



CONNEX

Human Capital Management
Talent Management
Award Interpretation
Self Service

Benefits...4
What ConnX means
for you...5

Core HR...6
Roles & Positions...7
Workforce Planning...7

Recruitment...8
Onboarding...8
Performance...9

Learning & Education...10
WHS...10
Payroll & ESS/MSS...11

Timecards &
Award Interpretation...12
Work Schedules
& Leave...13

Reporting...14
Our Approach...15

About Us

ConnX Pty Ltd is a software and solution provider focused on developing and delivering innovative solutions that have a positive impact on people and businesses.

Everything we do is designed to improve the working lives of HR and Payroll professionals. We are passionate about delivering HR solutions that exceed your expectations, now and into the future. We do this by designing easy-to-use software and providing specialist consulting, training and helpdesk services by dedicated staff.

ConnX was first released in 2003 and has matured into a market-leading solution with more than 500 clients and 250,000 users.

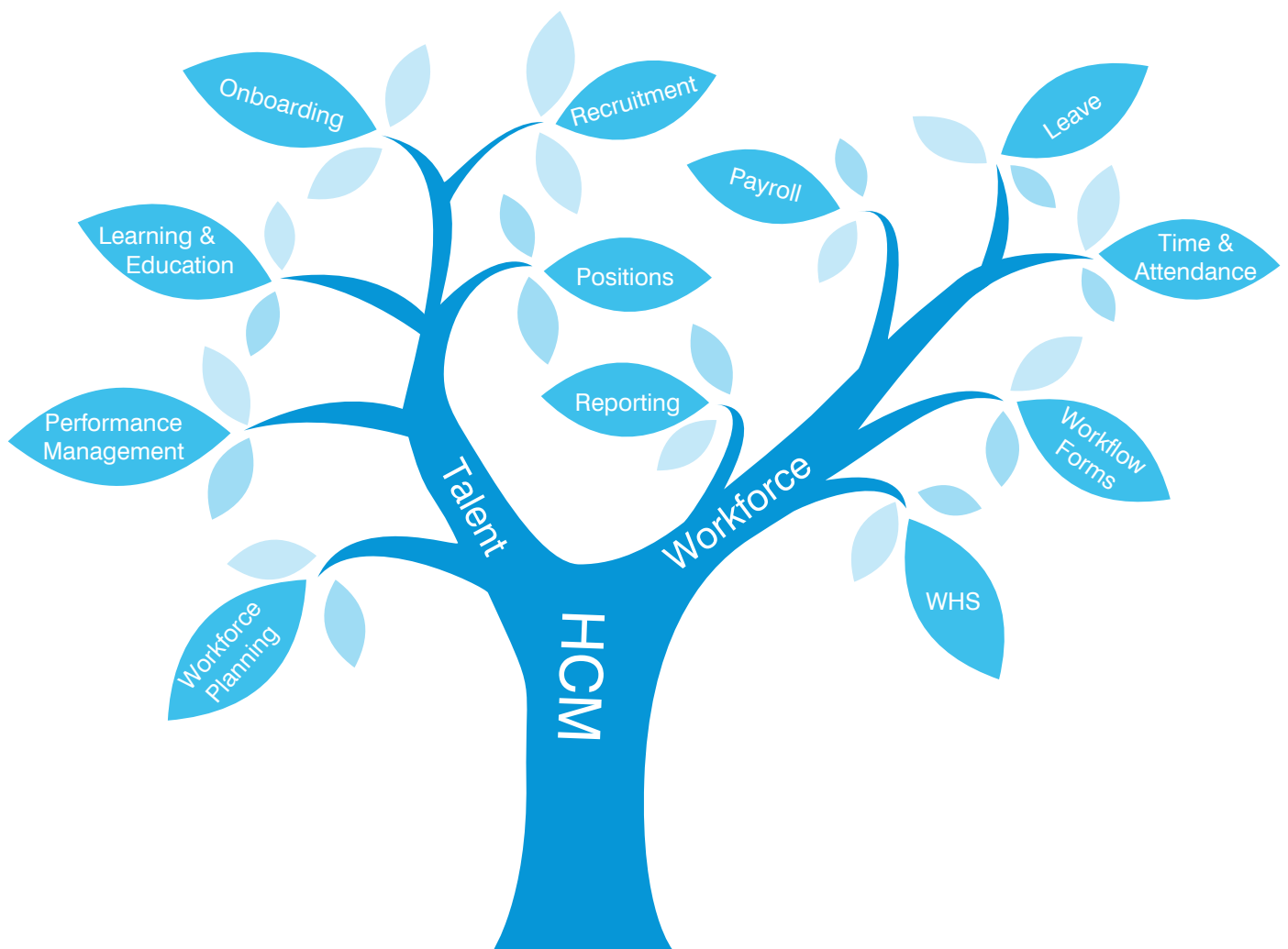
The ConnX team is committed to delivering exceptional quality products and services.

