



Frontier Software

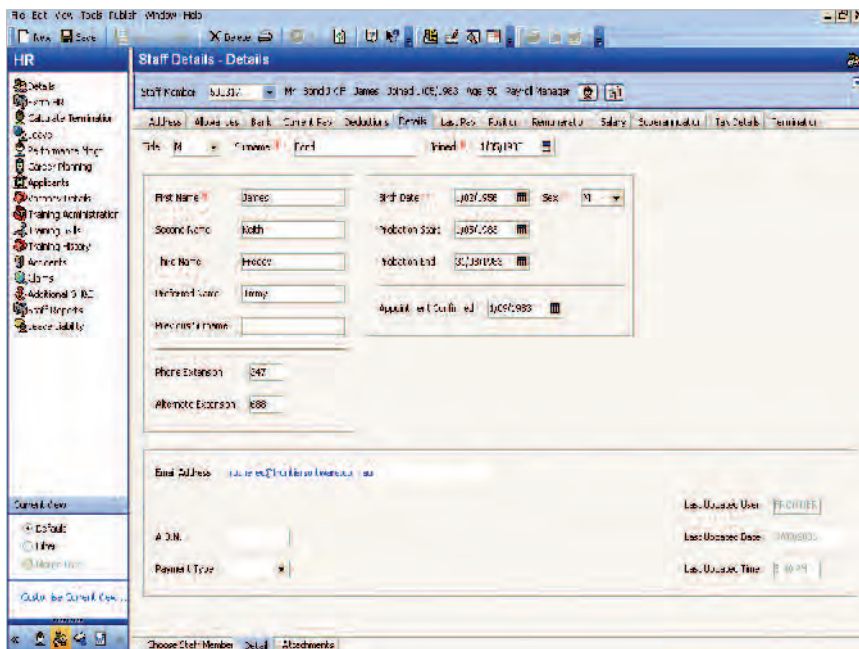
chris²¹ Human Resource & Payroll Management

Used by more than 1,300 public and private sector clients worldwide, Frontier Software is recognised as having developed one of the most successful solutions for Human Resource and Payroll Management. These organisations have between 50 to 100,000 staff; that is why Frontier Software can demonstrate a solution for all organisation sizes.

chris²¹ Human Resource and Payroll Management modules provide the foundation on which our customers build their HR and Payroll strategies. These modules can be selected either individually, or as an integrated platform, to deliver a dedicated, multi-functional and highly-flexible Human Resource solution.

The chris²¹ software environment offers organisations of all types and sizes the opportunity to create a centralised, virtual HR office by incorporating comprehensive functionally, extensive database and advanced internet / intranet functionality for the professional management of your Payroll Management and HR functions. Key benefits of the Frontier Software proposition include:

- **Maintain extensive HR information** vital to managing your most valuable asset
- **Full Payroll Management functionality**, statutory compliance, software upgrades and ease of use – requirements of the payroll accreditations and ISO standards
- **One-time data entry** for unlimited online history
- **Modularity** – purchase only those modules that match your current budget and then build in line with business growth
- **chris²¹ Report Designer** is unmatched in terms of flexibility and user-friendliness
- **First-class maintenance** and ongoing support
- **We listen to what you want** and deliver user initiated enhancements at no extra cost



chris²¹ – simple and effective to use.



chris²¹: Human Resource

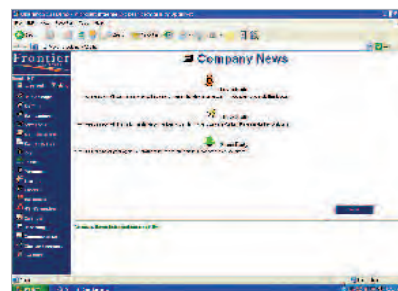
Build a complete history of every employee and tailor this information to your unique requirements. Frontier Software's Human Resource module maintains extensive information on personnel, while our easy-to-use online forms and Report Designer enables you to store, enquire and report on any of the following:

