

Acumin

Human Resources



SOLUTIONS
for **ENTERPRISE**
MANAGEMENT

DEXCO[™]
www.dexco.com

Effective Resource Management has been proven to increase employee morale and overall job satisfaction within any organization and will yield greater productivity in the workplace. Organizations are placing an increased focus on the development and selection of key talent.

Accurately identifying high-performing members is critically important when it comes to managing change, in an increasingly competitive global environment. Organizations are recognizing the increased demands placed on management and are now using the right tools to assess an employee's ability to withstand the pressures of their jobs and careers.

A completely integrated H.R.I.S. component, Acumin-HR allows the firm to securely store critical and confidential employee and member information all within Acumin's encrypted production database. This enables real-time, interactive access and reporting of available information to employees and Administrators alike.



Human Resources:

Ability to track all HR-related information about employees, including:

- ❑ Employee Coordinates;
- ❑ Employment history:
 - 🔗 Critical dates (candidacy, hiring, probation, termination etc.)
 - 🔗 Critical Benchmarks (1 year, 5 years etc.)
- ❑ Special dates (birthday, anniversaries etc.);
- ❑ Salary and benefits information;
- ❑ Participation in health and wellness programs;
- ❑ Career development;
- ❑ Job performance information and documentation (case journal);
- ❑ Document links (performance evaluations, employment contracts, forms);
- ❑ Opportunity to allow self-updates of personal information
- ❑ HR Professional review and change approval process



Welcome Process:

Acumin simplifies the process of welcoming a new employee to the firm. Once the employee is hired, Acumin allows the HR professional to enable the firm defined Welcome Process facilitating the logistical details and requirements for the first day of work



Benefits Enrolment and Administration:

Acumin's benefits enrolment and administration features and functionality automates the processes involved for the Human Resource Professional and the participating employee, thus reducing redundant data entry, resulting paperwork and associated costs. Employees will be able to review their benefit choices without having to meet with benefits' Administrator. The application includes easy setup of enrolment options which are then monitored for participation.





Vacation and Attendance Management Tool - Acumin's Vacation and Attendance includes the following:

- Time keeping for non-timekeepers in order to capture task based activities in relation with performance objectives;
- Leave Management to effectively track and manage employee leave options such as vacation, sick days, personal days etc. including;
 - ↳ Vacation requests;
 - ↳ Vacation conflict results based on firm rules;
 - ↳ Vacation days available;
- HR Professional review and request approval process



Acumin HR Functionality:

- Interface with;
 - ↳ The time management tool (finance component);
 - ↳ Rules , triggers and actions;
 - ↳ Budgeting and Full Time Equivalent (FTE) values, and;
 - ↳ Electronic Integration of electronic files provided by your payroll provider for direct upload into Acumin's GL.
- Firm defined process checklists (hiring, probation and termination etc.);
- Automatic alerts for managers and or critical parties to be notified of issues or exceptions that need their attention or approval via workflow, for example, when a certain number of employees do not show up for work.



Future Development Concepts:

- **Workload management:** To effectively pursue new opportunities in a cost effective manner and in accordance with Acumin's main features and functions;
- **Salary Planning and Budgeting:** Acumin salary planning and budgeting will facilitate salary increase administration through configurable models that will interface with the firm's financial budget and forecast options as well as Acumin Talent Management product. Acumin's salary planning and budgeting options will enable the HR Professional to automate the firm's salary-increase process and related business rules.
- **Enhanced Welcome Process functionality** - Introduction of a firm defined self-guided system orientation process.
- **Managing the recruitment process** – Interface with Acumin's Talent Management product and e-recruitment product allowing the HR Professionals to identify the firms hiring needs and manage the initial screening process.

Leverage the Power of
Knowledge Integration

Acumin.hr

Building Strong Partnerships:

Through continuous product and service innovation strategies and more than 35 years of relevant industry experience backed by hundreds of installations, Dexco has been providing enterprise-specific practice management solutions to the legal community for over thirty-five years. Fostering a “no-limits” culture, our systems have evolved perennially leveraging advances in technology and legal business practices, enabling our clients to gain competitive advantage with our highly effective professional services automation systems. What has not changed are the foundations of our success – our client centered, business process implementation approach, which focuses on industry best practices, our skilled team of technical and industry experts, and our commitment to innovation and collaboration for continuous product enhancement and client service excellence. The result is that our clients view their own success story as a strategic vision for tomorrow, rather than dependant on past achievements.

Dexco has the foundation and scope to support a new generation of business tools and client-centered services providing the markets in which it operates with innovative, intuitive and highly configurable alternatives designed to encourage timely decision making in highly dynamic and competitive environments. Turning data sources into information resources; Dexco serves thousands of user's across a variety of diverse markets.

Allow us the opportunity to show you why Dexco Corporation continues to be a leading-edge solution provider and the the right technology partner for your practice management and accounting requirements.

Dexco is that partner

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Imagine...

A company that provides a completely integrated Process Automation System for Professional Services Firms including: Practice Management Tools, Calendaring & Time Docketing Alternatives, Relevant Billing Options, Multi-Office Profit Center Accounting Opportunities, a Robust Reporting Engine, Human Resource Management Functionality and a Comprehensive Business Intelligence Platform – all specifically configured in accordance with the firm's strategic vision for a congruent approach to the execution of an individual's work plan.

Dexco is that company, delivering a “turn-key” solution that includes: conversion, implementation, deployment and training services as well as a “best-in-class” post-implementation client support model and professional services.

Dexco has been a leading provider of “Total” Professional Services Automation solutions for legal firms since 1974.

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