Your trusted HR partner

- Our solution is designed and developed for Australian employers.
- Our intuitive market-leading solutions are designed by HR specialists.
- The ConnX team is dedicated to exceptional service delivery.
- Our web-based solution means you can access your HR data anywhere and anytime.
- We provide a single source of truth for employee information
- ConnX is a modular solution designed to grow with you.

Human Capital Management Solution

“We believe organisations work better when they use technology to remove the administrative burden. When organisations are empowered to increase efficiencies, they have more time to focus on the things that count.”



Benefits

ConnX is an organisation-wide solution that increases efficiency, empowers employees and managers, boosts engagement, and assists in compliance by providing a modular people-management solution that can be used to manage the entire employee life-cycle.

Efficiency

- Fast access to employee data because it's all in one system
- Transparency of all processes, approvals and delegations
- Paperless workflow with configurable forms
- Searchable talent pool to quickly fill jobs
- Many standard easy-to-access management reports

Empowerment

- Employee and manager self-service means direct, quick and easy access by all staff
- Increase job satisfaction with up-to-date job descriptions and company information
- Organisational charts are updated in real time

Compliance

- Automatic reminders on qualifications, licences and visas
- Allows a complete competency framework for each role
- Easily recruit employees based on the requirements of the role
- Ensure the right person is in the right job
- Complete policy library with acceptance
- Training matrix, training needs analysis and skills matrix are readily available
- Full auditing on every change
- Protection of sensitive data via a flexible security model

Engagement

- Assist in reducing turnover
- Identify key performers
- Easily set and track career aspirations
- Motivate staff with internal job boards
- Become an employer of choice



What does ConnX mean to...

CEO



- Streamlines business processes by increasing efficiency for all employees and managers
- Is a secure, safe and risk-free solution
- Provides a whole of business solution for people management
- Gives the HR team the tools needed to strategise, plan, execute and monitor the company direction
- Projects a professional image both internally and externally to reinforce your brand
- Allows you to share your vision for your organisation, and get commitment from each level to ensure ongoing success

HR



- Tracks positions, headcount, FTE, budgets and allocations
- Manages the recruitment process, maintains a searchable talent pool and allows direct input into the recruitment process by line managers
- Automates the on-boarding process for the employee, manager, HR, payroll, IT and other departments with tasks that can be tracked
- Manages the training and development plan, career plan and progression plan for all staff
- Creates probationary reviews, performance reviews, monitors completion and provides specific report so you can take action to improve
- Centralises policies and procedures
- De-centralises the input and maintenance of employee master file information
- Manages company risk with qualifications/skills expiry, reminders and action items
- Manages WH&S incidents, hazards, employee rehabilitation and return-to-work
- Provides workforce profile information for your reporting needs
- Provides you with the tools to monitor your HR strategies to show the real value of HR
- Delivers up-to-date organisational charts available to all staff immediately

