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MYstaff Human Resources Information System - The Unique Communication Tool

MYstaff is a full Human Resource Information System (HRIS), able to deliver all your employee administration needs, in one complete package with a friendly and functional interface.

Functionality

Functionality and flexibility are key differentiators for the MYstaff solution; the software suite encompasses 13 modules covering the range of Human Resource related administration, operational and reporting needs and has a very flexible interface.

MYstaff software is designed using knowledge based relational architecture to utilise captured data wherever possible. From an information system point of view this provides a flexible system for retrieving data, access to 83 pre-existing reports are provided within the system and new reports can be generated quickly in-house or using our online fixed price service.

The MYstaff Solution contains tools for the following processes:

Workflows are the means by which information is sent electronically around the organisation. It consists of 4 elements:

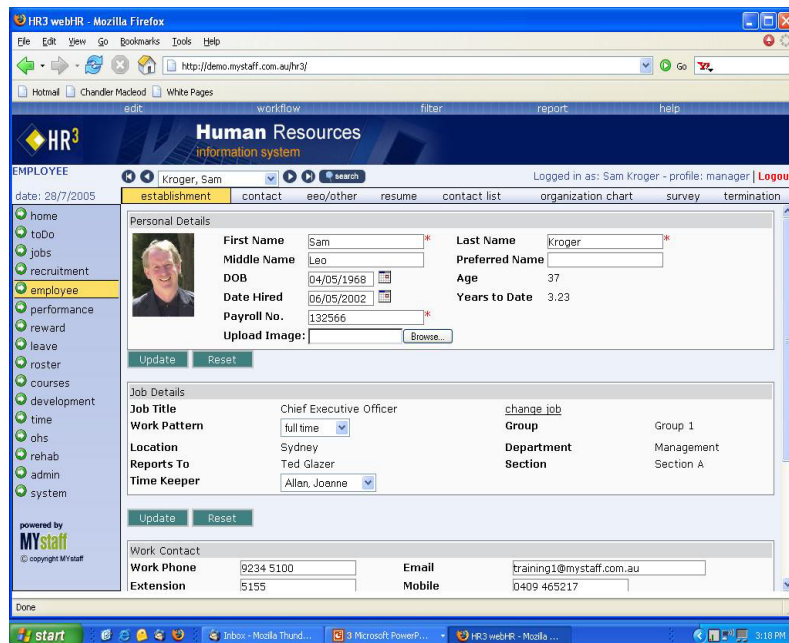
Workflow documents - These are documents that are created by administrators at the server and made available to the employees at the Self-Service Kiosk (SSK). On activation they are sent on pre-programmed pathways from recommendation to authorisation where a transaction is created in the server database and if necessary a result sent to the activating employee.

Email - Notification of database transactions is automatically sent on activation of workflows

To do List - A list of items to be completed by employees is available on the SSK and is automatically generated by attaching a review data.

Notes - At any time notes may be made in the system, attached to documents and kept as reminders of certain transactions

The MYstaff modular system



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MYstaff key features

Incorporates a powerful communication management system that can program workflows, set auto emails and alerts, create notes and manages review dates.

Includes a dynamically plotted organization chart, calendars and manpower planner.

Includes a document management system

Friendly - Ease of Use

In delivering value across an organisation any HR software implementation will require buy in from individual staff members, the friendliness of the interface and the ease of use can reduce training requirements and are critical in determining uptake and reducing time to realise a benefit.

MYstaff is mouse driven; menus are relevant to status of the user, providing only required functionality with simple drop down menu options. MYstaff uses standard IT systems such as Microsoft Outlook™ as a delivery mechanism for workflows and can incorporate multiple hierarchies of authorisation. MYstaff includes over 20 standard workflow options.

MYstaff can be configured in an unlimited number of Self Service Kiosks (SSK) including manager, administrator, employee, etc via easy online tools.

