



Human Resource Management

Support Business Operations and
Organizational Excellence



There was a time when businesses and organizations hired people to fill vacant positions. Aside from trying to match skill sets with skill needs, employers gave scant thought to how each employee contributed to the organization's high-level strategic objectives.

Today's "do more with less" paradox mandates that you extract the highest possible value from your workforce. That's why, more than ever, Lawson Human Resource Management solutions make so much sense. With Lawson, your organization is positioned to optimize your human capital in many different ways, from consistently hiring the most qualified candidates to retaining the best and brightest employees.

They're not just employees. More than your products or services, people are far and away your most valuable strategic resource. They're often referred to as "human capital" — and for a very good reason. Lawson Human Resource Management solutions can help you manage your workforce like the strategically important asset that it is: positioning each employee to be a vital contributor to achieving your organization's key objectives, whether it's improving your operating margins or maintaining strict compliance with regulatory requirements.

Automation and Integration of Key Activities

In a multitude of ways, large and small, Lawson can add strategic value to your workforce and your organization. Besides helping you hire a top-quality, highly productive workforce, Lawson Human Resource Management solutions can transform tedious, time-consuming everyday tasks into efficient automated processes.

Do you have hundreds, or thousands, of paychecks to process each week? Lawson Payroll can accommodate even the largest employee populations, whether you choose to process payroll for the entire organization at once or in concurrent periods.

Need a better way to track and respond to employee attendance issues? Lawson Absence Management assists you in effectively monitoring your workforce, even if you have very complex time off policies, allowing you to take swift preventive, corrective or compensatory action, as appropriate.

Managing benefits has become progressively more difficult, but it doesn't have to be that way. With Lawson Benefits Administration, each new hire activates the notification and enrollment process, including payroll deductions setup, based on specific eligibility criteria. Many administrative tasks previously handled by your HR department can be delegated to individual employees via Lawson self-service. Besides assuming control of their own benefits enrollment,





employees can make plan changes, add or change dependents and beneficiaries, manage flexible spending accounts, view retirement account information and more.

Integration plays a key role in Lawson Human Resource Management solutions. A prime example: When the decision is made to hire a candidate, personal information gathered during the recruiting and interview phase automatically populates the new employee's HR record. Eliminating or reducing the need for duplicate data entry may contribute to additional cost savings, along with less likelihood of data errors.

Track and Manage Employee Information

Can you readily locate information about an individual employee or group of employees? How easy is it to make updates to this information?

For most large organizations, tracking employee information, managing promotions and transfers, and keeping data current are huge logistical challenges — not to mention a major time constraint for your HR department and managers. In fact, the larger your workforce, the more you'll appreciate the kind of assistance you get from an automated solution like Lawson Personnel Administration.

You must track a wide range of essential workforce data, such as emergency contacts, work restrictions, employee profiles, performance reviews and credentials. Lawson Personnel Administration provides fast access to this information. It can help simplify other everyday activities, as well, from following up and reporting on work-related injuries to setting up and managing employee training.

Within Lawson Personnel Administration is a powerful Position Management component. This Position Control functionality provides a complete picture of your workforce tracking attributes of each position for up to 98 active positions per employee. A powerful tool for those organizations with employees working concurrently in multiple positions with incremental FTE allocations. In addition to providing a complete picture of your workforce, Position Control allows you to budget for current and future openings — even create "what-if" scenarios with preliminary budgets for open positions, current employees and contract labor.

Empower Your Employees and Managers

Employees who are given more control over their own careers are more likely to be satisfied and to remain with your organization for a longer tenure. In other words, you're less likely to lose the knowledge and expertise you've developed over time.

Lawson Human Resource Management includes highly flexible self-service capabilities that allow employees to manage a broad range of information and tasks, from updating personal data in their personnel record and enrolling in benefits to checking on open positions and registering for needed training.

Managers also benefit from Lawson self-service functionality. From their personal computer, they can monitor information, such as pay history on their direct reports, as well as opening job requisitions, carrying out personnel actions and collaborating with employees on training opportunities and career advancement.