Managers



- Gives you quick and easy lookup of the details of your staff
- Provides you with an easy to use electronic form to complete to change staff details (some details can even be changed by staff themselves!)
- Gives you full history of staff movement, past reviews, leave and training
- Allows to you to manage your employees' goals, objectives, training and development to ensure they align with organisation's strategy

Payroll



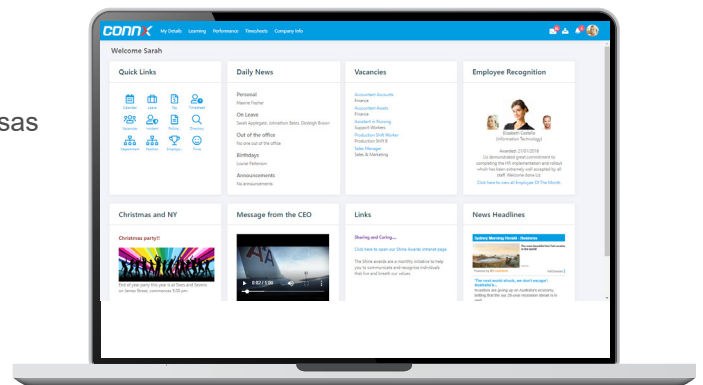
- Frees you from answering mundane time-consuming questions by providing employees and managers with do-it-yourself tools
- Automates the process of knowing when to pay (timesheets) and when to take away (leave)
- Allows you to control the payroll process because no information is sent to payroll without you knowing about it
- Increases accuracy because there is no double entry of details

Core HR

ConnX aims to eliminate all paper-based employee forms. Storing employee data electronically means it's never lost and is effortless to manage. Forms are submitted online and are automatically routed for approval according to your workflow rules.

ConnX manages the information that employees can see about themselves using self-service functions. Security settings control which pages are visible and whether employees can view or update their information.

- Personal details (including biographical, address and contact information)
- Employment details (including rates, additions, deductions and superannuation)
- Emergency contacts
- Property items register
- Medical conditions
- Previous employment
- Qualifications, skills, licences and visas
- Documents
- Tasks and reminders
- Disciplinary information
- Unlimited user-defined fields
- Unlimited additional notes



Date-Effective Employee Management

The built in workflow features of ConnX make managing new employees, employee changes and separations a breeze. With pre-built and configurable forms, the effort of maintaining employee records is dramatically reduced and allows HR and managers spend more time on developing their people. ConnX offers the following standard forms:

- request to recruit
- request to create employee record
- request to change employment details
- request to separate employee
- notice of resignation or retirement.

All employee management data is date effective, meaning you can schedule changes with the comfort of knowing ConnX will automatically apply the change when you tell it to.

Roles and Positions

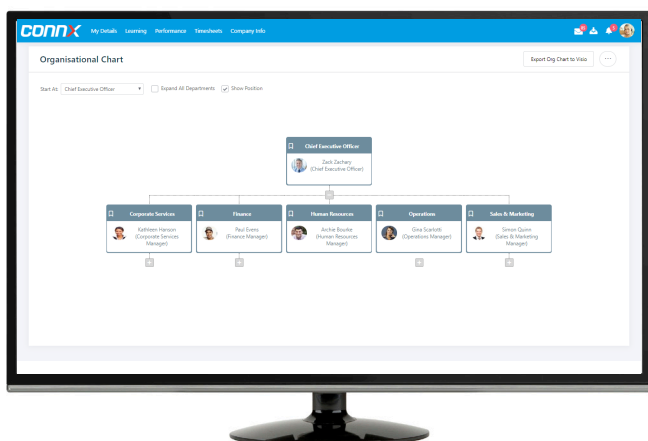
ConnX Roles and Positions is the vital core of the organisation establishment and competency framework that drives many of the benefits of ConnX.

As well as managing the positional chart, this area allows you to set establishment counts, budgeted salary, hours and full position history.



