

Human Capital Management

The Professional Services Solution

Lawson[®] Human Capital Management (HCM) for Professional Services

provides organizations with a world-class Professional Services

Automation (PSA) system, combined with HCM functionality that

fulfills the unique needs of the professional services industry.

In the professional services industry, it's often difficult to create, enhance and maintain relationships with and between distributed employees — from a project as well as a human resources perspective. What if you had a solution that helped you do both?

Lawson HCM for Professional Services delivers the ability to create and enhance relationships with and between distributed employees. For example, self-service functionality allows your mobile workforce to securely check vital information, such as benefits and payroll, from any location, via a Web-based portal interface. This capability reduces the burden on your human resources department, while allowing your employees to access information they need, when they need it. It empowers employees to personally manage information such as goals, payroll and benefits. It also provides a one-on-one communication vehicle for service professionals to support positive employee relationships.

HCM for Professional Services also helps your organization attract, develop and retain top talent. PSA opportunity forecasting gives insight into future resource needs, providing human resource departments with adequate lead time to retrain existing staff or recruit and hire for open positions. Training and career management centers give managers and employees the tools to track competencies for career development and enrichment.

By giving employees the capability to identify areas of personal interest related to specific projects and work assignments, you give your employees the opportunity to perform tasks that interest them, leading to increased job satisfaction and improved retention rates.

HCM for Professional Services includes all the tools you need to effectively manage your company's most valuable asset — your employees. Combined with a PSA system, HCM provides a total solution that handles all the details — from recruitment to retirement.

This comprehensive solution integrates professional services automation (PSA) with key aspects of managing human capital, including payroll and benefits.

Self-service Capability

Employee and Manager Self-Service gives employees ownership of their personal information so human resources professionals can focus on more strategic, value-added activities. Self-service applications eliminate repetitive inquiries from your employees and automate manual, paper-intensive administrative processes, driving improved efficiencies.

Track Employee Information

HCM makes it possible to track and update the employee information your organization needs — from knowledge, skills and abilities (KSAs), to reviews, and health and safety. You decide what and how much information is needed, taking advantage of customized setup to meet your organization's requirements.

Benefits Administration

Benefits Administration provides enrollment, payroll deductions, plan updates and regulatory reporting to automate your benefit programs. For example, you'll be able to generate simple reports such as plan premium and participation, or complex regulatory reports to manage discrimination testing for highly compensated employees.

Position Management

You can efficiently track and budget employee resources. Whether you track headcount, or full-time equivalencies (FTE), Human Capital Management lets you budget for future and current openings, including "what if" scenarios with preliminary budgets.

In addition, HCM provides a complete picture of your workforce, including current employees, open positions and contract labor.

Employees can be assigned to multiple positions, tracked with different effective dates and pay rates. Position rules improve efficiency by using defaults that automatically fill in information such as department, salary, supervisor and general ledger account for each position.

Simplify Employee Updates

One seemingly simple change, such as a hire or transfer, can require a myriad of changes to employee information. HCM simplifies the process with user-defined event lists that let you automatically update everything at once.

These event lists add consistency and efficiency to employee updates. Even groups of employees can be easily updated with a few clicks.

Payroll

Payroll is a business solution flexible enough to meet the unique payroll processing needs of your organization. Multiple deductions to support ceiling taxes can be set up, as well as the automation of pension payout processes.

In addition, Payroll has self-service functionality, which allows your employees to make changes and inquiries — without placing a single phone call.

HCM for Professional Services offers a comprehensive solution that streamlines all of your vital work processes, including project management, from opportunity to cash-in-hand, to employee training, management and certification.

For more information about HCM for Professional Services, Professional Services Automation and other Lawson Professional Services Solutions, call 1-800-477-1357, direct at +1-651-767-7000, international at +44 (0) 208-560-0825, or visit www.lawson.com.



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