R.Review

Online Remuneration Review Solution

Business Case

Overview

This document has been designed to provide Human Resources and/or Remuneration Managers with a business case outline for the implementation of R.Review.

Whilst HR and Remuneration Managers recognise how cumbersome and error-prone the spreadsheet driven salary and incentive review process is, most often IT, management and other decision makers who have not been as involved in the management of a review are unaware of the inherent risks of managing the process manually and the benefits that can be achieved by implementing R.Review.

Introduction

Provide concise and brief statement regarding what is being recommended. For example:

The purpose of this document is to provide a business case justification for the implementation of the Remesys R.Review solution. R.Review is a hosted, online remuneration review system designed to manage the salary review, incentive and/or equity process.

Feedback from our previous review process suggests that the current process can be improved significantly as it is exceptionally cumbersome, prone to errors, and increases security risks.

Currently data from various sources is consolidated into a master spreadsheet which is then sliced, diced and distributed to managers. This approach is time-consuming for both the HR team and managers and increases the possibility of errors occurring and the risk of confidential data being accessed.

By utilising an online solution, all users login to and view the same real time information allowing for live tracking, reporting and moderation of review decisions. The system ensures that all reviews adhere to company guidelines, streamlining the process, enabling HR to focus on strategic and people management decision making and reducing the time spent by managers undertaking reviews. Furthermore the risk of errors and time spent in exceptions reporting and moderation is substantially reduced.

Current Situation

Provide information regarding the problems with the current approach. For example:

The current approach begins with a data dump from the HRIS. This is then manually updated with data from various other sources including performance data and market salary data.

There is a master spreadsheet that can take (insert number) of minutes to open, as it is a large file due to the numerous calculations incorporated into the worksheets

The master spreadsheet is then manually divided into smaller spreadsheets that are then distributed to the relevant managers. Currently HR is handling over (insert number) spreadsheets to manage the review process. Any changes identified after the spreadsheets have been distributed require new spreadsheets to be issued. This results in problems with version control.

Some issues we have with the current process include:

- Developing and managing spreadsheets is very time consuming for both managers and for HR. It can take up to (insert number) months to prepare and distribute spreadsheets.

- It is very easy for mistakes to be made when entering or re-entering data into the spreadsheet. There is no automated mechanism to check the data entered.

- When an approving manager makes a change to a previous recommendation in a spreadsheet there is no automated mechanism for advising any other manager of the change.

- Spreadsheet format requires all the data to be available in one line that is not always easy to view. There are numerous columns and rows needed to hold the necessary data.

- There are always issues with version control.

- Although password protected, the data is not completely secure. It is possible for a manager to email a spreadsheet to the wrong person or to save it on a shared drive.

- At the end of the review process, we then spend (insert number) days preparing, generating and checking letters generated via mail-merge.

- *Add any additional specific concerns relevant to your business.*

Proposal Statement

Provide information on the proposed solution. For example:

After investigating various options we recommend implementing R.Review, a hosted online remuneration review solution that streamlines the remuneration review process.

R.Review was designed and developed and is delivered by Remesys, an Australian HR software provider. R.Review was selected as the Winner of the 2010 Australian Business Award for Best Business Product and Remesys was the winner of the 2010 Australian Business Award for Innovation and is the leading provider of online salary review solutions in Australia.

This solution will allow managers to make salary, bonus and performance rating recommendations online, provide all required information in an easy to view format, run reports, generate letters and provide HR recommendations.

Some of the benefits of this solution include:

- Reduce HR resource requirements for the annual review

- Reduce reliance on internal IT resources

- Introduction of a streamlined process for managers to conduct salary reviews

- Reduced duplication of information

- Reduced errors

- End to end tracking of budget allocations - ability to more effectively track annual review against agreed budget

- Reduced timeframe to conduct the remuneration review process

- Improved process that is user friendly and requires little or no user training

- Improved ability to manage the different review requirements across the business

- Improved data security
- Ability to run what if scenario capabilities and salary planning
- Introduction of workflow approval process based on our requirements

Relationship to Business Unit/Corporate Business Plan

Clearly describe how this solution will support the business plan. For example:

R.Review will reduce the administrative burden on the HR Team allowing HR to focus on strategic and value-add projects.

