

CONNEX

Employee / Manager
Self Service | Talent
Management | e-HR



sage *MicrOpay*

About Sage MicrOpay

Every organisation is different. So it's nice to know one company is able to meet the human resources and payroll challenges you face. With over 25 years' experience, Sage MicrOpay provides a solution with outstanding local support. Our client base consists of over 6,000 enterprises of all sizes and sectors, from small business to large corporations, not-for-profit and local government.

Sage MicrOpay is part of the Sage Group plc, a leading supplier of business management software, with over five million customers internationally. This means our products and services are constantly enhanced from collective experience and expertise.

Although part of a global company, Sage MicrOpay is uniquely focused on the Australian market. With the benefit of local understanding and insight, we provide software and services that are relevant, practical and useful to the demands of today's business environment.

Introducing ConnX[®]

ConnX is a web-based, modular talent management and e-HR solution delivering a powerful suite of tools to engage employees and support your HR initiatives. It enables you to:

- Streamline and integrate all HR processes across your organisation.
- Fill vacancies faster while reducing the cost of recruitment.
- Collect and communicate relevant and timely employee performance data.
- Improve the efficiency of staff training and development.

- Eliminate paper-based approval processes.
- Improve workflow, time management and employee satisfaction.
- Increase employee engagement, motivation, performance and retention.

We know you have better things to do than chase paper. By minimising the time spent on HR administrative tasks, ConnX lets you focus more of your energy where it counts the most – on developing and implementing HR strategies.



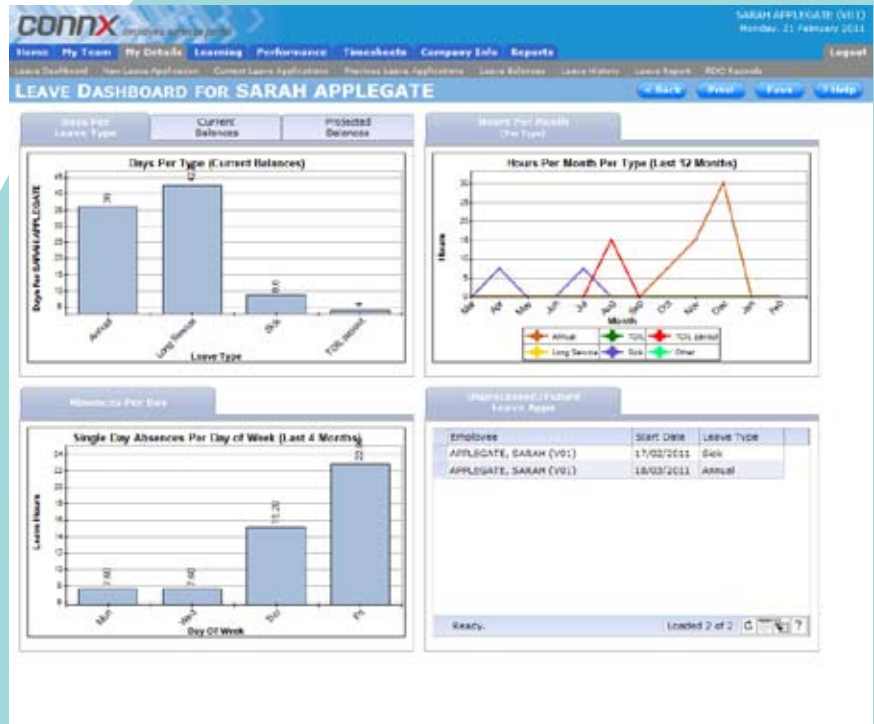
The Easy Way to Acquire, Manage, Retain and Engage Talent

One of the many challenges for HR departments across Australia is acquiring talent. Once you have acquired the right people, the next challenge is improving employee engagement, performance and retention. However, it is hard to address these strategic priorities when you are overloaded with administrative tasks.

Many companies are now using talent management applications to streamline processes and enable HR strategies. If you are not taking advantage of online systems to more easily and effectively recruit, retain and develop staff, you risk losing your competitive advantage.

