

**xtention**  
IT with care.

## **VIVENDI® PEP**

Flexible workforce management



**connext**   
**VIVENDI**

# Workforce management

Depicting complex things simply and presenting content in a way that's easy to understand

The shift planning and time management module VIVENDI® PEP is the software solution for targeted and cost-effective staffing. It includes many convenient and flexible functions to help you plan and implement modern working time models, taking into account labour law and pay scale requirements. Automated time accounts that can run in parallel make even the most complex working time models more transparent while always remaining user-friendly.

VIVENDI® PEP is tailored to your individual requirements and has been designed to handle the complex world of labour laws in the health and social care sector.

## Shift planning

### Needs-based and staff-oriented

- Different planning levels (e.g. preliminary plan, target plan, actual plan)
- Freely definable planning periods
- Flexible roster layouts
- Option to approve, specify and complete (also by staff member and day)
- Individual shift patterns/frameworks for each member of staff
- Recording of preferred shifts
- Can depict multiple shifts per member of staff/day
- Quick change function
- Possibility to plan shifts over multiple days
- Automatic checking of statutory regulations and custom policies helps you plan
- Qualitative, quantitative and up-to-the-minute staffing checks
- Position plan with overview of vacant, filled and over-filled positions
- Helps you to search for substitutes by showing free and suitable staff members
- Convenient holiday and absence management with direct link to roster
- Simulation of 'what if' scenarios without affecting the real plans

## Master data

### Simple recording – multiple uses

- Digital personnel record that is intuitive to use
- Import/export using a CSV file
- Master data management across all VIVENDI® modules
- Flexible recording of shifts, shift patterns, tasks, non-standard times, etc.
- As many contractual rules as you need
- Depiction of extensive area structures
- Integrated applicant management
- Position plan with overview of vacant, filled and over-filled positions to help optimize how you manage your human resources

MODERN HR  
MANAGEMENT

# VIVENDI® PEP – Basic functions

Simple workflows – Paperless – From applicant to employee

Shift plans are expected to contain all necessary information, save costs and time, present complex working time models in a transparent manner and also be easy to use. That's where VIVENDI® PEP comes into its own – it takes complex things and automates them, making them understandable and presenting them clearly and intelligently. The shift planner simply plans, and the system alerts you automatically about labour law limitations or over- or under-planning, including employee qualification. That's how our shift plan works.

## Payroll calculation

- Calculation in line with statutory requirements
- Automatic bonus calculation
- Transparent posting (can be checked by working day)
- Definable calculation periods
- Manual correction option
- Cancellation function

## Interfaces

- Standard import/export to commonly used systems:
  - Payroll (e.g. BMD, SAP, LOGA, SAGE and DPW)
  - Seminar management (including SMS Professional)
  - Personnel master data
  - Balances
  - Absences
  - Cost centre assignment
  - Standard working times
  - Leave entitlement
  - Working time capacity
  - Job/qualification assignment
- Development of individual/bidirectional interfaces possible

## Statistics

- Evaluation of all master data in list form
- Includes around 100 standard reports (e.g. absence statistics and individual calculation)
- All lists/reports can be exported and printed as Microsoft Excel or PDF files
- Flexible reporting (using Report Designer)
- Custom reports can be developed on request

3. STATIONÄRE PFLGEG							Rückstellung für Urlaub vom 31.12.2018 für den Bereich Wohnbereich Geld	
Pers.-Nr	Name, Vorname	Stundensatz (C)	Übertrag	Übertrag (C)	Resturlaub	TAZ	Resturlaub (Std)	Resturlaub (C)
100000	Dach, Lisabeth	18,70	0,20	4,21		7,70		
100009	Gumlich, Gerda	18,00	0,21	3,79		7,70		
100049	Jewel, Bernadella	17,00	0,51	8,67	3,00	5,70	17,34	294,75
100072	Kahn, Susanne	18,00	7,76	111,70		4,52		
100009	Keller, Marianne	18,00	0,52	9,27		5,70		
100074	Kong, Steffie	18,00	1,46	27,74		7,70		
100064	Kramer, Sebastian	18,00	10,00	150,00		4,52		
100092	Mausel, Michael	18,00	1,02	32,78		6,42		
101111	Meyer, Lina	17,00	0,13	2,21		6,00		
100066	Meyer, Gudrun	17,00	0,34	5,95		7,50		
100064	Reinolds, Matthias	18,00	0,00	0,00	6,00	9,00	46,16	722,40
100065	Röhner, Cornelia	17,00	0,14	2,35	2,00	6,15	16,26	174,42
100064	Röhner, Reinhard	18,00	0,16	2,70		7,70		
100087	Rösamp, Malte	17,00	0,67	10,15		7,00		
100060	Rössmann, Anja	17,00	0,06	1,02		6,55		
100078	Rüss, Steffi	17,00	0,02	0,34		6,00		
100055	Sammor, Sofia	18,00	0,16	2,45		6,25		
100075	Schmitz, Jascha	18,00	1,30	21,45		6,67		
100048	Schmitz, Franka	12,00	0,71	8,52		6,00		
100055	Schulze, Stefanie	14,00	0,36	5,22	2,00	6,00	12,00	174,00
100061	Schwarz, Katharina	17,00	0,46	8,05		7,70		
100062	Stalheim, Ann-Kathrin	18,00	0,58	8,54		6,42		
100004	Tascher, Theodor	18,00	0,40	7,20		7,70		
<b>Summe:</b>			<b>27,07</b>	<b>432,65</b>	<b>12,00</b>		<b>84,70</b>	<b>1.365,60</b>

