

Chapter 1: Introduction to People Management

Effective people management is at the core of every successful company. It ensures that employees are supported, aligned with company goals, and equipped with the resources they need to perform at their best. The **People Management** module serves as a centralised system for managing employee information, tracking key activities, and streamlining administrative processes.

This chapter provides an overview of the **People Management** module, explaining its purpose and importance within the broader HR ecosystem. You will learn how it integrates with other modules, supports workforce planning, and enhances decision-making.

By understanding the fundamentals of the **People Management** module, users can maximise its potential to improve efficiency, ensure compliance, and create a structured approach to managing talent.

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Overview of People Management

Managing people effectively is a fundamental aspect of any successful organisation. The **People Management** module is designed to optimise human resource processes by providing tools to manage employee data, organisational structures, and role assignments efficiently.

The screenshot displays the 'People Management' interface for a user named Aimee Campbell (10120157), Chief of Operations (COO). The interface is divided into a left sidebar with navigation options and a main content area. The main content area is titled 'PARTICULARS' and contains several form fields for user information. Below this, there is a 'BIOGRAPHICAL' section with fields for gender, race, citizenship, marital status, ID number, and passport number. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

Section	Field	Value
PARTICULARS	Username *	10120157
	Name *	Aimee
	Surname *	Campbell
	Middle Name	
BIOGRAPHICAL	Gender	
	Race	
	Citizenship	
	Marital Status	
ID Number		
Passport Number		

People management systems optimise core HR functions such as recruitment, performance reviews, and career development, and allow these processes to integrate seamlessly. It enables employees to access information easily, allows managers to oversee team performance effectively, and helps administrators maintain compliance with internal policies and external regulations.

This chapter provides a detailed overview of the **People Management** module, highlighting its key features, benefits, and essential role in the entire HR system. Gaining a solid understanding of its functions enables users to confidently operate the system, maximise its features, and support strategic HR goals.

Purpose of the Module

The **People Management** module provides a fully integrated framework for workforce administration, combining:

- Centralised employee data management,
- Structured profile maintenance,
- Role-based security and access control,
- System configurability and governance, and
- Intelligent grouping and organisational modelling.

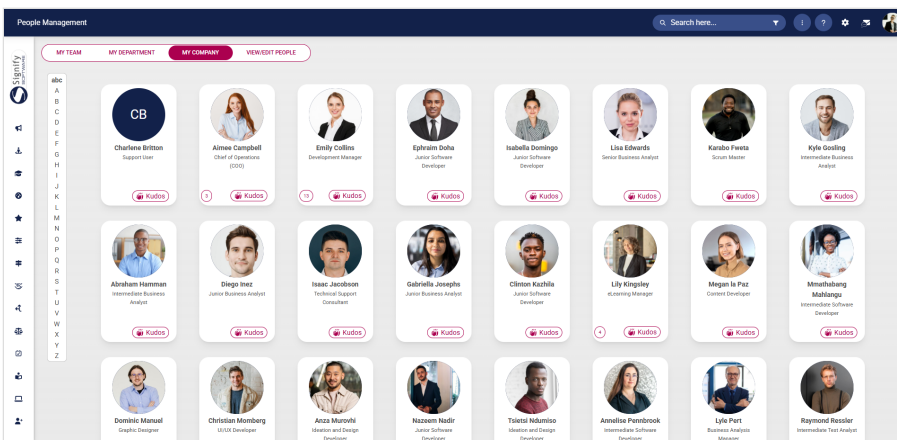


This helps organisations work more clearly, consistently, and effectively, while giving both administrators and employees confident, well-organised people data they can rely on. The distinct features of the **People Management** module ensure that people data is **accurate**, **accessible**, and **actionable**, while supporting operational processes such as compliance, permissions management, and performance management. We will discuss the **key features** in the next part of this book.

