



Cenium Staff Management

Microsoft Dynamics for the Hotel Industry
One Solution, One Database, All Microsoft

The Cenium Staff management module handles the cost and role planning of staff, time registration & approval, roster scheduling and general employee cost management.

It is based on the standard Microsoft Dynamics NAV Human Resource module and can collect information from the Cenium PMS module and the Hospitality Restaurant module. Hour and salary code entries can be exported to 3rd party salary system or to NAV based salary systems.

Time registration



The staff can enter their entry and departure via simple logon form, using ID cards, barcode or finger scanners and keyboard input. From this form it is also possible to view prior entries, see acceptance status and comments from management on the hours, thus making all communication on the salary issues through one source.

The staff can have simple view of hour entries based on day, week or month.

Role and labour cost planning

Each location: Hotel, Restaurant or Retail outlet, can budget the roles and cost generally and to certain dates if needed. This is then used as guideline for the roster scheduling.

Code	Description	Avg. Cost Price	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
BOOKING	Booking	125,00	1	1	1	1	1	1	1
CONF	Conference	125,00	1	1	1	1	1	1	1
FRONTDEK	FrontDesk	125,00	3	3	3	3	3	7	7
HOUSEKEEP	Housekeeping	125,00	2	2	2	2	2	4	4

Multiple schedules or shifts are supported.

Salary codes and hour acceptance

The time registration is compared to the roster schedule and the work arrangement, which then determines the employee's salary codes and calculates precise cost.

Any abnormalities are reported to management which can decide to either accept or decline the hour

Name	Scheduled Hours	Registered Hours	Salary Hours	Total Cost
Averette Hill	129,00	1,00	94,80	10 920,00
Anette Jackson	154,00	0,00	94,80	10 920,00
Jane Jackson	132,00	0,00	70,80	9 750,00
JOHN ROBERTS	132,00	0,00	70,80	9 750,00
Julie	154,00	0,00	94,80	10 920,00
Linda Martin	154,00	0,00	94,80	10 920,00
Mary Dempsey	129,00	0,00	94,80	10 920,00

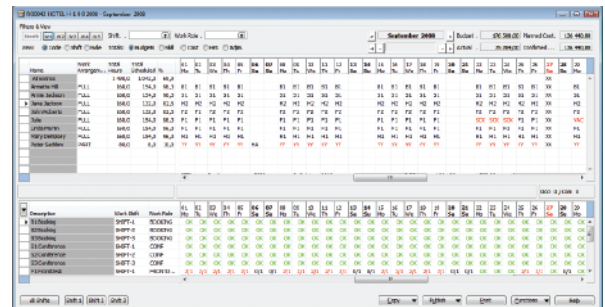
registration before passed on to the salary system. All hours within normal schedule are sent through, thus allowing management to spend more time on the abnormal entries..



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- Role & Cost planning pr. Location & shift
- Time registration
- Staff Work Arrangement settings for Salary code selection
- Work hour acceptance control
- Optional integration with Cenium PMS module for view on occupancy during roster scheduling
- Optional integration with Restaurant or retail outlet sales load during roster scheduling and hour acceptance
- Salary code selection logic
- Roster Scheduling
- Comparison with budget during roster scheduling
- Vacation & Sick leave handling
- Export to 3rd party Salary systems
- Based on Standard Microsoft Dynamic NAV Human Resource module
- Multiple reporting, i.e. roster daily, weekly and monthly schedules
- Send SMS to staff to invite them to take over vacant shift's
- Log future unavailability of staff
- Send SMS to staff with the roster schedule



Roster Scheduling

The roster scheduler is simple one form view and with access to one month period at a time. Role plan is compared instantly and cost estimates done as well. Access to hotel occupancy or sales estimates during scheduling is available.

Cenium AS

Cenium is the developer of the Cenium Property Management System (PMS), successfully proven by more than 150 hotels in Norway, Sweden, Denmark, Iceland, USA and Russia. Cenium AS is located in Norway and works closely with the Microsoft Partner Network in USA, Europe and the Middle East. Cenium is a Gold awarded development center and partner in the Microsoft Dynamics NAV (formerly called Microsoft Navision) community. Cenium is also certified support and implementation partner of LSRetail and hospitality products on the Dynamics NAV platform.