Workforce Planning

ConnX Workforce Planning gives you ready access to critical employee data that allows you to identify emerging trends and classify flight risks. This enables you to create ongoing development plans that ensure employees remain engaged and focused on their long-term career objectives.



- Allows career plans to be developed by employees, managers and HR
- Ensures employee capability frameworks are maintained using gap analysis and Personal Development Plans (PDP) for each employee
- Each employee's PDP is integrated with their career plan and their progression through the organisation is mapped
- Succession planning allows HR to identify and plan for employee turnover

Recruitment

ConnX Recruitment manages the entire recruitment process, from requisition to onboarding. ConnX manages:

- identification of quality candidates from an extended talent pool
- all aspects of the candidate's lifecycle
- requisition, submission and approval workflow
- easy uploading of your job advertisements to several of Australia's favourite job-seeker websites
- advanced screening and shortlisting
- interviews and ratings
- automated application status notification
- bulk unsuccessful notices and status updates
- onboarding the applicant into HR and payroll.

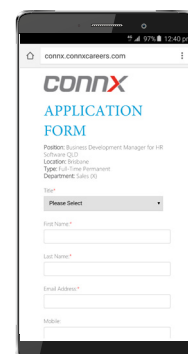
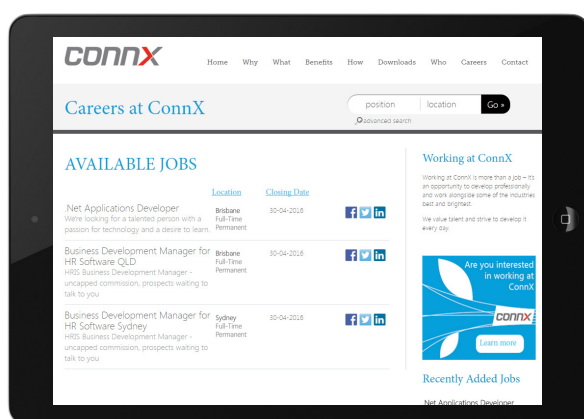
Details of unsuccessful candidates can be stored and incorporated into a larger talent pool for consideration for other roles.

Onboarding

Onboarding staff today has never been easier with full electronic onboarding. With this module you can easily:

- mail merge an employment contract
- review and approve
- email the applicant for electronic acceptance
- includes two factor authentication for offer acceptance
- update contact details, banking, superannuation and tax forms.

The Onboarding module is branded to your requirements and may also include policy acceptance, social media interaction and maps to site.