The HR team will be able to spend more time guiding and providing advice to managers and ensuring that the review process is managed in a fair and equitable manner.

One of our core goals is to create a performance culture that rewards our high performers. An organisation that utilises R.Review has commented that "The system gave managers a better understanding of our rem policy, market positioning and internal relativities. This increased their confidence to make informed decisions that they could justify to their staff."

R.Review will allow us to easily manage our salary planning process, to agree upon budgets and assess where increases are most required. In addition, HR recommendations can provide managers with recommended guideline increases based on the employee's performance and their position to market or in their grade/band.

We need to ensure that we look after our talent and this solution will assist us to reward employees appropriately.

Costs

Specify cost projections and funding sources as defined below. For example:

Is this a budgeted item ____ Yes ____ No

- If Yes: State the amount and where in the budget.
- If No: State how the project will be funded.

Detail Initial and recurring annual expense (This is all available in the R.Review quote).

Alternatives

Provide potential alternative solutions (if available). For example:

We can continue with the current spreadsheet based approach or implement an online solution. Following are alternate solutions to R.Review.

- Compensation module of existing HR/Payroll System – This module is not best of breed and does not have the functionality of R.Review. Any changes to meet our process will require extensive customisation (if possible at all). Customisation of the module to meet our specific requirements would be very expensive. In addition, this option does not provide the intuitive interface for our managers that R.Review provides.

- Internal development of a system – Building a salary review tool in-house will be expensive and present us with ongoing maintenance issues and costs. R.Review has a number of useful functions that would be difficult to replicate in an in-house solution given our

timeline. IT do not have the resources to take on the project and to give it the ongoing commitment it requires.

Resources Required

Provide information on the resources required and the costs of the implementation. For example:

Given that R.Review is delivered a hosted solution there are no requirements for any IT resources or hardware. All that is required is an internet connection to access the application.

The most time consuming aspect of the project is the development of the requirements specification and the associated needs analysis. Remesys will work closely with us to complete this phase of the implementation. We envisage that no more than a few weeks of work is required for the initial implementation and the time commitment required will be significantly less than the time required for our current approach.

Below is our projected timeline: (You can source this from your Remesys quote).

Risks and Concerns

Provide information on any potential risks. For example:

We have not identified any risks associated with implementing R.Review. We have carried out extensive reference checks and all the referees have advised the Remesys have delivered the projects well within the agreed timelines and have service levels far in excess of most service providers.

R.Review is delivered as a hosted solution and the information provided on the hosting environment provides comfort in relation to data security, backup and other technical requirements.

The Remesys quote provides a detailed and clear outline of the costs involved in implementation and ongoing fees.

Cost/Benefit Analysis

This is vital part of the business case and should include some of the following information. For example:

Using the Remesys ROI Calculator we have calculated the payback period on the investment to be (insert number) years. Additionally we should implement R.Review to reduce the current exposure we face in the business:

- R.Review will reduce risk, removing the chance of confidential information being emailed to the wrong person or saved on the shared drive.

- R.Review will reduce errors removing the opportunity of calculation errors in spreadsheets that result in overpayment of salaries or bonuses.

- R.Review will improve our ability to comply with legislative and other requirements and complete audit checks.

- R.Review will provide HR and management with automated salary planning and reporting capabilities in order to manage budgets and cost appropriately.

- R.Review will guide managers through process and enforce compliance to company policies.

- R.Review can provide savings of up to 70% of HR time and 50% of manager's time.

- R.Review can assist us to increase employee satisfaction as reviews will be handled in a fair, transparent and equitable manner.

Comparative Analysis

The following table illustrates the benefits of R.Review against spreadsheets.