- Absences and holiday monitoring
- Career history
- Equal opportunity data
- Diaries, email triggers and notes
- Addresses
- Organisation structure
- Establishment reporting
- Allowances / benefits
- Salary history
- Report Designer
- Document attachments
- Security and auditing
- Library of reports
- User customisation facilities

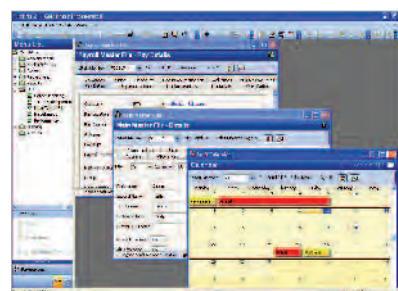
Other HR functions are also available, depending on your business requirements – including:

- Professional associations
- Education / qualifications
- Skills and competencies
- Disciplinary / grievances
- Dependants
- Health & Safety
- Licences / certificates
- Medical information
- Performance reviews
- Additional reporting
- Training history
- ...and others

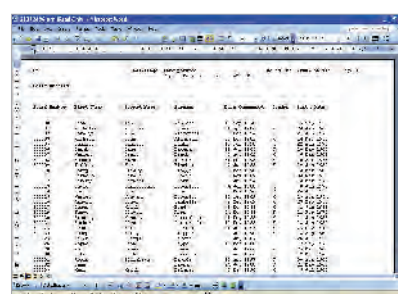
- **And you can fine-tune and expand your HR capabilities** with Frontier Software's specialist range of further module options:
- **Employee & Manager Self Service (HR21)** – a dedicated web browser interface that creates a virtual HR office that can be accessed online (*see datasheet*)
- **Learning and Development (L&D²¹)** – provides the tools to manage your entire staff learning programme. From selecting employees for the correct learning event; making course bookings, course evaluations and creating attendee histories; through to cost control and budget management (*see datasheet*)
- **Recruitment Administration and e-Recruit (eR²¹)** – offers internet functionality and provides powerful, yet easy-to-use features that enhance the workflow of your recruitment process and creates a talent pool (*see datasheet*)
- **Competency & Job Profile** – designed to maximise on investments made by organisations in defining job profiles, competencies (skills) and learning references (*see datasheet*)
- **e-Xpense Claims** – facilitates the payment of approved employee and dependant claims in accordance with company rules including payment limits, type of claim and period for reimbursement
- **Performance Planning & Development** – allows managers and staff to review performance and identify future business development requirements



HR21 provides unlimited opportunities to save time and money.



Many windows open at the same time – providing ideal data comparisons.



Extracting data by using the Report Designer is a very simple process.



chris²¹: Human Resource

HR is about obtaining information: the way in which it is disseminated throughout an organisation is critical in gaining strategic advantage

Organisation control

Maintain complete control over your organisation's structure using the chris²¹ graphical chart facility (and / or third-party software) to create an accurate, up-to-the-minute view of the organisation. In addition to charting, other data items include:

- **Position descriptions**
- **Position establishment**
- **Position competencies / skills**
- **Department budgets**
- **Occupancy reports**
- **Multiple contracts (positions)**
- **Headcount analysis**

Absence and leave control

User-defined tables hold rules relating to absences (e.g. payment, entitlement and statutory conditions) that can be amended and viewed as required. chris²¹ also includes graphical displays for interpreting absence patterns. Key capabilities include:

- **Record absences** (for whatever reason)
- **Specify any number of entitlement rules**
- **Display graphs** and absence patterns
- **Automatic calculation of entitlement balances**
- **Alerts** notify when leave exceeds entitlement
- **Apply time off in lieu** accordingly
- **Produce leave planner** and leave liability reports
- **Bradford Factor** sickness reporting
- **Block staff leave according to company rules**
- **Leave statements**

You can also maintain leave data for both HR and Payroll departments as this feature is fully integrated with our Payroll Management module (*see over page*) to offer key capabilities such as:

- **Automatic sick payments**
- **Automatic maternity payments**
- **Full pay / half pay calculations**
- **Manual adjustments to balances**
- **Accounting entries for leave liability**
- **Automatic calculation of leave balances and payments**

Flexible remuneration facilities

Forecast, plan and administer remuneration in line with local market conditions across the organisation, or by selected employee groups. chris²¹ HR module facilitates:

- **Unlimited salary and benefit history**
- **Future dated increases**
- **Automatic salary processing of increments**
- **Salary review reports**
- **Ad-hoc enquiries, with immediate spreadsheet analysis**
- **Award / grade / spinal points**

Documents and mail merge

With a click of an icon chris²¹ allows users to define and merge any information held on the database to create letters and documents in Microsoft Word™. It also incorporates an attachment facility, so that employee photographs, documents, JPEG's, AVI can be stored and viewed. An unlimited number of attachments may be stored against an employee's record and viewed by authorised users.

Career development

Develop career paths based on employee' goals and link career moves to your organisation's structure. This optional chris²¹ HR module enables users to track employee appraisal histories and make ad-hoc queries to help identify suitable staff for potential development. In addition, future appraisal dates can be scheduled or any performance reviews (appraisals) not completed by the line manager can be reported.

Occupational health & safety

Tracking, prevention and analysis of accidents / incidents is imperative. This optional chris²¹ module can be used to monitor all aspects of health & safety:

- **Record accidents and incidents**
- **Track costs** incurred as a result of accidents
- **Report on investigation** details and incident patterns
- **Maintain an online history** of any rehabilitation
- **Capture medical details** to create a comprehensive record of health assessments
- **Record and report on hazards** and hazardous materials



Management reports and Report Designer

Advanced management reporting facilities are vital business tools delivered by the chris²¹ Report Designer. This easy-to-use, intuitive function of chris²¹ allows any number of reports to be created and amended by the user at any time. Simple specification and selection of data ensures that management reports can be delivered easily and quickly, while with just one click, data can be merged into Microsoft Word™ and / or Excel™. Comprehensive security facilities control exactly who can access information within the chris²¹ database, as well as the output created via this effective reporting tool.

Unlimited extraction, analysis and reporting on your HR data means that reports can be generated in the format you require. Simply drag-and-drop data fields into the report layout and link ad-hoc reports to chris²¹ menus to make reporting by managers even easier.

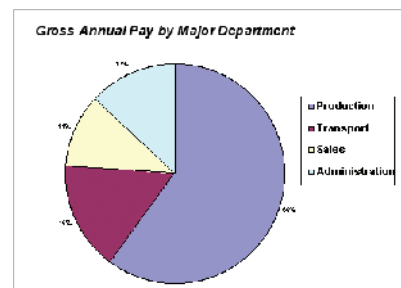
All chris²¹ standard reports present important management information. These reports contain parameters that give the user flexibility in what information is to be selected and reported.

Produce output in XML and PDF format for integration with third-party tools such as Altova's XMLSPY™ and Adobe PDF™. Users can also export data into Microsoft Word™ and Excel™. With XML output, you can create a comprehensive, professionally presented report every time.

Business intelligence reporting

Obtain full graphical analysis of your data via simple point and click processes using our Xec²¹: Executive Reporting Module (*see corresponding datasheet*) or by interfacing with third-party business intelligence products. Examples include: WebFocus™, Crystal™, Impromptu™ or Business Objects™.

A seamless interface to Excel™ provides countless opportunities.



Data is seamlessly exported into Excel™ for graphical presentation.



chris²¹: Payroll Management

Put the chris²¹ payroll specialist to work for you and ensure that employees are paid accurately, on time and in accordance with legislation

Manage the complex requirements of pay production while adapting to the ever-changing conditions of employment. Frontier Software's Payroll Management module features comprehensive payroll rules to meet statutory compliance, stringent payroll requirements and comprehensive auditing and security facilities – all of which is underpinned by regular software upgrades, full documentation and dedicated support.