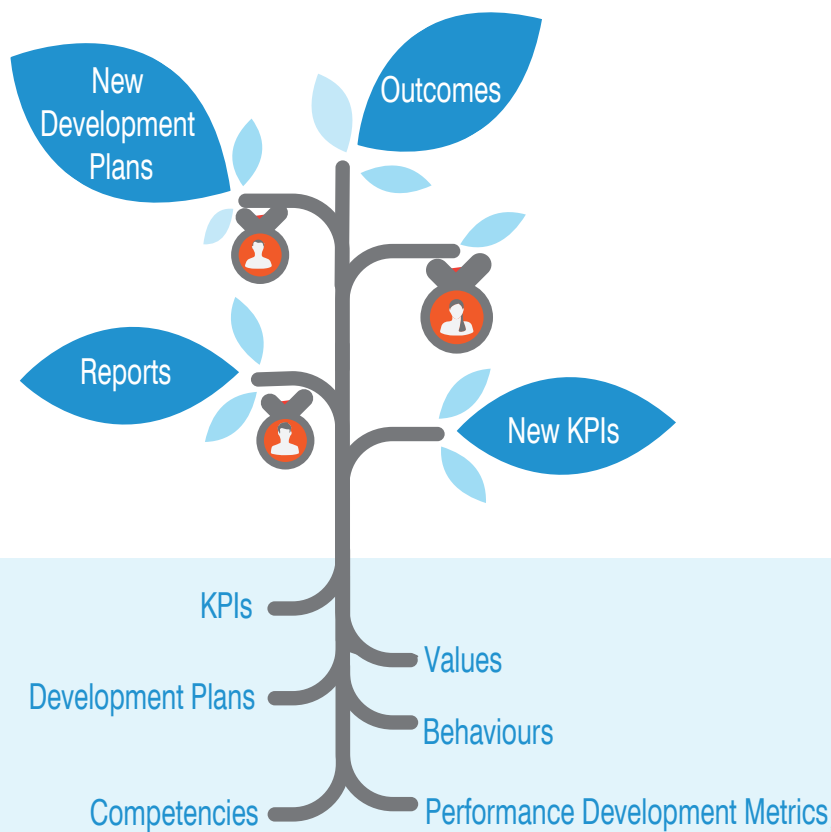


Performance Reviews

ConnX Performance Reviews reduces the time and effort involved in conducting performance reviews by automating the process of creating, distributing and managing review forms. All performance review information is kept on file forever and available to employees, managers and in reporting.

As well as supporting a climate of continuous improvement and improving employee engagement, the ConnX Performance Reviews module can provide data to guide employee training and development.

- Create both simple manager-employee assessments and comprehensive 360° feedback reviews
- Flexible set-up options ensure you can recreate existing paper review forms
- A complete archive of previous performance reviews is available, putting detailed historical information at managers' fingertips
- Delegate authorisation and control for selecting 360° feedback participants to managers if required
- Reviews can include skill updates as part of the process to ensure each employee's skills register remains updated
- Manage employee surveys, probationary reviews and exit interviews



Learning and Education

ConnX Learning and Education keeps you in control of the training process. It removes much of the leg-work of identifying, managing and fulfilling staff educational needs. It is not just a training record management system, but a full enrolment workflow platform and skills inventory management system.

- Monitor the approval process and notify educators, managers and employees of key events
- Eliminate scheduling conflicts by automatically cross-checking the availability of employees based on work schedules, leave applications and other training activities
- Provides effective control of training course waiting lists

ConnX Training Needs Analysis, Training and Skills Matrix can easily be produced using information from both Roles and Positions and Learning and Education.

ConnX integrates to leading eLearning platforms with pre-built training library of courses to provide you with a complete learning solution.

Work Health Safety (WHS)

ConnX WHS allows employees or managers, as well as WHS and HR personnel to record incidents and hazards when they happen so that action can be taken immediately. It also enables managers to implement corrective actions and oversee the rehabilitation of injured employees.

The built-in dashboard provides all your WHS data at a glance, including incident rates, frequency rates and average lost time rates, red alerts, type of injury per month and incident statistics.



Payroll and Self-Service

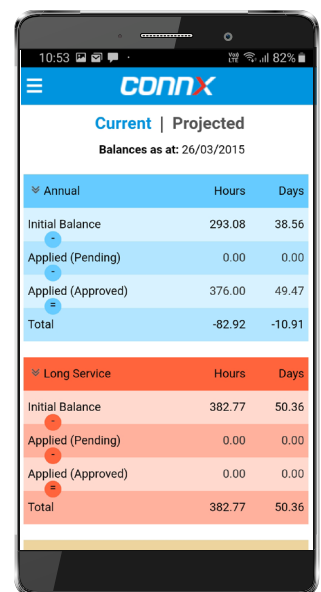
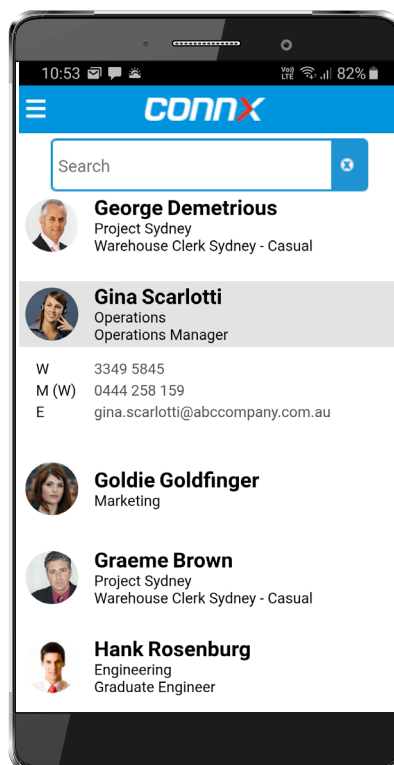
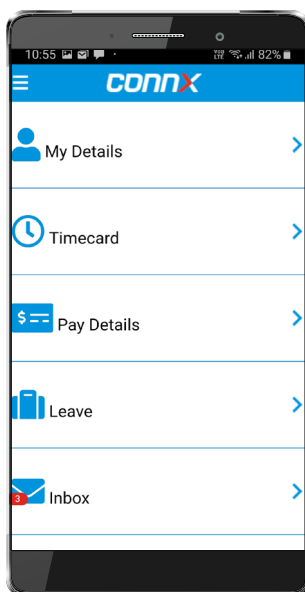
ConnX seamlessly integrates to several leading Australian payroll solutions.

