



DART Product Overview

Human Resources Management Software

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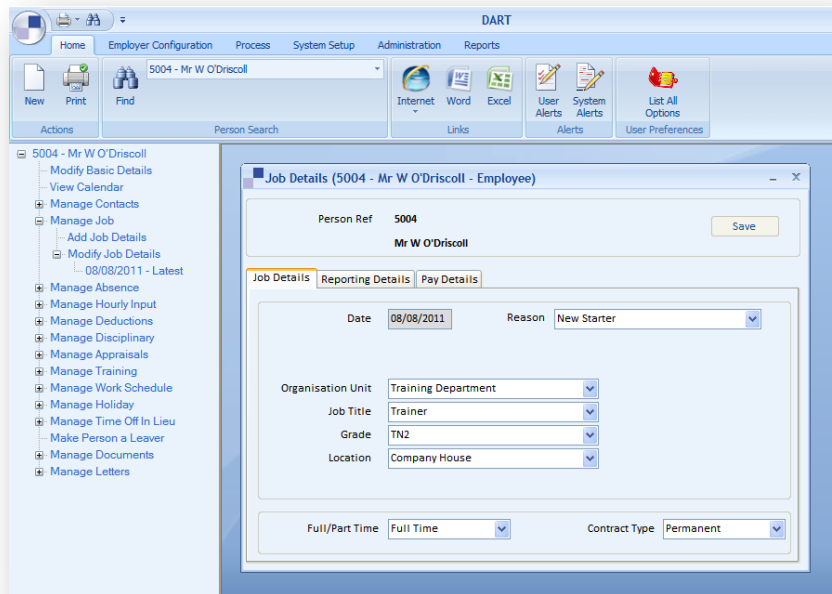
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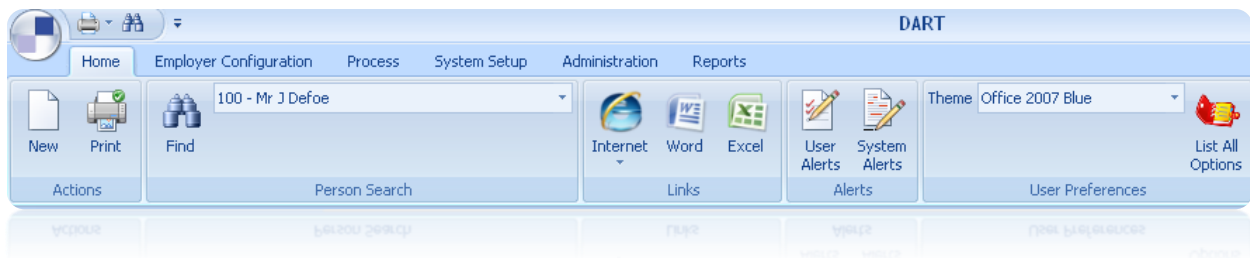
DART is an innovative and fully functional HR system built on the Microsoft®.NET framework. DART holds an extensive range of employee record details including those concerned with statutory and payment information.

DART has a quality of immediacy apparent to the user from the start. It has an open plan design and contains some state of the art HR management tools.



Its intelligent design features provide numerous benefits for both HR professionals and those with less experience in HR policies and procedures.

The look and feel of the product is very user friendly.



Data in DART can be exported into Microsoft Excel® at different levels and stages with the press of a button.

Some of the DART features include:

- Disciplinary Details and Legal Letters Generator
- Organisation of your external documents/pictures etc..
- New Person Processing
- Leaver Processing
- Job History
- Payroll Data capture
- Basic Details
- Work Patterns
- Holiday Plans
- Absence Monitoring
- Calendar functionality
- Training Records and Appraisals
- Mass Import and Export Facility
- Contact Information (Like next of kin, dependants or business contacts)
- Reporting (Standard Reports, List all functionality and Export to Microsoft Excel®)
- Security Groups and Profiles

Further explanation of some of DART's key features will be provided later.