ConnX ESP

The Employee Services Portal (ESP) is the essential foundation for ConnX's eight modules. It delivers employee and manager self-service to your workforce, ensuring employee engagement through 24/7 access to company and employee information.



Effective communication with your employees is critical to engaging your workforce. Busy HR and payroll departments often find a large part of their time is taken up answering routine questions about pay details, leave balances, re-printing pay advices and updating employees' personal information.

ConnX ESP empowers you to minimise these administrative HR and payroll tasks so you have more time to focus on vital operational and strategic issues. It liberates your HR department from day to day paper shuffling so you can concentrate on the more important business of maximising the investment in your workforce.

The essence of ESP is an employee and manager self-service solution. Management and employees have immediate online access to HR and payroll information, such as contact and personal information, pay history, work schedules, bank details, RDO and leave balances.

Granting employee's access to their own information and making them responsible for keeping it up to date greatly reduces HR administration costs while improving the accuracy of employee records.

- Promotes better communication between management and employees, with efficient distribution of company information and 24/7 access to essential data.
- Paper-based processes are replaced by web-based forms to reduce costs and improve workflow.
- A powerful workflow engine automates many of the approval processes necessary for managing the workforce, eliminating the need for manual intervention and improving service levels to employees.
- Records a complete history of leave, pay advices, payment summaries and previous employment.
- Managers can view colour-coded leave calendars which helps ensure appropriate staff levels are always maintained. Employees' leave balances are also displayed.
- Improves the overall management of leave requests, approvals and processing.
- Employees and managers have the ability to forecast leave balances at any point in time.

- A comprehensive disciplinary events component allowing managers to record, track and report on any employee disciplinary actions as they occur.
- Maintains an accurate record of company properties assigned to employees such as security cards, mobile phones and other work equipment.
- Improves on-boarding and separation using a comprehensive tasking system, which can include actions for any staff member.
- Sophisticated security ensures sensitive information is protected and only available to those users with appropriate clearance.
- Quick to learn and easy to use.



ConnX Talent Management

The following modules contain a powerful online talent management system to help you to attract, develop and retain the best people for your organisation.

ConnX Roles & Positions

Roles & Positions establishes a skills and qualifications framework which provides consistent standards upon which individual positions can be based.

As well as managing the organisational chart, Roles & Positions allows you to manage establishment counts, budgeted salary, hours and position history. It provides the position and skills foundation for the ConnX talent management modules.

ConnX Performance Reviews

To manage talent effectively you need to evaluate all your employees, not just the top performers. But in today's hectic business environment, performance reviews are sometimes often overlooked or rushed by managers.

ConnX Performance Reviews reduces the time and effort involved in conducting performance reviews by automating the process of creating, distributing and managing review forms. This can be accomplished by obtaining the data and analysis of what you require promptly and efficiently.

Converting your paper-based forms into ConnX automates the process of creating and sending review forms.

You can distribute results to managers and employees instantaneously.

- As well as supporting a climate of continuous improvement and improving employee engagement, ConnX Performance Reviews can provide data to guide employee training and development.
- Creates both simple manager-employee assessments and a comprehensive 360° feedback reviews.
- Flexible set up options ensure you can re-create existing paper review forms.
- A complete archive of previous performance reviews is available, putting detailed historical information at your manager's fingertips.
- Delegate authorisation and control for selecting 360° feedback participants to managers if required.
- Reviews can include skill updates as part of the process to ensure your employee's skills register remains updated.
- Manage employee surveys, probationary reviews and exit interviews.

ConnX Learning & Education

Few business strategies provide as rapid return on investment as employee training. It improves staff performance, fosters employee loyalty and promotes a positive corporate culture. But managing training and re-certifications manually can be time consuming and cumbersome. That's not the case with ConnX.

ConnX Learning & Education keeps you in control of the training process, but removes much of the leg-work of identifying, managing and fulfilling staff education needs.

It is not just a training record management system, but a full enrolment workflow platform and skills inventory management system.