In addition, employees and managers can receive automatic notifications in advance of license and certification expirations, ensuring that renewals are completed on a timely basis.

The advantages of Lawson self-service extend well beyond the employees and managers who use it. HR staff are relieved from many routine administrative tasks and paperwork, allowing them to focus on more strategic activities.

Tasks completed through Lawson self-service applications trigger updates to the appropriate Lawson Human Resource Management solutions. For example,





when an employee enrolls in a benefit, this information is automatically relayed to Lawson Payroll, where the employee's deduction is created.

Access to Business Intelligence... and Beyond

But there's more, much more, to Lawson than simply automating and integrating routine activities.

By joining Lawson Human Resource Management solutions with the Lawson Enterprise Performance Management Suite, you gain access to business intelligence, as well as analytical and reporting tools, to help you manage your human capital for maximum strategic impact.

Because your decision makers aren't tied to their desks eight hours a day, Lawson has developed advanced solutions to ensure the delivery of vital information and to automate the flow of essential processes.

What if executives, managers and employees could be automatically notified via email, Web portal, voicemail, cell phone or PDA whenever specific events occur? And what if this same system delivered relevant, filtered data, along with links to allow immediate action and collaboration?

For instance, you may want department managers to receive early notification when key positions are filled or eliminated. Personnel actions of this nature usually affect multiple areas of the organization, potentially creating new opportunities — or impediments to work in progress. Besides keeping managers in the loop, Lawson Smart Notification[®], part of the Lawson Business Intelligence application, would enable managers to respond quickly, providing assurance that projects stay on track with minimal disruption.

Of course, bringing issues to their desired resolution necessitates appropriate protocols and processes. By utilizing Lawson ProcessFlow, you receive the confidence that every requirement has been met.

Let's look at the example of a manager who requests a salary increase for a direct report, but the amount exceeds the organization's guidelines for that position. The system identifies the increase as being nonconforming, then permits the manager to launch an electronic approval process, using Lawson ProcessFlow. The approval process follows a predetermined path through the appropriate management team members all the way through resolution. At any time, the manager can check on the status of the approval: who has signed off and whether the request has been escalated to a another level.

In short, Lawson helps you create an environment where decision makers are held accountable, employees are treated fairly and costs are brought under control.

Lawson Human Resource Management Suite

- Absence Management
- Benefits Administration
- Employee and Manager Self-Service
- e-Recruiting
- Human Resources
- Payroll
- Personnel Administration

**Headquarters:****USA**

380 St. Peter Street
St. Paul, MN 55102-1302
Tel +1 651 767 7000
info@lawson.com

Regional Offices:**Americas**

Brazil, Chile, Canada,
Mexico, Honduras,
United States, Venezuela

United States

Tel +1 651 767 7000
infous@lawson.com

Asia

China, Hong Kong,
India, Indonesia, Japan,
Korea, Malaysia,
Philippines, Singapore,
Taiwan, Thailand, Vietnam

Singapore

Tel +65 6788 8769
Fax +65 6788 8757
infoasia@lawson.com

Australia & Oceania

Australia, New Zealand

Australia

Tel +61 2 9468 8900
Fax +61 2 9468 9199
infoanz@lawson.com

Northern Europe

Denmark, Estonia, Finland,
Norway, Sweden

Sweden

Tel +46 8 5552 5000
Fax +46 8 5552 5999
infonyordic@lawson.com

Northwestern Europe

Belgium, The Netherlands,
Ireland, South Africa,
United Kingdom

United Kingdom

Tel +44 1344 360273
Fax +44 1344 868351
infonyw@lawson.com

Central Europe

Austria, Czech Republic,
Germany, Hungary,
Poland, Slovakia,
Switzerland

Germany

Tel +49 2103 89060
Fax +49 2103 8906 199
infoce@lawson.com

Southern Europe

France, Israel, Italy,
Portugal, Spain

France

Tel +33 1 34 20 80 00
Fax +33 1 40 39 25 07
infosof@lawson.com

www.lawson.com

For further information about the Lawson Human Resource Management solutions and other Lawson software, call 1-800-477-1357, direct at +1-651-767-7000, international at +46 8 5552 5000.

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