Employee Basic Details

Examples of the type of personal information held against an individual are:

- Key personal information, name, date of birth etc...
- Multiple addresses.
- Contract information like start date, probation periods and notice period.
- P45 information given to you when they started.
- Payment details, their bank account information.

Key payroll information entered here can be sent over to your payroll system using the extract facility.

The screenshot shows a software window titled "Modify Basic Details (30005 - Mr F Collins - Employee)". At the top, it displays "Person Ref 30005" and "Person Type Employee" with a dropdown menu and a "Save" button. Below this is a "Person Type History" button. The main form is divided into tabs: "Personal", "Address", "Contract", "Statutory", and "Payment Options". The "Personal" tab is active, showing the following fields:

- Title: Mr (dropdown)
- Surname: Collins
- Forenames: Frederick, Andrew
- Prefers: Fred
- Initials: F A
- Marital Status: Married (dropdown)
- Gender: Male (dropdown)
- Date of Birth: 01/07/1980, Age 30, Retirement Age 65, Date: 01/07/2045
- NI Number: HK675432C
- Email Address: (empty field)
- Ethnic Origin: White European (dropdown)
- Nationality: British (dropdown)
- Religion: (dropdown)

In addition to employee information, DART can hold records for other types of people, not necessarily employed in your organisation, such as contractors, temporary staff and partners. Only staff records flagged as employees will be available for transfer to payroll.

Job History

You can keep complete employment history for your employees. The Job Details window stores contract information such as Start Date, Job Title, Organisation Unit, Location, Hours and Salary. Changes here can be passed to the Payroll.

The screenshot shows a software window titled "Job Details (30005 - Mr F Collins - Employee)". At the top, it displays "Person Ref 30005" and "Mr F Collins" next to a "Save" button. Below this are two tabs: "Job Details" (selected) and "Reporting Details". The "Job Details" tab contains several input fields:

- Date:** 01/03/2010
- Reason:** New Starter (dropdown menu)
- Organisation Unit:** Pie Production Line (dropdown menu)
- Job Title:** Pie Maker (dropdown menu)
- Grade:** B (dropdown menu)
- Location:** Pie Factory (dropdown menu)
- Pay Basis:** Annually (dropdown menu)
- Annual Salary:** £20,000.00
- Basic Weekly Hours:** 15.00
- Full/Part Time:** Full Time (dropdown menu)
- Contract Type:** Permanent (dropdown menu)

Absence Management.

Key data for statutory absences like Sickness, Maternity, Paternity, Adoption & Paternity Adoption can be held in DART.

We also utilise the Bradford Factor calculations for monitoring occurrences of sickness absence. If required this can be linked to disciplinary processing. The employee record below shows a Bradford factor of 125. We have configured this example in DART to highlight a record as a possible disciplinary case if an employee’s Bradford Factor goes above 50. This is user definable within DART to suit and support your company policies.

Bradford Factor (104 - Mr R Keane)

Person Ref **104**
Mr R Keane

Effective Date

The following Sickness absences exist between 02/03/2009 and 01/03/2010

Start Date	End Date	Reason	Days
09/11/2009	09/11/2009	Flu	1
23/11/2009	23/11/2009	Flu	1
07/12/2009	07/12/2009	Headache	1
14/12/2009	14/12/2009	Migraine	1

Total Absences (A) = 5 Total days absent (D) = 5
Bradford Factor (A x A) x D = 125

Your company has defined the following Disciplinary Levels based on Bradford Factor scores

Bradford Factor	Disciplinary Level
50 to 99 points	Hearing
100 to 150 points	Verbal Warning

Holiday Management

The DART holiday manager allows you to enrol staff into a company scheme and adjust their entitlement on an individual basis using DART holiday supplements.

The Auto Accrual feature automatically adjusts holiday entitlements for starters and leavers and for employees who change their contractual hours.