Hinweis: In der Summe sind die negativen Werte nicht enthalten.

## Authorization management

- Hierarchical client/area management
- Option to connect to Active Directory
- Freely definable user/role management
- Detailed authorization assignment by user group

## Other

- Multiple user capability
- Freely definable user interfaces/layouts
- Appointment planning with reminder function
- Detailed change log for optimum transparency
- Mail merge and form printing function controlled directly using Microsoft Word and PDF
- Context-sensitive online help



**Mitarbeiter** x

**König, Stefanie** x

**Person**

Anrede: Frau, Titel:   
 Vorname: Stefanie, Geb.-Dat.: 16.03.1977, Geb.-Ort: Osnabrück  
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 Zusatz:  Hdz.: SKK, Tel. intern: , E-Mail int.: stk@senpa.de

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**Kontakte**

**Details** x

**Stefanie König**

**Allgemein**

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 Geboren: 16.03.1977  
 Familienstand: verheiratet  
 Erstellt am: 14.01.2008  
 Erstellt von: cx  
 Geändert am: 01.03.2017  
 Geändert von: juk

**Berufsdaten**

Beschäftigungsart: Arbeitnehmer  
 Berufsgruppen: Altenpfleger/in (exam.)

Freely configurable content in master data view

**Urlaubs- und Abwesenheitsverwaltung 2019**

Gruppenübersicht: Einzelsicht

Februar 2019

Mitarbeiter (Urlaub)	Rest	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
Bach, Elisabeth (35,00)	10,00	S1	S1		V1	V1	V1	S1	S1	S1				V1	S1	S1	S1	S1			F1	F1			S1	S1				
Betram, Berta (30,00)	34,00			D	D																									
Cuno, Wilhelmine (30,00)	26,00	F2	F2	F2	V2	V2			F2	F2	F2	F2	F2	V2					F2	F2	F2	F2	F2	V2			F2	F2	F2	
Dienst, Doris (30,00)	32,00	F1			V1	V1			F1	F1	F1	F1	V1	V1					F1	V1	V1	S1	S1	S1			F1	F1	F1	F1
Eule, Brigitte (30,00)	24,00				N	N	N	N	N	N	N	N	N																	
Gering, Günther (12,00)	22,00			D			D	D	D																					
Jever, Bernadette (30,00)	38,00			F1	F1	F1	F1	F1	F1			V1	V1	V1	V1	V1	V1			V1	V1			S1	S1	S1			V1	V1
Urlaub genehmigt (4)	Gelb	1	2	2	2	1	1	1	1	1	0	0	0	0	0	0	1	2	2	1	1	1	1	1	2	2	0	0	0	0
Urlaub Pflegefachkraft (2)	Gelb	0	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Urlaub Pflegehilfskraft (2)	Gelb	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	1	2	2	1	1	1	1	1	1	1	0	0	0	0

Urlaubsinfos (Elisabeth Bach):  
 Vorjahresurlaub: 5,00, verplanter Vorjahresurlaub: 5,00, AZV: 0,00, Offene Anträge: 0

