The Personnel and Payroll Administration System

DataCentralen
Gain from our experience

The Personnel and Payroll Administration System – what every large employer needs

Human resources, more commonly referred to as personnel, are generally considered to be the most important asset of an organization – public or private. A Personnel and Payroll Administration System is an essential tool for the administration and optimal utilization of personnel.

A framework system is available

Datacentralen has developed an integrated framework system for personnel and payroll administration. The system is based on Datacentralen's long experience of developing solutions for the needs and requirements of public organizations. The comprehensive system consists of two sub-systems: a Personnel System and a Payroll System with unique features and applications. The two systems may be ordered separately or as an integrated unit.

Characteristics of the total system

Distributed concept
The system is designed according to a distributed concept. The centralized Payroll System handles wage administration for the entire organization, and the decentralized Personnel System(s) operates in specific institutions or departments within the organization.

Integrated system
The system is truly integrated. The Personnel System will automatically transfer relevant information to the Payroll System and vice versa. Furthermore, the system can interface with the organization's other management information systems, e.g. an accounting system, a resource planning system, etc.
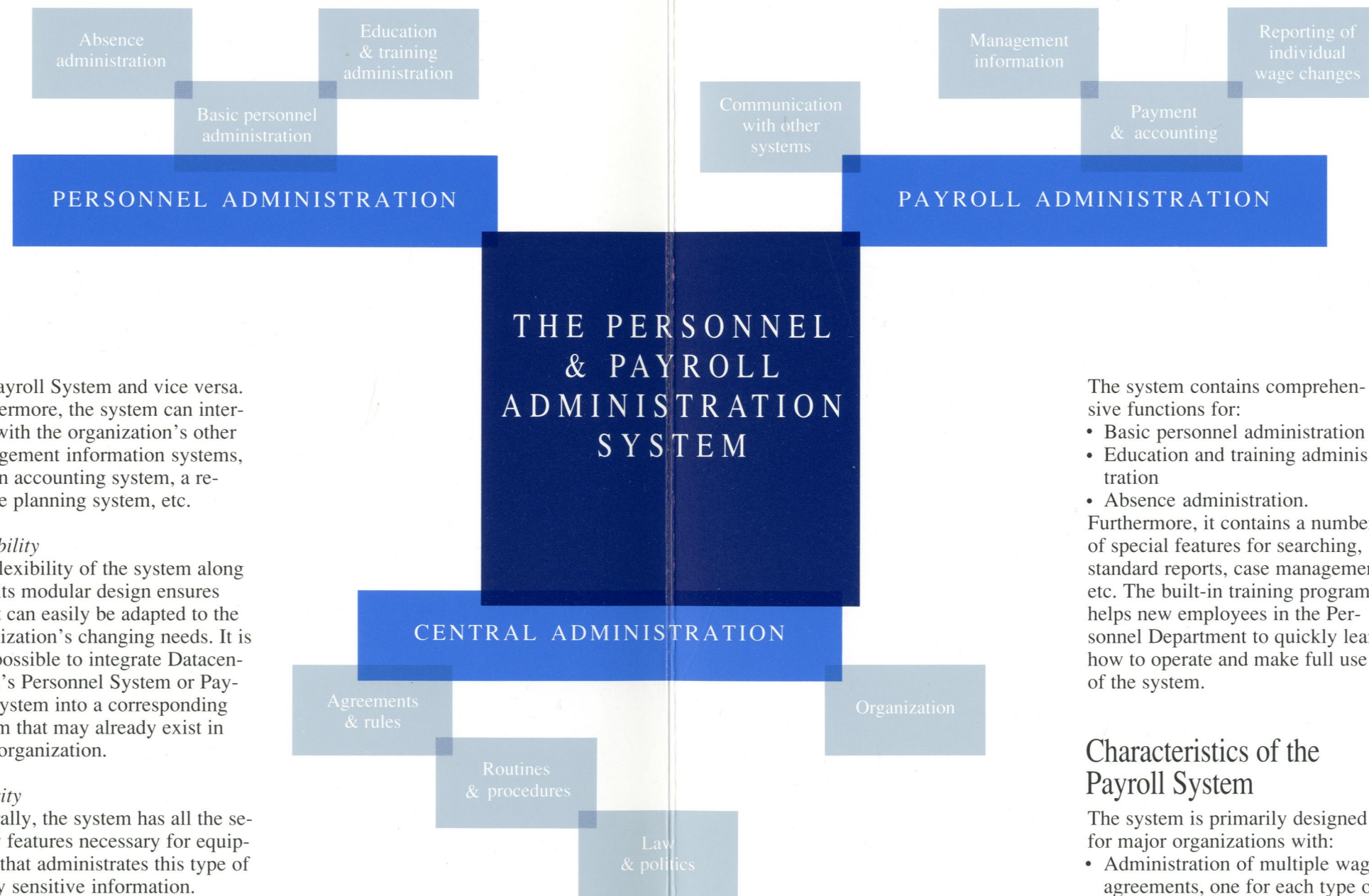
Flexibility
The flexibility of the system along with its modular design ensures that it can easily be adapted to the organization's changing needs. It is also possible to integrate Datacentralen's Personnel System or Payroll System into a corresponding system that may already exist in your organization.