Supplements are used to make adjustments to a holiday year entitlement. Examples of holiday supplements your organisation might require could be:

- Part Time adjustment (reduction of annual leave entitlement)
- Bought Holiday (increase of annual leave entitlement)
- Bought forward from next year (increase of annual leave entitlement)

When employees request holiday, their entitlement is reduced. A report is available to view online.

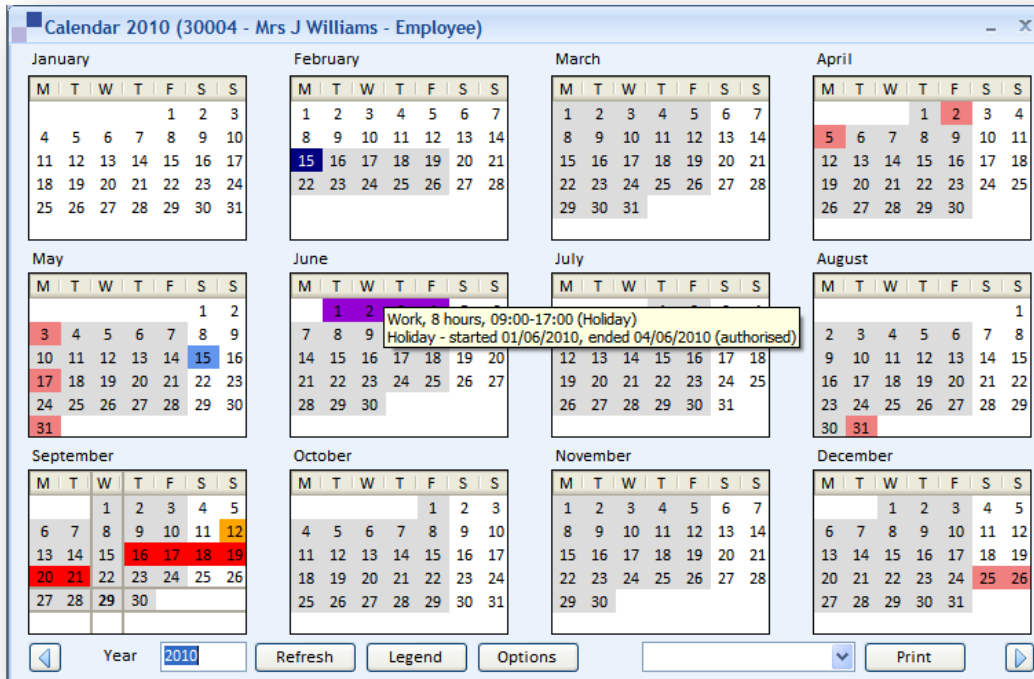
Holiday Summary Legend

Colour	Type
Red	Planned but Unauthorised
Yellow	Planned and Authorised
Grey	System Setup
Green	Booked and Taken

Holiday Start	Holiday End	Duration	Remaining
ANNUAL LEAVE	Annual Leave	Add 25	25
BH0110	Bank Holiday 2010	Adjust up by 1	26
01/01/2010	New Years Day		26
02/02/2010	09/02/2010	Adjust down by 2	24
25/02/2010	02/03/2010	Adjust down by 1	23
02/04/2010	Good Friday		23
05/04/2010	Easter Monday		23
19/04/2010	03/05/2010	Adjust down by 4	19
03/05/2010	May Day		19
17/05/2010	FA Cup Winners Holiday!		19
24/05/2010	29/05/2010	Adjust down by 2	17
31/05/2010	Spring Bank Holiday		17

Employee Calendar

The Employee Calendar allows you to see any employee dated event included in the system.



Different coloured fields represent different events for this employee. You can double-click on a coloured item and the window for this event will be loaded for viewing or amendment.

You can print this calendar and send it to the employee if required.

If you wish to view more than one person's calendar you can view a column based calendar through the list all results window.

Payroll Extract

You can easily capture temporary data, such as overtime or expenses. This can then be passed over to a payroll system. New starters, leavers and other specific contractual and personal detail changes required by payroll can also be passed across.

