



AGRESSO Salary Review

Product Overview - ABW 5.5.3 and above

AGRESSO Salary Review is a fully integrated module within the Human Resources Product Family of AGRESSO Business World. The solution acts as a link for the different administrative areas covered by payroll and human resource management, by providing a tool for streamlining the regular process of negotiating and setting new salaries.

It is specifically designed to help an organisation carry out a number of important tasks, including:

- Helping employers ensure that salary increases are fair, and prove compliance to anti-discrimination legislation;
- Aligning salary increases with employees' performance targets, taking into account historical performance, salary history and appraisals;
- Measuring performance against industry benchmarks, aiding staff retention and competitiveness;
- Managing any negotiation processes;
- Informing employees of the final agreement and updating payroll;
- Providing visibility of the whole process at all levels of an organisation.

AGRESSO Salary Review is designed to support an organization in maximising staff retention and minimising administrative costs. It uses information already held within HR and Payroll to present line managers with all the information they need to manage the pay reviews of the people for whom they are responsible. In union based organisations it can also help ensure that the negotiation process is followed consistently, according to the rules and demands set by the unions involved.

The process is administered and monitored centrally, with the HR department responsible for setting guidelines and targets within which the organisation has to work. For example, managers could be asked to keep within budgetary limits, concentrate on rewarding top performers or certain job types, or address historical imbalances. AGRESSO Workflow is used to route tasks to the appropriate managers within the organization and to ensure that the process is completed within the deadlines.

In all organisations it is important to be aware of the competition for good people. Agresso Salary Review allows you to compare the salary levels of your employees against industry benchmarks, and hence adjust individual salaries to prevent key staff being tempted to move.

In addition, all the ABW 'common' functionality is available for reporting, customisation and analysis.

Delivering key business benefits

With Agresso Salary Review an organisation will be able to:

- Align salary increases with employees performance targets;
 - Reward consistent high performance;
 - Consider anomalies in salary history;
 - Take into account input from appraisals;
- Compare compensation packages against industry benchmarks;
 - Aiding staff retention (reduce the potential of staff leaving for more attractive packages);
 - Targeting best available talent in key areas;
- Link compensation to qualifications and competences;
- Inform employees of the final agreement;
- Update payroll with minimal delay;
- Manage the negotiation process, between managers and unions or other stakeholders;

Salary review proposal entry

Efficiency and Fairness: supporting both employees and employers

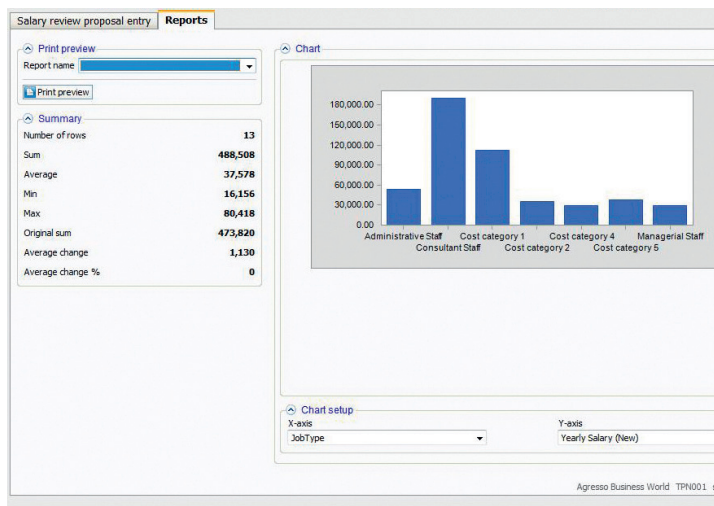
The salary review process is a critical part of an organisation's HR activity. If it is timely and fair, and rewards good employees appropriately, then productivity and morale will generally be higher. If it is late, unfair and inefficient, or pay awards are simply too low, then good employees may leave, or industrial action may even be instigated.

- Support local salary review process at a line manager level;
- Reduce the administrative burden across the organisation;
- Help employers ensure that salary increases are fair;
- Prove compliance to anti-discrimination legislation;
- Address historical anomalies that might have arisen through discrimination in the past;
- Support adherence to corporate financial and non-financial objectives;
- Ensure the whole process is completed as timely and as efficiently as possible.

An Agile Application for 'Businesses Living in Change'

Agresso Salary Review takes advantage of the powerful underlying architecture of Agresso Business World. Organisation structures defined within the HR and Finance modules apply equally within Salary Review, meaning that line managers will automatically be able to work with the members of their team, with no additional configuration required.

Important information held within HR can be used as part of the review process. This includes competence information such as professional qualifications or certificates, statistical data such as ethnicity or age, and employee performance notes from appraisals or ad-hoc conversations during the year. As needs change from year to year the HR department can adjust the information available to line managers, without requiring any costly bespoke work or consultancy from Agresso.