Ease of Deployment

Beyond reduced training requirements the MYstaff solution delivery model is particularly suitable for geographically distributed environments as it is delivered through the Internet via a thin client or ASP model. This means that there will be no software to install or versioning problems as updates are delivered seamlessly to all users and accessed by a standard web browser.

Compatibility to existing environments

MYstaff has a wide variety of data import functionality and can be interfaced with a variety of payroll or other bureaus as well as having the ability to connect to other products via web services or auto file transfers. MYstaff is a long term solution due to the SQL compliant architecture and its Java to Enterprise Edition (J2EE) technology.

Customisable

MYstaff can be easily customised to meet your organisations look and feel through its CSS style sheets. It allows the renaming of field, form and modules via its dictionary function and all dropdowns are managed via customisable system tables. MYstaff also allows each client to have their own attached customisation file so that if any changes are made then these changes automatically carry through for any upgrades. MYstaff can add or changes fields, add business logic to workflows or validation, in fact we can offer a completely customisable product your needs.

Target market

The MYstaff solution is built for multi-site and or geographically dispersed organisations. The software consisting of front-end business logic (web application) tier architecture is suitable for 'skinning' with respect to language and layout. Whilst from an architecture point of view it is capable of larger numbers, MYstaff has currently been deployed by organisations from 100 employees to the Chandler Macleod Group www.chandlermacleod.com with 1500 employees.

Security

Security used within the software is industrial strength, comparable to that used with personal internet banking (SSL) and complies with Sarbanes Oxley legislation for the protection of personal information.

Financial Benefits Summary

MYstaff will realise the following financial benefits;-

- Reduced cost per transaction,
- Reduced turnaround time per transaction
- Improved controls,
- Reduced number of inquiries to HR,
- Increased management and employee satisfaction,

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MYstaff

Key Features of MYstaff

Module	Features
Home	Gives at login a summary of outstanding tasks / workflows and also contains the Job Board for Internal Vacancies.
ToDo	Gives at login current and completed workflows .
Jobs	Defines accountabilities , skills , grading and includes uploaded job descriptions .
Employee	Records all personal details of employee, gives access to payroll , leave balances, provides dynamic organisational charts , and includes employment history and an asset register . Allows the upload of CV's and provides numerous reports (Birthday, Establishment, Length of Service, etc.).
Recruitment	Automates recruitment processing for internal and external applicants. Provides workflow process for approving new positions, collects applicants details and CV's, matches against skill based criteria, provides automated tailored responses to candidates, organises interviews and collates feedback. Includes skill based searches and links to external job boards and print media.
Performance	Records work plan KPI assessment and provides summary of past performances, provides online review process and feedback, contains career and succession planning, archives work plans and contains a 360 feedback system. Provides reporting on performance plans.
Reward	Administer rewards and record benefits and salary package , workflows salary and reward reviews, integrates with payroll , record assets and reward changes . Provides many reports including Salaries by department / cost centre, salary reviews and asset registers, etc.
Leave	Provides leave records and balances, provides workflows for leave requests and contains calendar / planner for workforce management . Provides reports for accrual balances and leave requests.
Courses	Provides for course and class management, links to internal and external course providers. Workflow course attendance and class requests , enrolment and automates correspondence. Provides skill gap searches and integrates with calendar. Provides reporting including course attendance and provider history.
Development	Provides skills register and looks for skill gaps for development, reports on outdated skills , contains training records and training costs . Provides reports including skills gap, etc.)
Time	Time and Attendance Manager, Workflows timesheets for Permanent or Contract Staff and / or expenses approval.
OH&S	Statutory register, record employee health status and occupational accident details, conduct and record incident analysis and actions to resolve. Provides search feature for accident reports and reports accident summaries. Workflows new incident reports and action resolutions.
Rehabilitation	Records rehabilitation programs, insurance records and payments. Workflows new payments or certificates.
System	Customise user fields and setup workflow approvals processes.
Admin	Setup and administer user access privileges.

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