The screenshot shows the 'Modify Hourly Input' window for Mr J Defoe. The window includes fields for Person Ref (100), Employee's Hourly Rate (£80.0000), and Current Job (Forward). A table lists input items:

Reference	Description	Earn Date	Hours	Rate	Cash
OT1.5	Time and a Half	27/02/2010	2.50	£120.0000	£300.00
BONUS	Win Bonus	01/03/2010	2.00	£80.0000	£160.00

Below the table, the Payment Reference is OT1.5 (Time and a Half), Earn Date is 27/02/2010, and Hours is 2.50. A calculation summary shows: Rate £120.0000, Calculation 2.50 x (80.0000 x 1.50), and Cash £300.00.

The adjacent Excel spreadsheet shows the data being exported:

Person Ref	Reference	Description	Earn Date	Hours	Rate	Cash	Calcu
100	OT1.5	Time and a	27/02/2010	2.5	120	300	2.50
100	BONUS	Win Bonus	01/03/2010	2	80	160	2.00

DART will then display the data, relevant to the Payroll, for you to check before loading it into an E-mail attachment ready to be sent to the payroll team.

The 'Payroll Extract' window displays a summary table of payroll data:

Person Ref	Name	Pay Reference	Description	Hours	Rate	Cash
100	Mr J Defoe	BONUS	Win Bonus	2	80	160
			Total	2	80	160
100	Mr J Defoe	OT1.5	Time and a Half	2.5	120	300
			Total	2.5	120	300
106	Mr T Huddleston	BONUS	Win Bonus	15	43.52	652.8
			Total	15	43.52	652.8
106	Mr T Huddleston	OT1.5	Time and a Half	2.5	65.28	163.2
			Total	2.5	65.28	163.2
106	Mr T Huddleston	OT2.0	Double Time	10	87.04	870.4
			Total	10	87.04	870.4

List All

List all is a facility that enables you to quickly access information in **DART**.

Job Details (40001 - Mrs M Murray - Employee)

Person Ref: 40001
Mrs M Murray

Save

Job Details | Reporting Details

Date: 06/09/2010 Reason: New Starter

Organisation Unit: Pie Shop

Job Title: Sales person

Grade: A

Location: Pie Shop

Pay Basis: Annually

Basic Weekly Hours: 37.00

Full/Part Time: Full Time Contract Type: Permanent

Context Menu:

- List All people in this Job Title
- List All people who report to this Job Title
- Undo
- Cut
- Copy
- Paste
- Select All

The results can be exported into Microsoft Excel®, opened up in the calendar or used for a mass update. All the report data items are user definable.

Person Results (12 Rows Found)

Person Ref	Title	First Forename	Surname	Start Date	Job Title
5001	Mrs	Catherine	Scott	01/08/2011	Training Mana...
5002	Ms	Caroline	Dempsey	01/08/2011	Training Assist...
5003	Mr	Frederick	Walsh	01/08/2011	Senior Trainer
5004	Mr	William	O'Driscoll	08/08/2011	Trainer
5005	Miss	Helen	Jarvis	08/08/2011	Trainer
5006	Mr	Thomas	Evans	01/09/2011	Trainer
5007	Mr	Kenneth	Peters	01/11/2011	Trainer
5008	Mrs	Edith	Hilliard	05/12/2011	Technical Train...
5009	Mr	Frederick	Hoskins	01/12/2011	Trainer
5010	Miss	Murial	Cavendish	01/12/2011	Trainer
5011	Mr	Richard	Winter	01/12/2011	Technical Train...
5012	Miss	Helena	Jenkins	01/12/2011	Trainer

Buttons: Modify this search, Mass Input, Export to Calendar, Export to Excel

Alerts

Alerts are prompts that remind you that some form of response or action will be required. There are numerous types of alert and include such things as:

- An open ended absence exists.
- A holiday record needs authorising.
- An employee is leaving.
- An employee’s probationary period is coming to an end.

