

## **Auditing PC-programme for mass-dismissal.**

AF Storstrøm has for a couple of years used a PC-programme to assist mastering mass-dismissal. It has been used on three occasions (a dairy and two electronic factories).

The aim has been to get an overview of the procedure and to maintain track of all efforts to relocate the dismissed personnel.

In addition the programme has facilities to manage the administrative tasks of these operations.

This programme has now being transformed to support multilanguage operation.

It contains concerning the Employee:

- Employees name, adress etc.
- Leaving notice, dismissal date, salary and other benefits, trade union membership etc.
- Education plan in order to secure relocation.
- Personal profile (Education, present jobposition, wanted positions etc.)
- Flexibility (Travel capabilities, personal properties etc.)
- Desired training and education

Concerning purchase of education:

- Registering desired education/training in homogeneous groups.(This facility might be used for registering of the firms intelectual capital just by changing the dictionary)
- Registering purchasing of education/training for individual employees
- Registrering purchasing of education/training for groups of employees.
- Possibility of matching desires and actual purchasing.

Reports:

- Reports on expenses regarding education/training and administration.
- Individual reports for the employee concerning personal profile, education plan etc.
- Reports gathering information on specific issues for all employees.
- List of employees sorted by department, education/training etc.

### **Main aim:**

The programme is built to facilitate all the administrative task. It is meant to be the only administrative tool to handle the mass-dismissal.

As an example interviews with employees are directly written in the programme and print can be delivered at the end of the interview.

Calling for meetings is arranged via printing of list from the programme.

A memo-function is available on all screens in order to avoid paper-memos. The typed memos is automatically linked to the employee if you type the social security no. or a similar unique identification (In Denmark the government personal number is used for this facility, but it is possible to use for example the employees staff number).

A memo can be a simple reminder, which can be retrieved either on the Employees data or from the Reminder-screen.

The benefit of incorporating memos in the programme is that all member of the administration has equal and direct admittance to these information.

### **Language**

The programme handles 4 different languages at the same time. It handles different alphabets for languages.

This means, that all text on the screen can be shown in fx Russian or English depending on which member of the administrative staff is working on the programme.

One of the alphabets must be chosen for the saving of data. (As it is impossible to save for example cyrillic and west-european alphabets in the same field).

### **Environment**

The programme can be used on a stand-alone PC or it can be installed on a network for multi-user function.

The programme demands Microsoft Windows 95 or higher or WindowsNT 4 or higher.

There is a built-in backup-facility in case the programme runs on a stand-alone-PC.