occur? And what if this same system delivered relevant, filtered data, along with links to allow immediate action and collaboration?



For instance, you may want department managers to receive early notification when key positions are filled or eliminated. Personnel actions of this nature usually affect multiple areas of the organization, potentially creating new opportunities — or impediments to work in progress. Besides keeping managers in the loop, Lawson Smart Notification™ a Lawson Reporting Suite solution, would enable managers to respond quickly, providing assurance that projects stay on track with minimal disruption.

Of course, bringing issues to their desired resolution necessitates appropriate protocols and processes. By utilizing Lawson ProcessFlow, you receive the confidence that every requirement has been met.

Let's look at the example of a manager who requests a salary increase for a direct report, but the amount exceeds the organization's guidelines for that position. The system identifies the increase as being nonconforming, then permits the manager to launch an electronic approval process, using Lawson ProcessFlow. The approval process follows a predetermined path through the appropriate management team members all the

way through resolution. At any time, the manager can check on the status of the approval: who has signed off and whether the request has been escalated to a another level.

In short, Lawson helps you create an environment where decision makers are held accountable, employees are treated fairly and costs are brought under control.

### Lawson Human Resources Suite

- Absence Management
- Benefits Administration
- Compensation Data Mart
- Employee and Manager Self-Service
- e-Recruiting
- Headcount and Turnover Data Mart
- Payroll
- Personnel Administration
- Time and Expense
- Tips

### Contact Lawson

For more information about Lawson Human Resources software and other Lawson software, call 1-800-477-1357, direct at +1-651-767-7000, international at +44 (0) 1344 360273, or visit [www.lawson.com](http://www.lawson.com).

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