ConnX assists you to plan and manage staff training, as well as create, schedule and enrol employees in training courses. Employees are more involved in their own development because they can search and enrol in courses themselves. Upon course completion and grading, relevant skills are automatically assigned to the employees' records.

- Monitor the approval process and notify educators, managers and employees of new course availability, course enrolment, scheduling, confirmation and completion of learning.
- Optimise your training investment and streamline administration and record keeping.
- Cross checks employee's availability based on work schedules and leave applications, which eliminates scheduling conflicts.
- It provides effective control of training course waiting lists.



ConnX Workforce Planning

Workforce planning is a continuous process and a vital component of your integrated talent management strategy. ConnX Workforce Planning facilitates a flexible workforce planning process so you can ensure your talent pipelines are full, minimising exposure to shifting tenure trends and tight employment markets.

ConnX gives you ready access to critical employee data that allows you to identify emerging trends and classify flight risks. This enables you to create ongoing development plans that ensures employees remain engaged and focused on their long-term career objectives.

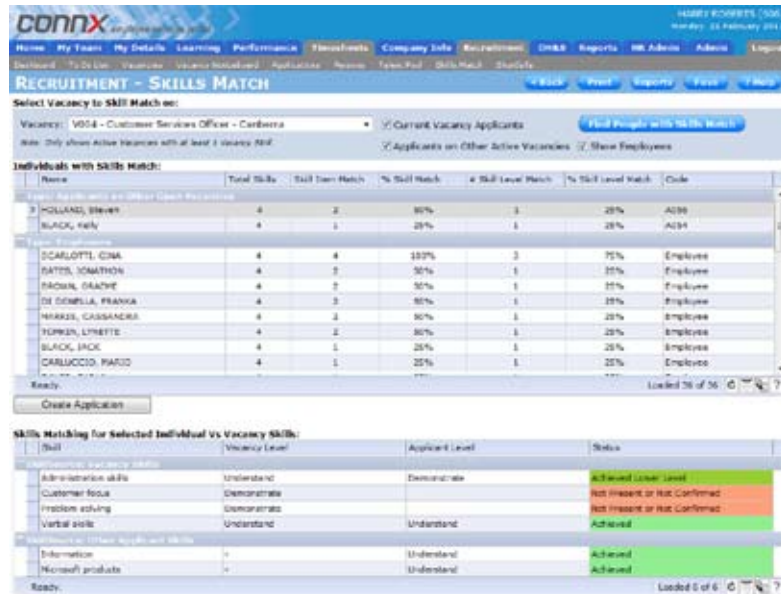
- Allows career plans to be developed by employees, managers or HR. Ensures employee capability frameworks are maintained using gap analysis and Personal Development Plans (PDP) for each employee.
- Each employee's PDP is integrated with their career plan and their progression through the organisation is mapped.
- Succession planning allows HR to identify and plan for employee turnover.

ConnX Recruitment

In tight labour markets recruiting quality employees is a costly business. But the costs of hiring the wrong person, or not hiring in a timely manner, are far greater. ConnX Recruitment assists you to identify quality candidates from an extended talent pool.

It manages all aspects of the candidates' lifecycle, from resume submission, appointment setting, application status notification and through to on-boarding the applicant into Meridian payroll.

To further assist the on-boarding process, workflow tasks can be established to facilitate the acquisition



of the equipment the employee will need when they commence.

Advanced skills matching functionality provides instant on-screen identification of candidates and their percentage match to the skills required for the positions.

Unsuccessful quality candidates are incorporated into a larger talent pool and can be sourced via skills matching for other roles.

The available talent pool for vacant positions is extended to existing employees, previous applicants and applicants for other roles.

- Detailed skills analysis instantly identifies skill shortfalls by a colour coding system.
- To Do Lists linked to vacancies and applications ensure the company's best practice recruitment procedures are always adhered to.
- Notification vacancy templates can be defined. These can be sent to a group or to individual applicants.
- Option to set professional company branded template and automatically create, send and save PDF letters, ensuring a full correspondence log is maintained.


