

L'Établi is a human resource system that is extensive in functionality, customizable and can be adapted to many environments. It can be used by the HR as management and data analysis tool or by individual users in self service. It support the following among others:

- Employee Basic Information
- Employment Assignment
- Salary Management
- Leave Management
- Course Management & Learning
- Jobs & Positions
- Organization
- Ranking & Rating
- Staff Development
- Extensive Administration & Services Functions
- External Applicants



The screenshot shows a user profile form with the following fields and values:

Field	Value
Staff Number	CP00923
First Names	Chris Haney
Maiden Name	
Surname	ANDRON
Preferred Names	N/A
Title Prefix	Mrs
Initials	P
Base Country	New Zealand
Nationality	Newzealander
Other Nationality	
Telephones	
Office Phone	1095
Office Extension	
Home Telephone	
Mobile Telephone	
Computer User ID	
View Access Level	23
Work Place	
Work Location	
Physical Description	
Email Address	

*It is cost friendly and you can afford it*

## PRISMA SYSTEMS LTD

Computer Systems  
Services, Software, Hardware & Networking

## L'Établi HRM SYSTEM



## PRISMA SYSTEMS LTD

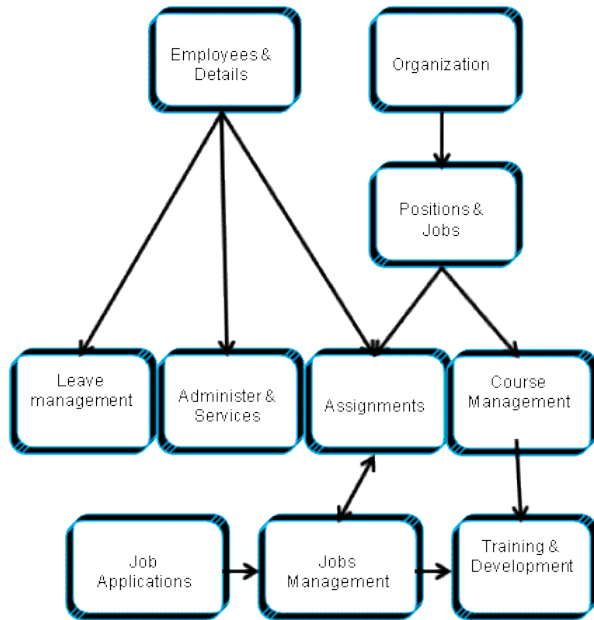
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# Features



## Employee Information

Extensive data on employee is captured that include but not limited to the following:

- Personal Details
- Multiple Contact Addresses.
- Education, languages
- Family Details ,Contacts, Next of Kin
- Previous employment, Passports

## Organization

L'Établi has functionalities that manage the organization structure and may enforce it onto the job positions.

## Jobs & Positions

L'Établi has full job and position management functions that are hierarchal to the organization. It incorporates HAY job analysis method as default and allows you to incorporate values from other methods.

## Leave Management

Each time an employee records a leave, be it vacation, sick, education, or any other type of leave, the following information is captured.

- Start and end dates for the leave taken.
- Type of Leave taken.
- Number of days planned or taken.
- Detailed notes and comments for business continuity.

Every time an entry is made the on screen display shows outstanding and leave summary which is a fast and effective way of monitoring. The system can be configured to automatically remind people to go on leave.

## Training & Course Management

Course management records and analyses courses that can be taken by employees. They are documented in detail and possible schedules constituted. It keeps track of:

- Schedules in progress, or completed by the employee
- Venues and sponsoring business functions
- Attendees and durations.
- Direct and indirect costs.

Staff Self study records are also taken care of.

## Ranking & Rating

Three ranking method are currently established in the system. These are:

- Performance Ranking
- Current Estimated Potential
- Performance Remuneration.

## Administration & Services

Administration and services touch numerous areas of personnel management that include leavers, filing, company property, medical, visitors and may others .

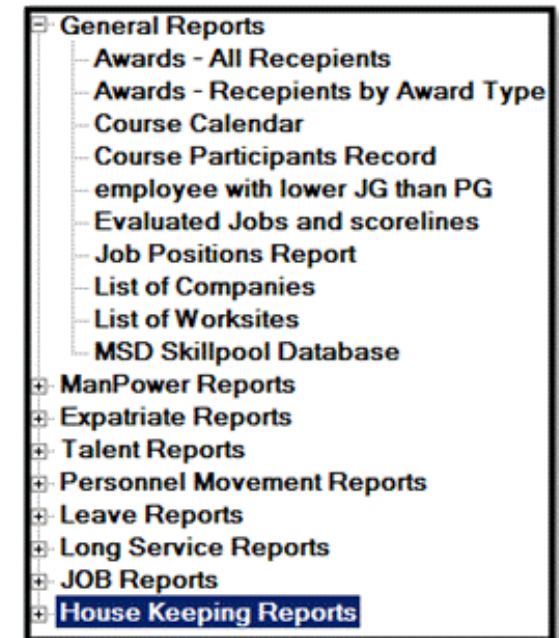
## External Applicants

L'Établi facilitates recording of external job applicants which forms a database where future employees can be sourced.

## Reporting

Unlimited reporting is available that can present system wide data or on selected employee.

Reports can be exported to Word, Excel, HTML, Rich text and PDF formats that you can save and/or analyse later. Report menus are user defined.



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