Alerts appear using the Traffic light approach:

- **Red:** Critical, needs doing as soon as possible.
- **Amber:** Getting near, perhaps someone needs to review this?
- **Green:** Not due yet but is marked as an action.

Alerts can be tasked to DART users for action.

Alert Type	Description	Employee	Status	Action By	Assigned To
Training Expiry	Training due to expire	100 (Mr J Defoe)	Open	07/02/2010	
Authorise Holiday	Unauthorised Holiday	100 (Mr J Defoe)	In Progress	25/02/2010	Daniel
Training Expiry	Training due to expire	104 (Mr R Keane)	Open	01/02/2010	
Authorise Holiday	Unauthorised Holiday	100 (Mr J Defoe)	Open	02/02/2010	
Authorise Holiday	Unauthorised Holiday	107 (Mr A Lennon)	Open	02/03/2010	
Authorise Holiday	Unauthorised Holiday	h13	Open	24/02/2010	
Leaver	Employee is leaving	10 (Mr)	Open	02/02/2010	
Probation	End of probation period	109 (Miss M Smith)	Open	01/02/2010	
Probation	End of probation period	106 (Mr T Huddleston)	Open	18/03/2009	
Leaver	Employee is leaving	104 (Mr R Keane)	Open	02/02/2010	
Document	Document due to expire	h13	Open	01/03/2010	
Leaver	Employee is leaving	hol1	Open	05/02/2010	
Training Expiry	Training due to expire	100 (Mr J Defoe)	Open	31/03/2010	

Once the action has been completed the alert is removed.

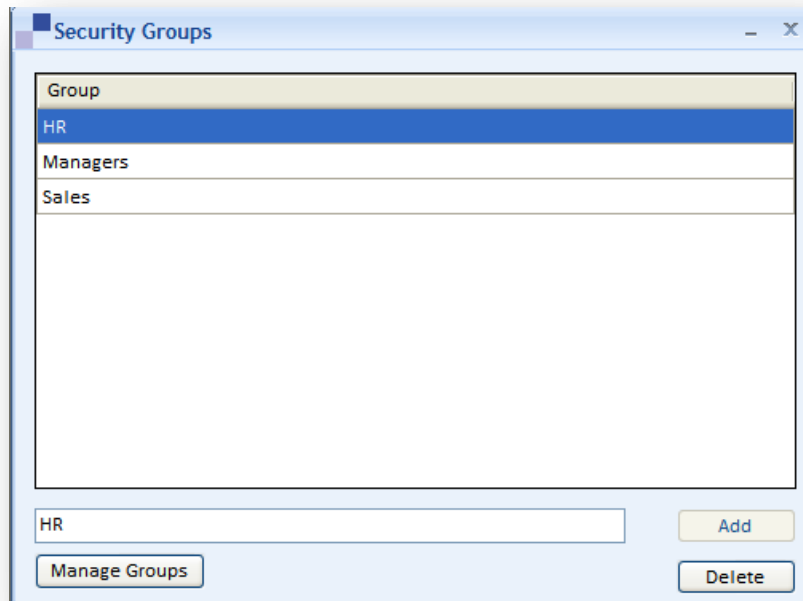
Legal Letters

When you create a disciplinary record in DART you have the option of generating an accompanying legal letter. These letters conform to current legislation and are supported by our legal partners.

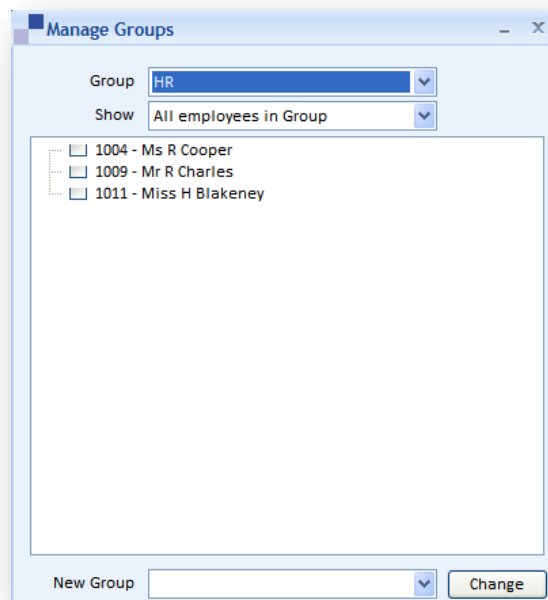
A wizard guides you through the whole process allowing you to select the appropriate text from drop-down boxes and entering your own details as required.

