Human Resource Management

Human Resource Management in Microsoft Dynamics AX 2009

Recruit and retain the talent your organization needs to drive business success. Targeted reporting capabilities help you identify skill gaps, optimize training and development efforts, and streamline recruiting campaigns to attract new hires that align with your company's business strategy.

With access to integrated, real-time information about employees, jobs, and specific skills across your organization, Human Resource Management in Microsoft Dynamics™ AX 2009 helps you effectively manage and align your workforce to help achieve your business goals.
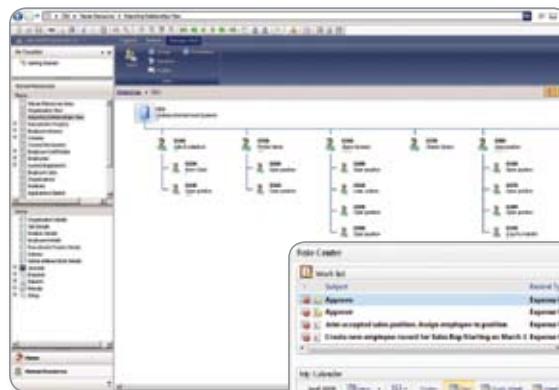
Graphical overview of the organization
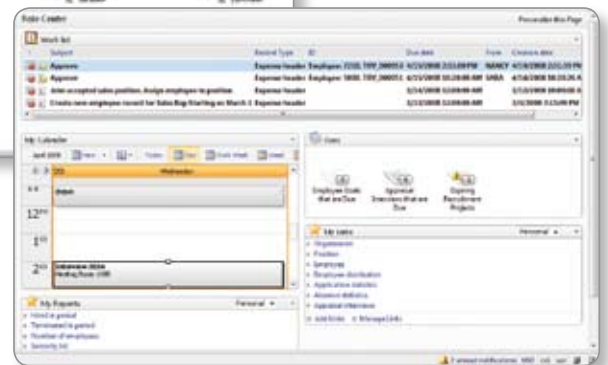
Role Center for the HR Director/Manager

Specialized Human Resource Management Role Centers organize relevant tasks, information, and tools so people can manage their work easily. For example, to understand workforce trends, human resource managers can access strategic data, analyze it with predefined data cubes, and generate customized reports with Microsoft® SQL Server® Reporting Services—all from within their Role Center. With integrated, task-specific payroll information and real-time access to financial data, human resource representatives can quickly find the job and employee information they need.

BENEFITS

- **Attract and retain talent.** Recruit and preserve talent with powerful tools to streamline the recruiting process and help maximize employee potential through training and development programs.

- **Increase organizational insight.** Maintain your organization, job, and position hierarchies and have the flexibility to make changes based on business needs. View line organizational charts for functions and reporting relationships, and manage matrix- and project-based assignments.

- **Store and access your employee information in one place.** Give your human resource team efficient access to the employee and job-related information they need to manage employees and teams across your organization. Easily track a history of employees, positions, and organization units by effective date.

- **Personalize Role Centers to speed productivity.** Provide quick access to common tasks, reporting data, and key performance indicators (KPIs) from the convenience of a home page.

- **Provide convenient, online access with Employee Portal.** Give employees online access to a host of information, such as training, personal data, and performance. You can also manage recruitment, track applicants, and much more.

Microsoft Dynamics™ AX

FEATURES

<table>
<tr><td rowspan="9" style="writing-mode: vertical-rl;">ADDITIONAL COMPONENTS</td><td>Role Centers</td><td>• HR Director/Manager
• Training and Development Manager/Specialist
• Recruiting and Staffing Manager/Specialist</td></tr>
<tr><td>Integrated organizational and workforce management</td><td>• Manage employee data, including compensation, skills, job, and position.</td></tr>
<tr><td>Advanced organizational management</td><td>• Create and maintain jobs and positions.
• Create job templates for new jobs to increase process efficiencies and reduce data reentry.</td></tr>
<tr><td>Recruitment</td><td>• Manage the recruitment process.
• Improve recruiting campaigns by measuring media and applicant response.
• Capitalize on integration with Microsoft Office Outlook® to automate correspondence and copy interview appointments into your calendar.</td></tr>
<tr><td>Absence management</td><td>• Define multiple absence categories.
• Register absences individually and collectively by employee and manager self-service, and generate statistical and graphical presentations of absence data.</td></tr>
<tr><td>Performance management</td><td>• Manage appraisal interviews and define development plans.
• Identify, develop, and track employee skills, and set and monitor goals.
• Interact with daily compensation activities to facilitate pay-for-performance guidelines.</td></tr>
<tr><td>Compensation management</td><td>• Implement a suite of compensation functionality, including tools to define fixed and variable packages.
• Create compensation processes for single plans, or combine multiple plans into a single process (for example, merit increases, bonuses, and long-term stock option awards).
• Link individual and organizational performance to compensation.</td></tr>
<tr><td>Integration with Microsoft Office Visio 2007</td><td>• Export data into Microsoft Office Visio® 2007 to create organizational charts and diagrams that help you analyze information, data, systems, and processes.</td></tr>
<tr><td rowspan="4" style="writing-mode: vertical-rl;">ADVANCED MANAGEMENT ENTERPRISE</td><td>Employee development</td><td>• Plan and conduct structured appraisal interviews with employees.
• Leverage integration with Outlook to view employee availability and schedule meetings.
• Link employee-defined goals to your business strategy and corporate objectives.</td></tr>
<tr><td>Competency management</td><td>• Maintain a skills catalog relevant to current skills requirements and future needs.
• Identify employee skill gaps using graphic tools.
• Match the right employee to the right job at the right time.</td></tr>
<tr><td>Course administration</td><td>• Administer training courses by target groups, course identification, location, instructor, participants, and more.
• Manage events and monitor agendas, tracks, and sessions.
• Review employee skills and competencies by accessing an overview of the employee's completed training courses.</td></tr>
<tr><td>Questionnaire capabilities</td><td>• Conduct online surveys and analysis with the Questionnaire tool.</td></tr>
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Features are organized by Business Ready Licensing edition. Actual editions may vary at the time of licensing.

For more information about Human Resource Management in Microsoft Dynamics AX, visit www.microsoft.com/dynamics/ax.

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