ConnX eRecruitment

ConnX eRecruitment enables convenient and easy upload of your job advertisements to several of Australia's favourite job seeker websites.

Use the automated download feature to help reduce your time and cost of hire. You can create applicant records complete with resumes, cover letters and screening questions from job seeker websites.

Along with providing a full Applicant Tracking and Notification Log, ConnX eRecruitment manages the automated replies via email to applicants and internal recruiters.

These features will ultimately free up your time from manual administrative work within the recruitment process allowing you to spend more time selecting quality candidates.



Free up your time
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ConnX e-HR

For those organisations that want a human capital management solution, the following modules, together with the Talent Management modules, transform ConnX into a fully integrated e-HR system.

ConnX Timesheet Management

ConnX lets you get on with your payroll, instead of tedious data entry. The Timesheet Management module provides your employees and managers direct access to complete their own online timesheets. Managers can monitor completion, send reminders and approve/deny timesheets without printing a page or picking up the phone.

Payroll personnel simply cross check transactions (after the manager has approved them) and then upload data directly to Meridian to create the pay. This means they have more time to “get on with payroll” and spend less time entering repetitive timesheet data.

Converting your paper-based forms is made easier by timesheet form builder which is extremely intuitive and flexible, and forms can be modified or new ones created when required.

- You can mirror your existing forms or create a new design in order to take advantage of the vast amount of information that can be captured.
- All re-keying is eliminated as timesheet data is imported into Meridian, reducing keying errors and minimising risk to your business.
- Where appropriate the Auto Complete function can auto-populate the timesheet with the employee's work plan hours, which makes timesheet entry extremely fast.
- ConnX's workflow engine constantly manages timesheet submissions and approvals, ensuring timely completion.
- You can also manage Time Off In Lieu (TOIL) through ConnX. Additional hours worked are recorded through timesheets and accrued TOIL can be applied for via a leave application or directly on the timesheet.

ConnX Occupational Health & Safety (OH&S)

The health and safety of your employees is critically important to the on-going viability of your organisation. ConnX OH&S gives you tools to improve the daily management of this crucial function.

It is an enterprise-wide system that can record, track, and analyse incidents, injuries and illness that occur in your workplace.

ConnX OH&S allows employees or managers, as well as OH&S and HR personnel, to record incidents when they happen so action can be taken immediately.

It also enables managers to implement the lessons learnt from accidents and oversee the rehabilitation of injured employees.

The built-in OH&S dashboard provides all your OH&S data at a glance, including incident rates, frequency rates and average lost time rates, red alerts, type of injury per month and incident statistics.

- Designed in accordance with Australian Standard AS1885.1 1990 “Workplace Injury and Disease Recording Standard”.
- To Do Lists track action items to ensure that nothing relating to incidents and their resolution is overlooked.
- Monitors employee return to work status, rehabilitation activity and insurance claim details.

ConnX Reports Manager produces professional reports quickly and easily.



ConnX Reports Manager

Simply collecting workforce data is not enough. In order to develop the best HR strategies for your organisation you must be able to collate, organise, analyse and communicate your workforce data on demand. ConnX Reports Manager gives you that power.

Reports Manager is a powerful reporting tool that allows you and your managers to easily generate professional reports whenever they need to. Many of the reports have graphs and drill down capabilities together with cross tab results. Report data can be exported to PDF, Microsoft® Excel® or Word®.

A set of pre-defined reports that provide multi-dimensional analysis of employee data is supplied standard. The reports range in complexity and type and you can create additional reports if required.

- Security for each report limits who has access to the report and what information they have access to.
- ConnX Reports Manager has a wide selection of standard reports, including:
 - lost time due to leave and absenteeism reports,
 - staff turnover, hired and terminated reports,
 - qualifications and skills searches performance appraisal reviews and outcomes, and
 - headcount graphs with drill down.

Implementation and ongoing support

- Flexible and versatile
- Secure
- Cost effective
- A range of functionalities
- Easy to use, learn and maintain

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