



# SERENIC HUMAN RESOURCES

## SERENIC HUMAN CAPITAL MANAGEMENT

### What is Serenic HCM?

Serenic HCM, or Human Capital Management, is a suite of products providing comprehensive payroll and human resources solutions for your organization. This suite includes:

### Serenic Human Resources for Microsoft Dynamics NAV, with the following functions:

- Fully Integrated with Dynamics NAV
- Up to unlimited Employee Records
- Recruitment and Applicant Tracking
- Employee Positions
- Create Company Organizational Chart
- Communications Tracking
- User-Defined Employee Information Tracking.
- Pay Structures providing Salary Administration features

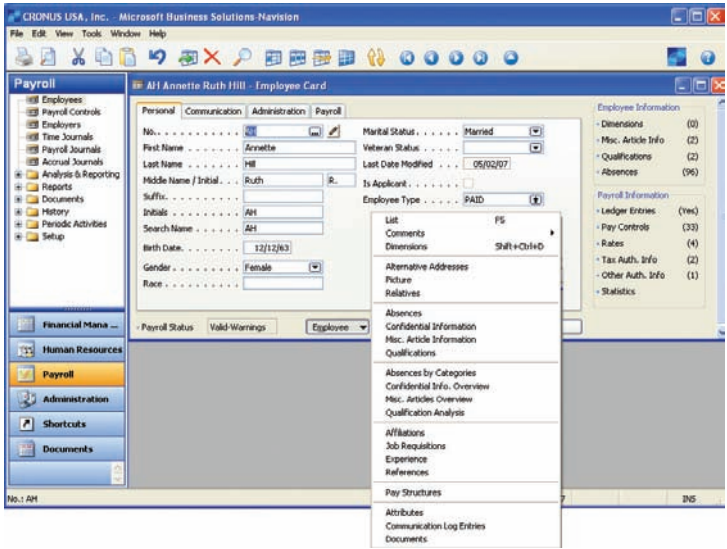
### Remote Access to HR Data with

- Employee Information Portal
- Employee Directory Portals

### Serenic Payroll for Microsoft Dynamics NAV, with the following functions:

- Up to unlimited Employee Records
- Employee Information Portals
- Payroll Calculations allowing you to define unique payroll rates, deductions, etc..
- Direct Deposits
- Data Driven User-Defined ACH file
- Control Schedules

Upgrade your Human Resources department with Serenic Human Resources for Microsoft Dynamics NAV. Serenic HR enables you to efficiently and effectively direct and execute your daily HR functions. Track and analyze a wealth of employee information with minimal effort and maximum control.



## SERENIC HUMAN RESOURCES ALLOWS YOU TO:

- Create employee records easily and quickly with a Wizard guiding you through each step
- Maintain comprehensive employee records, allowing you to access your employee information at anytime
- Standardize your Compensation Plans with our unique Pay Structures solution
- Define absence tracking methods that meet your exact needs
- Secure confidential information
- Track and analyze exactly the information you need by defining additional fields for your records
- Track applicants through your recruitment and hiring processes

## NEW EMPLOYEE WIZARD

With Serenic Human Resources, you can define the information critical to your processes. The New Employee Wizard ensures that your HR staff enters this information as they define each record, which helps you produce accurate reports.

## MAINTAIN COMPREHENSIVE EMPLOYEE RECORDS

With the employee card, you will be able to store all the information you need for each employee. In addition to standard fields (e.g., employment dates, contacts, addresses), you can define fields and codes to track specific information needed by your organization. For example, to help you identify employees who fit the profile for a job opening or project assignment, create a Qualification code to track credentials, training/education certificates, and professional certifications.



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## ABOUT SERENIC

Serenic Corporation is a Microsoft Industry Solutions Developer with a mission to deliver highly functional HR/Payroll software solutions for the Dynamics NAV North American market. We believe passionately in developing quality software which will solve the unique requirements of our clients while lowering the total cost of ownership proposition. We measure success by the satisfaction of our clients and business partners.



**SERENIC CORPORATION**  
*Enabling Strong Communities  
By Supporting Those Who Serve*  
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## THE SERENIC/MICROSOFT CONNECTION

We are a Gold Certified Microsoft Industry Solutions Vendor and we use the Microsoft Dynamics NAV product as the basis for our Serenic HCM products. Our partnership with Microsoft assures you of software designed to meet your needs as well as a secure long-term investment.



## DEFINE YOUR OWN ABSENCE TRACKING METHOD

With the absence tracking function, you can create your own unique absence codes. Use these codes along with statistical, department, and project codes to provide multi-dimensional reporting of absence history. With this information, you can view trends or patterns that can be easily identified and quickly addressed when necessary.

## STANDARDIZE COMPENSATION PLANS WITH PAY STRUCTURES

Define salary/wage information by pay grade using our Pay Structures tool. This Salary Administration tool allows you to define standardized compensation plans, driving each step of the Pay Structure by an effective date. With this date, the system can accommodate a fixed-pay rate or a pay rate range with a minimum and/or maximum salary/wage delimiters.

## SECURE CONFIDENTIAL INFORMATION

Serenic Human Resources stores confidential employee information in a separate table attached to the employee card. This allows you to give your staff relatively broad access to basic employee file information, while also placing tighter security restrictions on confidential information, including salary, insurance coverage, stock options, and computer access codes.

## TRACK AND ANALYZE USER-DEFINED DATA

Every organization has unique information that it must store and track. To help you with this effort, Serenic Human Resources allows you to define an unlimited number of user-defined fields. Eliminate data entry errors and ensure the accuracy of your analyses by defining the values your staff can select from when entering information into these fields.

## APPLICANT TRACKING AND RECRUITING

Recruiting the right candidate for an open position saves you valuable time and costs. By using the Applicant Card to track those people seeking to join your organization, you can enter and report on specific information relating to each individual applicant. Enter expected salary, willingness to relocate, and availability.

With the interactive Applicant Analysis feature, you can automatically rate all applicants for a position based on the qualifications of the individual as well as their qualifications for that particular position.

With the click of a button, you can instantly create an employee from an applicant. All the applicant data and standard position data flow through into the employee card, saving you the time and effort of entering information twice.