All payroll parameters can be user-defined according to business and statutory requirements. Typical information required includes:

- **Unlimited allowances / benefits**
- **Unlimited deductions**
- **Unlimited pension / superannuation schemes**
- **Standard employee details – name, address, contacts etc.**
- **Structure of payroll – i.e. items that build up to gross and those that take it down to net**
- **Taxation rules**
- **Tax codes**
- **Pay points – i.e. office location or department**
- **Company policy regarding paid and unpaid absence, bonuses etc.**
- **Disbursements – bank, cheque and cash are used**

Remove the pain of manual calculations. The payroll management module calculates retrospective changes to salaries / wages / allowances automatically, while maintaining the original cost-coding and full adjustment history.

Compliance with statutory requirements for post-termination payments is guaranteed. chris²¹ makes historical data available immediately and retains this, even when an employee leaves the organisation. Payment can be made up to the leaving date, or post-termination if overtime / commission / backpay is due.

Deductions / allowances / earnings / benefits

An unlimited number of deductions, pension / superannuation schemes, allowances and benefits can be maintained. chris²¹ keeps a full online history of changes for each employee and when additional earnings / deductions are required, they are simple to add. Some key features include:

- **Automatic reduction of deduction balances**
- **Deduction priority**
- **Percentage or specific amount contributions**
- **Court orders / garnishees**
- **Pro-rata calculations**

On demand pay re-calculation

Make last minute changes without re-running the entire payroll. chris²¹ allows you to re-calculate an individual's pay and then continue with processing payroll reports, making it ideal for online checking.

Supplementary pay

There are several choices for making payments to employees outside a scheduled pay run:

- **Process the employee in a separate pay run**
- **Make the payment off-line and record the payment details in chris²¹**

Either way, chris²¹ updates year-to-date totals, creates accounting entries and provides reconciliation reports.

Balanced financial management system entries are produced.

Interfaces to financial management systems and job costing

More than 100 financial management system interfaces already exist in chris²¹. You choose from this library the interface most appropriate. Should an appropriate interface not exist already, other general ledger packages will accept our standard ASCII file, enabling you to extract data from time sheets into job costing and creditor systems; or into any system that accepts ASCII files.

Payslips: printed or by email

Choose from a number of standard payslips and select the information that is to be displayed – i.e. leave (holiday) balances, year-to-date totals, messages and annual salary. Payslips can be printed or emailed to employees according to your company rules.

Company messages can also be included on payslips and even dedicated to a specific employee, a group of employees, or to those being processed within the pay run.

Pay frequencies

Choose the pay frequencies that match – weekly, fortnightly, monthly or bi-monthly, four weekly, four / five weekly or quarterly.

A 'press button' pay run

The chris²¹ autopay feature saves you the time and trouble of entering timecards for ordinary hours if your employees receive the same salary each pay period.

Net to gross

chris²¹ applies statutory taxation rules in order to gross up the value of a net payment if required.



chris²¹: Payroll Management continued:

Adopt a flexible approach to payroll administration

The Payroll Management module offers a number of alternatives for timesheet input – manual, rosters, interface to ‘time & attendance’ module, spreadsheets or internet driven. Frontier Software’s consultants will work with you to determine the most efficient solution.

Advance payment

Standard taxation logic is used to calculate and deduct tax automatically for the advance pay period. Deductions and allowances can be calculated *pro-rata* or made in full – you choose.

Pay adjustments

A simple method for making one-off payments or deductions is provided – in addition to base pay, overtime and allowances. Adjustments are automatically created when retrospective changes to salary or allowance are entered, while one-off or bulk adjustments can be made as required. You can even import spreadsheet data into chris²¹ without re-keying data.