Security
Naturally, the system has all the security features necessary for equipment that administrates this type of highly sensitive information.

Characteristics of the Personnel System

The system is designed for public institutions which require an efficient personnel administration tool.

Absence administration

Education & training administration

Basic personnel administration

PERSONNEL ADMINISTRATION

Management information

Reporting of individual wage changes

Communication with other systems

Payment & accounting

PAYROLL ADMINISTRATION

THE PERSONNEL & PAYROLL ADMINISTRATION SYSTEM

CENTRAL ADMINISTRATION

Agreements & rules

Organization

Routines & procedures

Law & politics

The system contains comprehensive functions for:
- Basic personnel administration
- Education and training administration
- Absence administration.

Furthermore, it contains a number of special features for searching, standard reports, case management, etc. The built-in training program helps new employees in the Personnel Department to quickly learn how to operate and make full use of the system.

Characteristics of the Payroll System

The system is primarily designed for major organizations with:
- Administration of multiple wage agreements, one for each type of personnel group
- A central department responsible for administration of all wage agreements
- A number of departments or institutions responsible for the individual wage changes of each employee.

Updating is reduced to a minimum
One of the advantages of the system is that it only needs to be updated when there is a new general wage agreement or when specific information regarding an employee has changed.

User management
A flexible user interface makes it possible for wage administration officers to report changes of rules to the system. Furthermore, a powerful preproduction test system enables wage administration officers to check the changes before the revised rules are implemented.

Identical interpretation of wage agreements
The system ensures an identical interpretation of the wage agreements in all institutions. Auditing is facilitated because it can be based on the rules reported to the system instead of the data about the individual employees.

Changes with retroactive effect
A special function in the system makes it possible to change the calculation of wages and accounting with retroactive effect. This tool is quite useful since wage agreements are often backdated. The function can also be used to correct any errors that may have occurred in previous payrolls. This means that a payroll hardly ever needs to be re-run.

User designed output
The flexible user interface provides a comprehensive report generator. Output can be produced in the form of printed reports, magnetic tape, microfilm, etc.

Gain from our experience

Datacentralen in short

Datacentralen was established in 1959 as the Danish Government's data processing centre. Since its inception, Datacentralen has played a vital role in the creation of a highly efficient public administration in Denmark. Datacentralen is an independent, non-profitmaking organization backed by the Danish state. Datacentralen has approximately 1,500 employees and an annual turnover of around US $150m. Datacentralen began international operations in the early eighties. Our strategy is to assist international clients by transferring our know-how in governmental data processing. We can supply a wide range of services from feasibility studies to design, development and installation of systems as well as training programmes.

Personnel and Payroll Systems

Our experience of Personnel and Payroll Systems dates back to 1965 when we designed and developed our first Payroll System for the Danish Postal Service. Today, our most recent version is used by all government institutions in Denmark, which means that about 500,000 people receive their wages through the system. In 1989, the Swedish Postal Service ordered our Payroll System to administer wages for its 70,000 employees.

In 1984, Datacentralen started designing a framework system for personnel administration. The development of the specifications was based on requirements from over 10 large government institutions. The system is now running in several government organizations.

No two countries are alike. Our international experience has taught us that package solutions seldom work since each country has its own unique infrastructure, administrative procedures, social attitudes, etc. For this reason we supply a flexible framework system. This system forms the basis of a tailor-made and highly reliable, integrated Personnel and Payroll Administration System developed in close co-operation with your organization.

Further information

We will be glad to supply you with more information on our expertise. Or you are welcome to meet one of our consultants who will be pleased to present our services in more detail. This would give you the opportunity of discussing your present situation and future plans with a specialist in Personnel and Payroll Administration Systems.

Besides the Personnel and Payroll Administration Systems, Datacentralen has developed a number of other public information systems, such as:

- Civil Registration
- Financial Management
- Taxation
- Police Information
- Legal Information Retrieval
- Parliamentary Information
- Defence Information
- Chemical Information
- Gas Supply
- Land Information
- Customs Information.

For further information please contact:

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