Target shift plan with up-to-the-minute checks for optimum staff planning



MORE THAN JUST  
A SHIFT PLAN








# VIVENDI® PEP – Special functions

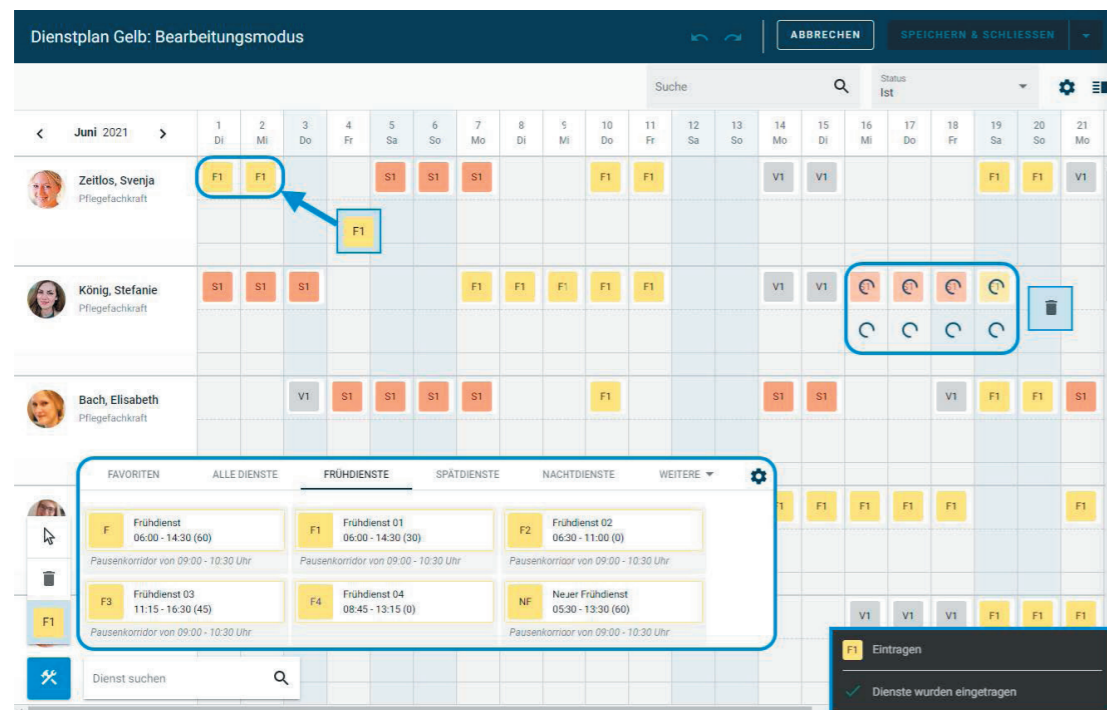
Because your staff are your most valuable resource

## VIVENDI® PEP Web

As a duty scheduler, keep an overview and work flexibly in terms of time, location and technology on an ergonomic and graphically appealing interface without sacrificing performance - whether on a PC, smartphone or tablet.

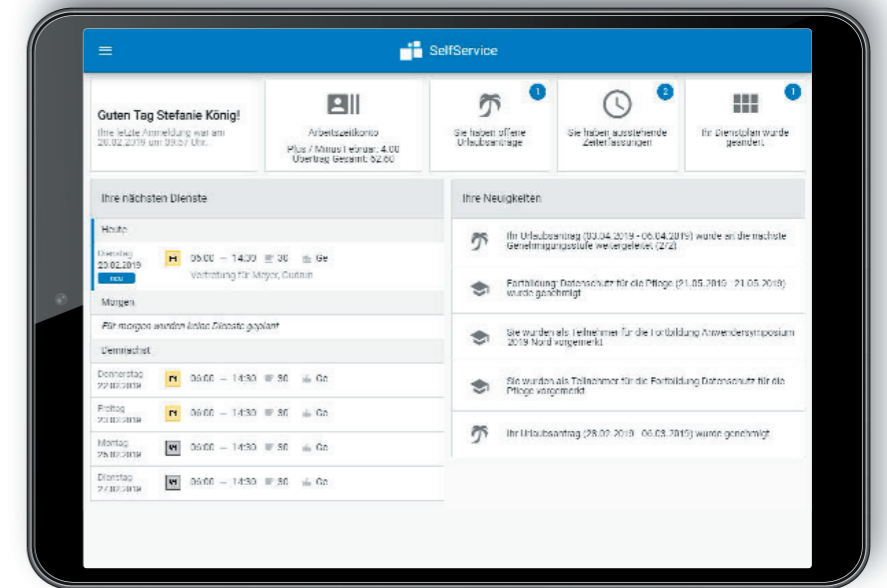
The following features are now available in PEP Web:

-  Dashboard for overview of messages / pending tasks
-  Possibility of duty scheduling
-  Display of staffing tests
-  Planning status with overview of current status of planning and possibility to determine the target plan / completion of the actual plan
-  Accounting module with overview of current accounting status and possibility of evaluation / posting