Pay rates / pay scales

Pay rates are user-defined and any number can be accommodated, with a complete history maintained:

- **Table-controlled wage rates**
- **Wage rate history**
- **Global updates of wage rates**
- **Scale points**
- **Incremental reporting**
- **Multiple pay rates**

Pension / superannuation

Define and process any number of pension / superannuation schemes:

- **Calculation of employee and employer contributions**
- **Year-to-date and fund-to-date totals**
- **Additional Voluntary Contributions (AVCs)**
- **Offsets and ceilings**
- **Contracted out money purchase scheme**
- **Specific amounts and / or percentage values**
- **Electronic interfaces to scheme providers**
- **Meets statutory scheme requirements**

Taxation and social security

Taxation tables are held within chris²¹ ensure that you always meet statutory requirements. These are updated automatically by Frontier Software under the annual maintenance agreement.

Pay history and year-to-date

Immediate access to historical data via chris²¹ will save you time and money:

- **Unlimited online pay history**
- **Details for every pay run** for each employee are available and can be archived as required
- **Year-to-date totals** are maintained for all payroll components
- **Accumulations for every pay component** are maintained (last pay, month-to-date, year-to-date, alternate year-to-date)

Overtime

Overtime payments are facilitated in a number of ways:

- **Any number of user-definable time factors** can be selected – i.e. normal time, time and a half, double time, triple time, etc.
- **Requests made via the Report Designer** provide management information such as ‘overtime by department’
- **Accounting data is generated automatically**
- **Back-pay calculations** can be made based on historical data



Reporting

Reports may be produced in printed, or electronic format, using our flexible, simple and efficient *ad-hoc* Report Designer. Frontier Software's latest range of reports can be amended online with your requirements, while our Xec²¹: Executive Reporting Module (see separate datasheet) delivers graphical HR & Payroll Management information.

More than 100 standard payroll reports are available to satisfy the diverse needs of business managers – including payroll, financial management, statutory, auditors and external agencies:

- Pay details (gross-to-net)
- Overtime analysis
- Ledger reports
- Accounting analysis
- Deduction analysis
- Taxation reports
- Sickness payments
- Pension / superannuation fund schedules
- Year-end reconciliation
- Costing reports
- Payslips
- Statutory payments
- Bank deposits
- Year-end reports
- Internet filing for statutory returns

Termination calculation*

A comprehensive termination facility within the Payroll Management module means that once you've defined the rules for calculating termination payments, all you need to do is enter a termination date and run the process. Key features include:

- **Automatic calculation** and payment of outstanding leave entitlement and accruals
- **'What if' analysis and modelling** of termination entitlements, without commitment to termination
- **Online termination calculation** for individuals or groups of employees
- **Redundancy calculations** according to statutory rules with options to add additional company payments

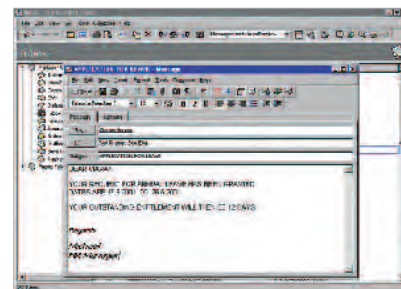
* Module available in Australia and New Zealand only.

Other key chris²¹ Payroll Management functions:

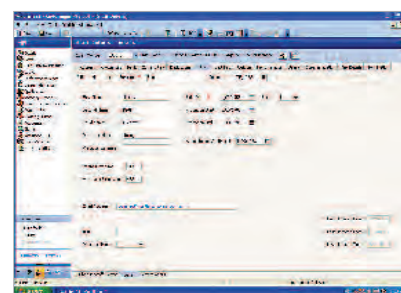
- Incorporates all necessary electronic interfaces to banks, building societies and credit unions
- Allowance reference table determines whether commission / expense is taxable or non-taxable
- Create statutory sick pay and statutory maternity pay (*UK only*)
- Loans and repayment – create records of employee loans and chris²¹ automatically reduces outstanding balances as instalments are deducted from an employees' pay
- Student loan processing



A sample report from the Executive Reporting module.



Automatic email production makes life easier.



Regardless of where data is stored, extracting data is an easy task.

