

Organization Management

Introduction

Due to growth, technology, restructuring, business or market-driven changes organizations need to periodically assess the structure of their companies in order to determine whether it still meets current and future needs; and whether structure and strategy are still properly aligned to increase your company's efficiency, effectiveness, and profitability.

Decision makers would have to review the current design and analyze its strengths and weaknesses as the means of achieving the organization's mid and long-term goals and objectives. Such task would be difficult if not frustrating without being able to view across the entire organization and quickly retrieve summaries of each employees' work-life data and appraisals.

SunFish HR provides this organization module to arrange and modify organizational hierarchies effectively and easily through a user-friendly drag and drop capability. Versions of structural set ups can be saved

to templates, which can later either be re-used should organizational restructuring occur in the futures; or to simply keep a record for historical data tracking purposes.

Once configured, management is able to view and identify vacant as well as unproductive positions across the organization by monitoring employees' competency versus position requirements. As such the system provides an improved method to take control of your succession planning for the entire organization. It supports multi-company organization structures with each company supporting its own hierarchy of positions, all possible to be previewed in intuitive graphical charts with a selectable level of data details included in the display.

The organization module also consists of other important information that you can choose to share with authorized users, providing them with a better understanding of everyone's current position and responsibility vertically and horizontally in the organization.

The screenshot displays the SunFish HR system interface. On the left, an organizational chart shows a hierarchy starting with the Board of Directors (BOD), followed by the Information Technology department (DYS00001) led by an IT Director (DO0003). Under the IT Director are two employees: Tequh Solid Diqiaya (DO00398) and Jaglinne Sabrina (DO00544). Below the IT department is the Consulting department (DYS00004), which includes a Solution Consultant (DO0006) with three employees: Abdi Townsend (DO00417), Lala Bella (DO00520), and Lorena (DO00520). At the bottom is the Project department (DYS00006) with a Project Manager (DO0007).

On the right, a detailed view for the 'Level.3 : DO0006. Solution Consultant' position is shown. It includes a job description: 'HR and Software Consultant supports either Salespeople with presentations and selling software in terms of initial evaluation of what customers roughly want can be done with software or is customization etc. Also supports project teams with their HR projects when assessing changes or customization or new features requests, help negotiate and deal with customer'. It lists 'INVOLVES' tasks such as vendor knowledge, customer meetings, presentations, and conference attendance. A 'Job description' section lists tasks like analysis, documentation, software parameterization, and reporting. 'Requirements' include project implementation capability, education in accounting or IT, and business software experience.

Organization Management

Benefits

The Organization module facilitates an easy way to arrange and update hierarchical structures in your company. Embedded organizational charts and graphs provide management with a knowledge map of the entire organization to monitor its performance and effectiveness to support strategic company objectives. It includes the following benefits:

Provides Transparency and Knowledge Map

Provides access for employees to gain a better and clear understanding of their position, competency requirements, and responsibilities in the company. Transparency into of what their tasks are, who they report to and who reports to them promotes better communication amongst all the parties who need to work together within a complex organization. Additionally, HRD can easily monitor vacant and underperforming positions, thus improving their ability to plan position fulfillment and succession for the entire organization.

Eliminates the Interdepartmental / Organizational Borders

Organization structure, including each unit, departments and divisions in the organizations are defined and displayed. Job description (responsibilities, duties, authorities, etc.) and requirements (education, work experience, competency level, etc.) for each position in the organization are easily edited.

Keeping the Employees on the Right Track

Every position in the organization is quickly understood in terms of each job description to their working relationships (i.e. reportings, performance monitoring, managing, etc.) with others in the organization.

Decision Accuracy

Visualizes every position in the organization, and the person currently holding that position with their competence and succession plans. Hence, you will be able to analyze and suggest changes in the structure of the organization with better precision. With the data integrity inherent in the system, management can be sure that their strategic decision making is based on coherent and consistent data.

Plan Ahead

Authorized users can reduce organizational risk by building independent templates of different organization structure versions that anticipate future reorganization scenarios (e.g. due to mergers, business growth, etc.) and enable them when such changes actually occur.

Features

Drag and Drop Structure Set Up & Versioning

SunFish HR embeds a drag and drop capability for arranging vertical hierarchies. This clear visualization of the tree set up simplifies and improves transparency regarding the management and movements of positions, divisions, and business. Additionally, users can create version templates that allow the capturing of past, present, or future organization structures. Templates for future reorganizations can be specified with an effective date upon which the change will be enabled automatically.

Organization Structure

Displays the complete organization structure including business units, departments and divisions and states each of the individual position's job description and competence set by the organization. This module is by default available for everyone to view. Hence, it allows everyone to set individual goals and objectives based on the organization policy and objectives.

HR Policy

Provide HR related information and policy online with a single mouse-click. General policies set by the organization and other information related to organization and labor laws are available to everyone. Authorized HR staff are able to update them online as soon as changes and additions become available. Hence, HR staff would be able to work more effectively concentrating on department issues rather than on answering endless policy inquiries.

Organization Chart

Similarly to the organization tree above, the chart shows the individual photograph of the person in charge, which allows user to quickly view individual contact detail. When clicking the position name details on the position description and a competency section is provided. Hence, authorized user will be able to monitor and quickly identify individual position status for certain unsuitable condition for the entire organization.

Position Monitoring

An important sub function providing overview of each vacancy that must be filled by the organization in order to operate optimally. Authorized user will be able to select open positions, and to compare and find employee competency matches to open positions. Competency deviations and suggestions for further development of selected employees will be shown.

Announcements

Allows authorized users to manage company daily or periodic announcements for different occasions or company activities. Announcements – once approved - are published on the HR Homepage under the section "Today's Announcements", where every employee with HR access can read them.