Self-Service has gone well beyond accessing pay slips and entering leave applications. ConnX is a powerful and intuitively easy-to-use software solution that is available on desktops, tablets and mobile phones.

ConnX provides the front end for your payroll operation. Through ConnX Self Service, employees and managers can easily and quickly access their payroll information, including:

- pay advices
- payment summaries
- bank accounts
- tax details
- leave requests
- timecard entry
- employee directory
- policies
- manager approval
- reminders

The advanced timesheet and approval capabilities of ConnX means that employees and managers do not need multiple systems to access their HR and payroll information; everything can be in ConnX.



Timecards & Award Interpretation

ConnX Timecards effortlessly calculates each employee's salary based on their specific working conditions (award), shift details, day of the week and costing. It's a simple, automated process with no manual calculations required.

- Automatically calculate overtime, time in lieu and penalties
- Integrate with biometric time clock or swipe card
- Integrate with Payroll so there is no double data entry
- Apply fully date-effective changes to pay rates or rules during the pay period
- Automate alerts to maintain payroll efficiency
- Integrate with the Leave Management module
- Apply security settings to show or hide pay rates
- Run reports for any timeframe, including previous financial years
- Track hours to cost centres
- Change rates for employees who work higher duties
- Assist in fatigue management of staff
- Easily add any extra records as needed (e.g., mileage)
- Automatically calculate call out rules for minimum hourly payments
- Variation tracking allows employers to establish codes that track clocking behaviours

ConnX can also provide your employees and managers direct access to complete their own online timesheets. Managers can monitor completion, send reminders, and approve or deny timesheets without printing a page or picking up the phone. Payroll personnel simply cross-check transactions (after manager approval) and then upload the data directly to Payroll to create payments.