	R.Review	Spread sheet
▪ Easy for managers to view all required information to make a recommendation	Y	N
▪ Easy to track to budget within a department, by manager, and across the company and amend recommendations accordingly	Y	N
▪ Can view on screen the status of reviews for managers, departments and across the company	Y	N
▪ Easy to run reports on status, recommendations and budgets	Y	N
▪ Workflows for "approving" managers	Y	N
▪ Reduces timeframes for conducting reviews and remuneration recommendations	Y	N
▪ Fields, alerts, budgets, calculations, views, admin access, roles, login names and passwords can all be configured based on the company's requirements	Y	N
▪ Able to easily handle multiple types of fixed remuneration and/or bonus types and plans across the company	Y	N
▪ Can easily include and view as much historical information as required	Y	N
▪ Multi-currency support	Y	N
▪ When data is loaded, data verification is automatically undertaken to identify any data anomalies and ensure that information is accurate	Y	N
▪ Single source of data. All users access the same data and all changes are recorded and tracked. This reduces the incidence of errors, as there is no need for data to be sliced, diced, distributed and re-collated.	Y	N
▪ Removes need to cut and paste data or merge spreadsheets	Y	N
▪ Reports easily generated	Y	N
▪ Letters/remuneration statements easily generated	Y	N
▪ Administrator(s) can make changes to data during the process including reporting lines, employee status, employee details and salary / bonus information	Y	N
▪ Tracks changes – full audit trail	Y	N
▪ System alerts guide managers through the process and there is no limit on the number of alerts	Y	N
▪ Managers can easily view changes that are made to their recommendations	Y	N
▪ Email is generated when a recommendation is completed by a manager or rejected to advise the actioning manager to review	Y	N

▪	Instructions from HR are visible in a Message Board in the system. This Message Board can be easily updated throughout the review process.	Y	N
▪	Managers can easily see any changes and can update comments in the system to provide commentary on why a recommendation may have been made	Y	N
▪	Can be accessed by managers from any location at any time through a web-browser (and is completely secure - SSL)	Y	N

R.Review

About Remesys

Remesys is an Australian remuneration and talent management software provider that was founded in 2001. We design, develop and deliver intuitive online software solutions that are configured to meet all of an organisation's specific remuneration and performance management requirements.

Remesys is a market leader with a record of success in delivering innovative, best practice solutions to manage and streamline the remuneration review and performance management processes. Implementation, training and change management is simplified because our software is configured using each organisation's unique approach to the review processes. Our award winning software enables HR to focus on strategic partnership with the business and value-add rather than administration.

Remesys' software is designed and developed in house by a team of experienced software developers in conjunction with our HR consultants. Our software is offered as a hosted solution and can also interface with third party performance management solutions, payroll and Human Resources systems.

We take care of all technical management of the solutions such as system maintenance, upgrades, back-up and security. Our applications are hosted in Australia in a Tier 3, high security data centre configured with full redundancy in all hardware, software and communications connections. The only requirement on the client side is an Internet browser in order to gain access to the software.

Intuitive and configurable

We understand that every organisation has a unique approach to their remuneration review and performance management processes. Our user friendly software is configured based on **your** organisation's unique methodology, rules, processes and guidelines.

Responsive local support and service

We are an **Australian** owned and operated company that designs, develops and supports our software solutions and we do not outsource any software development overseas or to other organisations. We have a highly skilled team of local developers who are dedicated to supporting our clients and the ongoing development of our software.

Experience and expertise

Remesys consultants are HR **experts** and are passionate about the service and advice that we provide. We are committed to supporting our clients without enforcing contractual limitations and restrictive support terms. Every client has a dedicated account manager who has a strong understanding of remuneration and performance management and we deliver projects on time and within budget.

Record of Success

Remesys is a market leader with a **record of success** in delivering innovative solutions that assist organisations to manage and streamline their review processes. We have implemented our solutions at small and large organisations across the Asia Pacific region for salary reviews, performance reviews, commission management, STI and equity allocation processes.

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