On saving the letter the disciplinary record is also saved on the system.

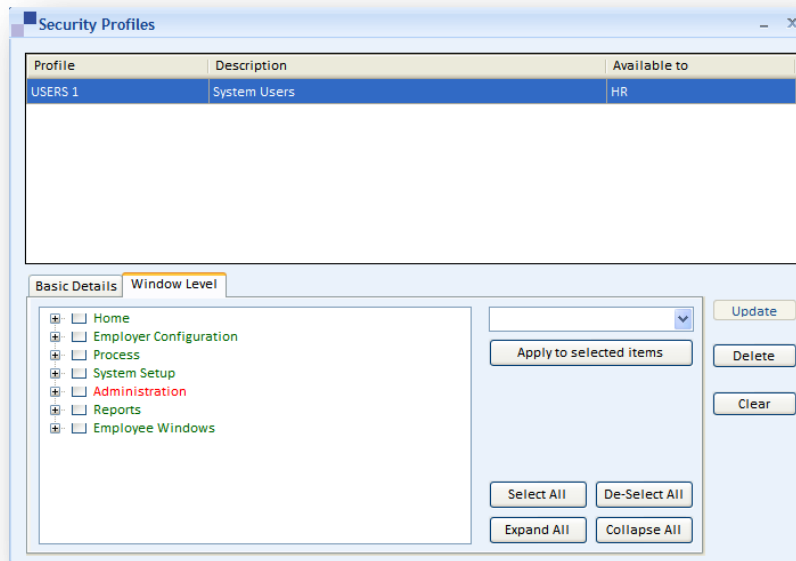
Security Groups and Profiles



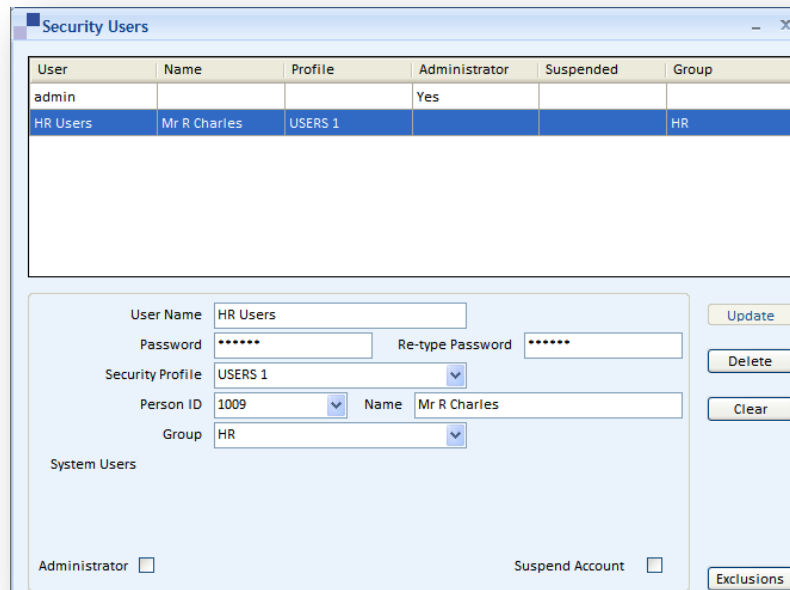
Security groups are defined.



The Person Records to be made available to the Security Group users are added.



Security profiles are defined. This profile example prevents access to the Administration Menu.



Users are assigned groups and profiles and inherit the security profile defined.