| Emp Name | Surname | Date | Category | Sub-Category | Income Type | Start Time | Finish Time | Hours | Units | Calc Factor | Rate | Amount | Rule Set | Rule |
|--------------------------------|---------|------------|----------|--------------|------------------|------------|-------------|--------|--------|-------------|---------|---------|------------------|----------------|
| Employee: Andy Taylor (EMP001) | | | | | | | | | | | | | | |
| Date: Monday 30/09/2017 | | | | | | | | | | | | | | |
| Andy | Taylor | 30/01/2017 | Wages | Normal | Normal | 8:30AM | 12:18PM | 3.8000 | 0.0000 | 1.0000 | \$22.00 | \$83.60 | Full Time Scales | Ordinary Hours |
| Andy | Taylor | 30/01/2017 | Allow | Allowance | Meal Allow | 8:30AM | 5:00PM | 0.0000 | 1.0000 | 1.0000 | \$14.00 | \$14.00 | Full Time Scales | Meal Allowance |
| Andy | Taylor | 30/01/2017 | Allow | Allowance | Sleepover | 8:30AM | 5:00PM | 0.0000 | 3.0000 | 1.0000 | \$50.00 | \$60.00 | Full Time Scales | Sleepover |
| Andy | Taylor | 30/01/2017 | Wages | Break | BRK30 Min Unpaid | 12:18PM | 1:12PM | 0.9000 | 0.0000 | 1.0000 | \$0.00 | \$0.00 | Full Time Scales | Break Unpaid |
| Andy | Taylor | 30/01/2017 | Wages | Normal | Normal | 1:12PM | 5:00PM | 3.8000 | 0.0000 | 1.0000 | \$22.00 | \$83.60 | Full Time Scales | Ordinary Hours |
| Andy | Taylor | 30/01/2017 | Wages | Overtime | Time and Half | 5:00PM | 6:00PM | 1.0000 | 0.0000 | 1.5000 | \$33.00 | \$33.00 | Full Time Scales | OT After 7.5 |
| Date: Tuesday 01/10/2017 | | | | | | | | | | | | | | |
| Andy | Taylor | 31/01/2017 | Wages | Normal | Normal | 8:30AM | 12:18PM | 3.8000 | 0.0000 | 1.0000 | \$22.00 | \$83.60 | Full Time Scales | Ordinary Hours |
| Andy | Taylor | 31/01/2017 | Wages | Break | BRK30 Min Unpaid | 12:18PM | 1:12PM | 0.9000 | 0.0000 | 1.0000 | \$0.00 | \$0.00 | Full Time Scales | Break Unpaid |
| Andy | Taylor | 31/01/2017 | Wages | Normal | Normal | 1:12PM | 5:00PM | 3.8000 | 0.0000 | 1.0000 | \$22.00 | \$83.60 | Full Time Scales | Ordinary Hours |
| Date: Wednesday 02/10/2017 | | | | | | | | | | | | | | |

Employee Work Schedules

ConnX provides detailed and simple to use functionality to quickly and easily set employee shifts. The functions include:

- availability of staff
- times rostered
- leave information
- public holidays
- training information.

ConnX can be updated weekly or based on business needs. Managers can adjust the roster as required, either as an ad hoc change or a permanent change.

The screenshot displays the 'Work Schedule' interface in the ConnX system. It features a grid where managers can assign shifts to employees. The grid columns represent days of the week (MON to SUN) and rows represent individual employees. Shifts are indicated by colored blocks within the grid cells. The interface includes a search bar, filters, and a 'Print Schedule' button.

Leave Management

ConnX's Leave Management dramatically simplifies the leave application, approval, and payroll process. With standard features like:

- leave wizard
- balance checking
- medical certificates
- automatic leave limits
- training calendar integration
- payroll integration
- automatic period end splits
- calendar (e.g. Outlook) integration.

ConnX's leave management is so easy and quick to implement you'll wonder how you lived without it.



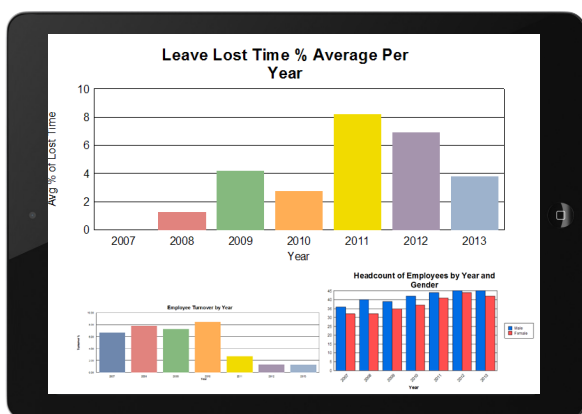
Reporting, Dashboards and BI

Simply collecting workforce data is not enough. To develop the best HR strategies for your organisation, you must be able to collate, organise, analyse and communicate your workforce data on demand. ConnX gives you that power.

