



# 3C HR Manager

Improve employee communication  
and management

**3C HR Manager is a comprehensive HR solution built to be exceptionally user-friendly and easy to configure by the HR department's staff.**

**Reduced paperwork, reduced data-entry, and increased efficiency.**

3C HR Manager offers a fully integrated HR administration system to maintain all employee data and your department's vacancies in a single source. No more lengthy searches through paperwork, everything is at your fingertips and just a click away. With an easy upgrade all Employees can Self Service forms which can cut unnecessary documentation distribution workload by tenfold! You can now concentrate on strategic issues that can shape the future of the company.

**At an operational level, 3C HR Manager supports HR professionals in:**

- > Saving time through automated address recognition and document creation and automatic filing
- > Scanning and filing applicants' details within the HR system
- > Full security Self service form areas to reduce workload. (subject to purchase of 3C Communicator for those users)
- > Holidays, Sickness and Training are monitored and can have full board reports prepared
- > Sickness and absenteeism can be monitored to establish trends
- > Full e-mail management system with automatic filing
- > Fully customisable generated reports on i.e:
  - Forthcoming appraisal dates
  - Training schedules
  - Birthdays
  - Leaving dates
  - Work Permit renewal dates



## HR solutions

### The Internal Recruitment Agency

3C HR Manager increases competitive advantage by automating and streamlining high-volume recruitment campaigns to reduce administration, costs and timescales.

- > Maintaining an 'internal agency', where data on current or previous applicants can be maintained
- > Candidates/current employees can be quickly matched to your departmental vacancies
- > Your departmental vacancies are easily formatted and available for external recruitment companies
- > Vacancy and applicant profiling
- > Making applicant searches by criteria
- > Managing one candidate applying for multiple vacancies
- > Interview and follow up administration
- > Help identify and anticipate future shortfalls
- > Create a positive impression of the business by producing professional correspondence throughout the recruitment process
- > The HR professional is able to run board reports on current company vacancies, which are either still available or have been filled
- > Interview notes can be created

3C HR Manager



### Central Core Components

10 St Georges Street  
Douglas • Isle of Man • IM1 1AH  
[t] +44 1624 624957 [w] [www.ccc3c.com](http://www.ccc3c.com)



# 30

## 3C HR Manager for the IT Professional

### Security

3C HR allows for very granular roles and security rights assignments. Multiple security levels can be defined. 3C HR Self Service has invitation-based access.

You can create multiple security levels and define what areas of the system users can access.

Includes a built in supervisor security level that you can use to give supervisors access to the records of the employees that report to them. The database cannot be accessed without permission.

### Getting started

It is very easy to install, configure, and run 3C HR with its Microsoft-based technology. In fact, you might never hear a cry for help from your HR department!

### Compatibility and Connectivity

3C HR can be easily integrated into your operations information system. The Associated Systems area allows a seamless bidirectional connection with your payroll solution.

### Data Import and Export

3C HR easily integrates with Microsoft Excel and other programs for ease in data transfer. 3C HR allows import and export to any delimited text file. Data import utility makes importing your employee data into HR Office simple. Data import supports Microsoft Excel, dbase, or any other program that can create delimited text files.

### Customization

An unlimited number of custom tabs and fields can be easily created; you can also import custom templates. All custom fields can be included in 3C HR reports.

### Complete Client Support

Friendly, easy, and quick, our expert client support team will answer all your queries by phone, email, or live-web. Support and maintenance delivers regular 3C HR enhancements, updates, and software versions.

Installation, upgrades, and ongoing maintenance are hassle-free and should not require any of your internal IT resources.



**Microsoft**  
CERTIFIED  
Partner

## Robust Microsoft Platform

3C HR is built on the latest client-server Microsoft technology and will smoothly connect to other components of your system: 3C HR runs on MSDE or MS SQL Server.

Contact us for further system requirements.

3C HR Manager



CENTRAL CORE  
COMPONENTS

### Central Core Components

10 St Georges Street  
Douglas • Isle of Man • IM1 1AH  
[t] +44 1624 624957 [w] [www.ccc3c.com](http://www.ccc3c.com)