Key Features of the Module

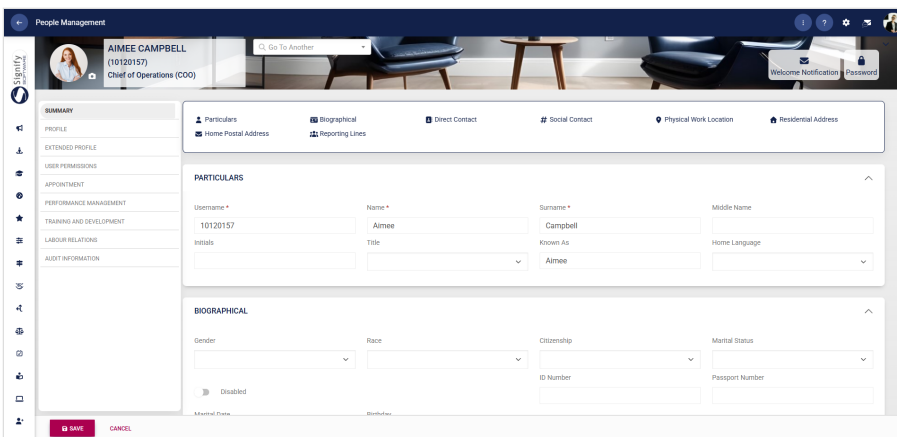
The **People Management** module includes several valuable features, which we will explore in more detail below.

The **People Management** dashboard



This dashboard is a centralised, visually organised directory that displays all employees within the organisation, segmented by **My Team**, **My Department**, and **My Company**. This provides a single entry point for the workforce, enabling users to quickly locate individuals, understand team composition, and encourage engagement through **Kudos**.

Profile management

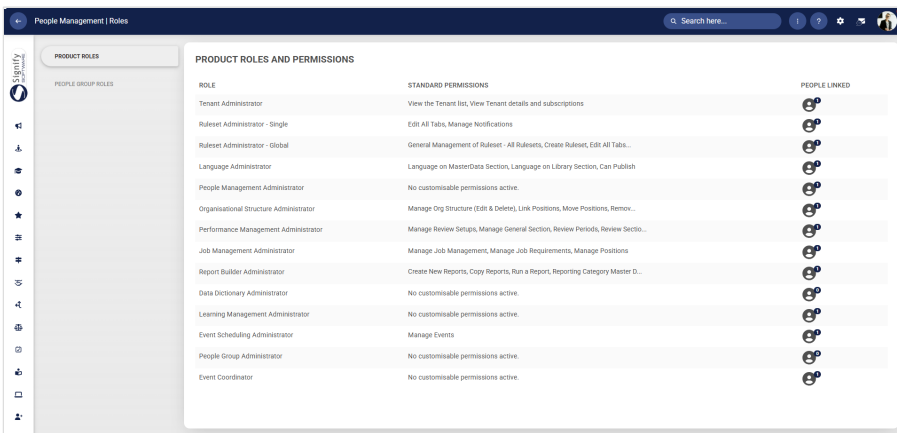


The profile management interface allows administrators and users with access to **view**, **edit**, and **maintain** detailed employee records across multiple structured sections. This acts as a single source of truth for employee information, ensuring data consistency, regulatory compliance, and efficient HR operations.

Some key sections include:

- Core identity management (username, name, surname, preferred name)
- Biographical and compliance data (e.g. citizenship, ID, demographic information)
- Contact details (direct and social)
- Address management (residential, postal, and work location)
- Reporting lines to define organisational hierarchy
- Extended modules including:
 - User permissions
 - Appointment details
 - Performance management
 - Training and development
 - Labour relations
 - Audit tracking