ConnX Reports Manager is a powerful reporting tool that allows you and your managers to easily generate professional reports and dashboards whenever you need. Many of the reports have graphs and drill down capabilities to display cross-tab results. Report data can be exported to PDF, Microsoft® Excel® or Word®. A set of pre-defined reports that provide multi-dimensional analysis of employee data is supplied standard. The reports range in complexity and type, and you can create additional reports if required. Security for each report limits who has access and what information they have access to.

ConnX has a wide selection of standard reports, including:

- lost time due to leave and absenteeism reports
- staff turnover, hired and terminated reports
- qualifications and skills searches
- performance reviews and outcomes
- headcount graphs with drill-down capabilities.

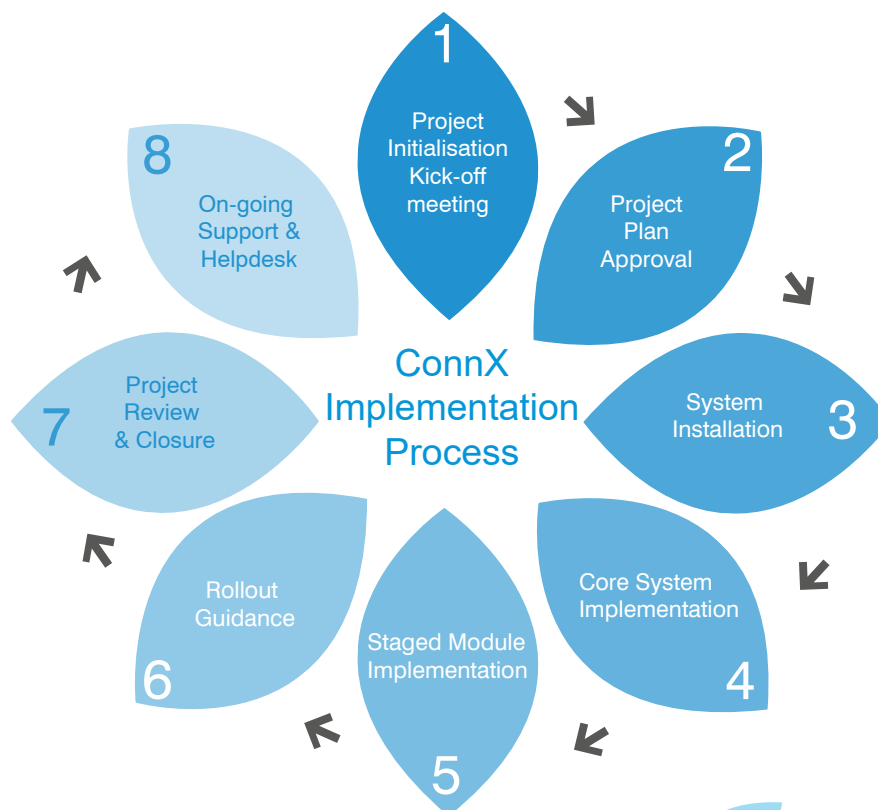


Our Approach

At ConnX Pty Ltd we adopt a unique implementation approach to your ConnX solution. Where possible, all training is conducted at your site using your data, which ensures that your training experience is maximised. Your investment in ConnX includes your own sandpit training system for you to use at any time to trial new features or check changes before live implementation.

We have been implementing ConnX for over a decade, and during that time we have developed a standard implementation methodology. Our approach is to provide the right mix between cost, timing and resources that will deliver the project on-time and within budget.

To ensure optimal system take-up and resource usage, we recommend a phased approach to implementation. This means that ConnX is deployed in stages that match your business requirements. Dividing the project into small and easy to manage implementation segments ensures faster user adoption and the ability to meet business milestones progressively without overwhelming the project team.





Microsoft Partner
Silver Independent Software Vendor (ISV)



AHRI

ORGANISATION
MEMBER 2016