Graph to illustrate the impact of proposed salary increases

Feature Summary

AGRESSO Salary Review acts as a link for the different administrative areas covered by payroll and human resource management, and delivers a number of key benefits. The solution also provides a number of important, functional features:

- Available in both the Smart client and Self service client;
- Comparison of proposal against budget is easily obtainable;
- Budgets can be imported from any transaction table in Agresso, including Planner;
- Standard reports are available from within the proposal or as part of the workflow process – a graphing option is available from within the proposal;
- The approval process is user-definable, with multiple levels of approval, including final check by HR and escalations;
- User-defined groupings of resources for line managers to handle are based on Browser templates or created manually;
- Configurable and versatile proposal input screen:
 - Uses current rates as a starting point;
 - Up to 12 updateable amount fields, e.g. annual salary, on target bonus;
 - Unlimited additional calculated fields, e.g. total package value, pensionable pay, employers costs;
 - Ability to update pay steps;
 - Ability to update relations - e.g. grade;
 - Free format fields for additional input;
 - User-defined formulas for calculations between fields;
 - Resource information from HR master file, relations and flexi-fields for grouping and analysis;
 - Details of competences or qualifications attained;
 - Key Benchmark statistics.
- Integration with Benchmark data:
 - User defined mapping criteria can be linked to internal grades with external benchmark codes;
 - User defined data columns to record mean values, median values and multiple percentiles;
 - Comparison with current and proposed values.
- Selected resources can be excluded from the process - during the year, as part of the salary review setup, during the process – and will be included in the budget checking;
- Links to appraisal notes are via Action Overview;
- Links are available to document archive for policy documents;
- Zoom function from the proposal to employee details;
 - User definable content and layout;
 - Can show resource data such as date of birth and date of joining;
 - Can show transaction information such as payroll history;
 - Can show historical information such as promotion history and previous pay increases;
 - Can include photographs.

- The line manager can work on multiple proposals at the same time;
 - One proposal can be copied from another;
 - Proposals can be based on percentage increases, or amount increases;
 - Updates can be done on an employee by employee basis;
 - Updates can be done on groups of employees at the same time, with user defined groupings;
 - A full audit trail is kept of the separate components of the pay award.
- User defined limits and targets are based on budget data, resource data, employment data, flexi-field or relations;
 - Limits can issue warnings or can be mandatory.
- Letters can be generated to notify staff of new pay award – with a user definable layout and content. This can be run as part of the workflow process and can be linked to employee records;
- New rates and pay-steps can be transferred to the payroll to take effect from a user-defined date;
- Proposal can be downloaded to Excel, updated off-line and then imported back into AGRESSO, for external stakeholders, such as unions.

Integration

AGRESSO Salary Review integrates with key functions of the organisation:

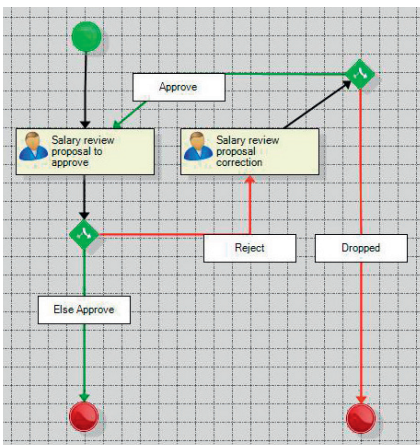
- Links to HR for basic employee information and organisational responsibilities;
- Links to Competence module for data to support the review process;
- Updates from payroll to provide data on current compensation;
- Updates to payroll with new compensation;
- Links to document archive for access to supporting policies and procedures;
- Links to document archive to store notification letters sent to employees;
- Exports to Excel and imports from Excel to support off-line working;
- Integrated with Agresso workflow to manage the overall process.

Pre-requisites

Salary Review is part of the HRMS product family and has a number of pre-requisites:

Recommended Module	Mandatory Y/N	Proposed development
HR	Y	Basic employee data
Payroll	N	Organisations can use free format fields to enter salary data directly into Salary review, without using payroll data as a starting point. However, even if Agresso Payroll is not being used to calculate net pay, it is recommended that salary information is stored within the payroll module to support HR administrative processes.
Workflow for HRMS	N	Manual Browser enquiries and manual email notifications can be used to manage the Salary review process, if full workflow is not required

For further information regarding Agresso Salary Review please contact your local support office at www.agresso.com.au



About Agresso Pty Limited

Agresso Pty Limited (www.agresso.com.au) is a dynamic organisation providing innovative business information management solution to leading organisations across Australia and New Zealand. Agresso provides, AGRESSO Business World (AGRESSO) for organisations that are people, project and service oriented. Over 2,900 private and public sector organisations, in over 100 countries, have deployed AGRESSO. AGRESSO's unique ability to change as new requirements appear, without incurring expensive programming costs, is its main competitive differentiator.

To request more information or to discuss your needs in detail, please contact us: sales@agresso.com.au or +61 2 8570 9000

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