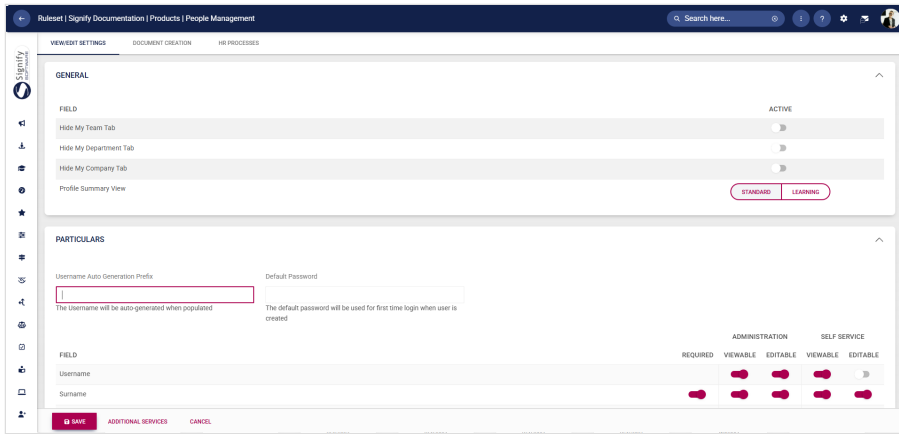
Role-based access control



ROLE	STANDARD PERMISSIONS	PEOPLE LINKED
Tenant Administrator	View the Tenant list, View Tenant details and subscriptions	3
Ruleset Administrator - Single	Edit All Tabs, Manage Notifications	3
Ruleset Administrator - Global	General Management of Ruleset - All Rulesets, Create Ruleset, Edit All Tabs...	3
Language Administrator	Language on MasterData Section, Language on Library Section, Can Publish	3
People Management Administrator	No customisable permissions active.	3
Organisational Structure Administrator	Manage Org Structure (Edit & Delete), Link Positions, Move Positions, Remov...	3
Performance Management Administrator	Manage Review Settings, Manage General Section, Review Periods, Review Sectio...	3
Job Management Administrator	Manage Job Management, Manage Job Requirements, Manage Positions	3
Report Builder Administrator	Create New Reports, Copy Reports, Run a Report, Reporting Category Master D...	3
Data Dictionary Administrator	No customisable permissions active.	3
Learning Management Administrator	No customisable permissions active.	3
Event Scheduling Administrator	Manage Events	3
People Group Administrator	No customisable permissions active.	3
Event Coordinator	No customisable permissions active.	3

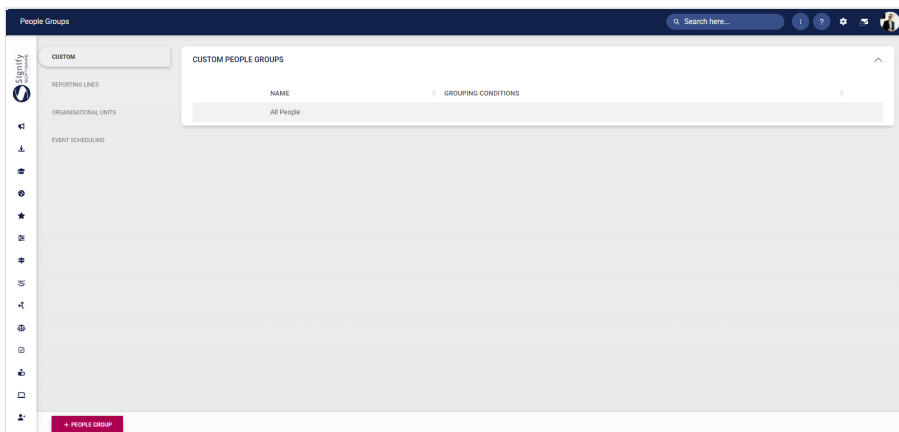
The **People Management** module provides a structured permissions framework in which users are assigned predefined roles that determine their **access level** and **system capabilities**. This ensures secure and controlled access to system functionality, supports governance, and simplifies permission management at scale.

Product configuration and field control



The system provides a **configurable setup** area that allows organisations to tailor how the **People Management** module behaves and how data is managed. This provides **flexibility** and **governance**, allowing the system to align with organisational policies, data standards, and user experience requirements.

People groups and segmentation



The **people groups** feature allows administrators to define custom audiences based on organisational logic and conditions. This feature enables targeted communication, reporting, and operational efficiency, particularly in large or complex organisations.

Data governance and audit support

A key aspect of the **People Management** module is the embedded controls and frameworks that guarantee data integrity, traceability, and compliance. This includes:

- Audit information tracking within employee profiles,
- Controlled edit permissions,
- Structured data capture across all profile sections, and
- Standardised data fields enforced via configuration.

This supports compliance, accountability, and reliable reporting, reducing the risk of inconsistent or unauthorised data changes.