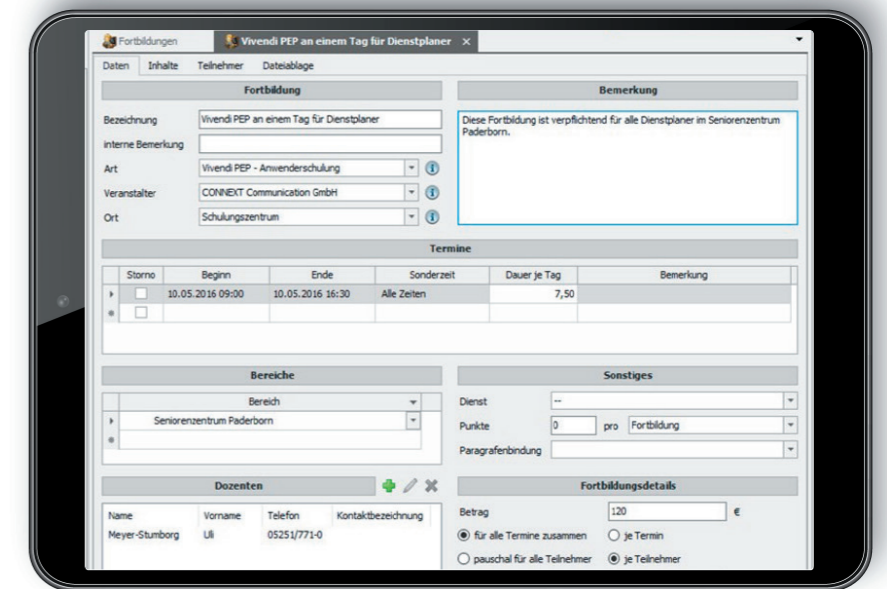
## SelfService

The SelfService function allows your staff to access their personal VIVENDI® PEP data via a web browser from wherever they are. Each member of staff can view and print their shifts or the area shift plan for the month, correct master data, look at their leave and absence overview, view their leave account and submit leave requests. The SelfService function also enables staff to record working times (free entry or clock-in function). All changes are subject to approval.



## Training planner

The training planner is the right module for managing all your participant and training information. VIVENDI® PEP allows you to plan training centrally, document it extensively, manage training sessions and enter them automatically in the shift plans of participating staff. Linking to central document management enables you to save training materials straight from the training planner and generate certificates of participation (e.g. Word form printout).



## Document management/file storage

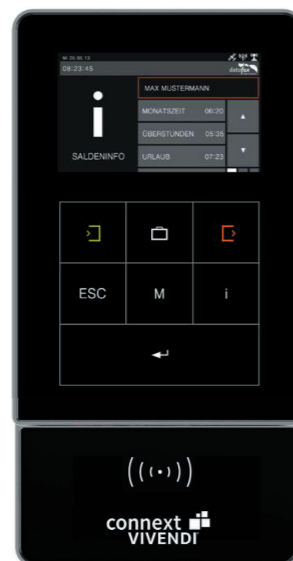
Cross-module document management allows you to manage any files relating to employees, applications, training or departments in one database. All documents are saved automatically in the central file storage and are assigned to the relevant area. You can freely define the folder structure, organizing your documents as it suits you best. Not only correspondence, but also evaluations and shift plans can be stored in the central file storage and are accessible at any time. Integration with Microsoft Word and PDF enables you to quickly create templates, fill in forms, create letters using the mail merge function and save them automatically.

## Applicant management

From receiving an application to interviewing and hiring, you can keep track of all information about an applicant. After the application phase, you can turn an applicant into an employee at the touch of a button – there's no need to re-enter any data. Our application service helps you optimize the process. It connects your web-based recruitment platforms with VIVENDI®. Create job listings and link to them on job boards. Simply download incoming applications and add them directly as applicants in VIVENDI® PEP.

## Time recording

Time tracking keeps your actual times up to date with no need for you to change the shift plan manually. Actual times can either be entered in the shift plan using the Self-Service function in VIVENDI® Mobil, or via a time recording terminal (e.g. from dormakaba or Datafox). Staff record their starting and finishing times themselves, taking into account breaks, time for administrative formalities or visits to the doctor. The times appear directly in the shift plan and from there you can add them to the actual plan (corrected if necessary). You can also add the times from multiple locations to a central shift plan.



*Electronic time recording terminal: Staff times are transferred directly to VIVENDI® and evaluated.*

## Some of our customers



### Benefits of VIVENDI® PEP

- Intuitive interface, simple to use
- Depiction of all health insurance and pension information and particular notes
- High level of automation (takes into account labour law stipulations with note, over- or under-planning by employee qualification, etc.)
- Highly integrable with other systems (SAP, BMD, etc.)
- Smart exchange with other VIVENDI® modules (automatic determination of care requirements, messenger, mobile time recording, etc.)
- Extensive evaluation and statistics options
- Mobile and platform-independent (optimized for smartphone, tablet, laptop and PC)
- Expert management (by telephone hotline and email) with ticket system and quick response times
- Update policy: As a customer you are always entitled to the latest version (excluding service charges for installation)
- Monthly release cycles due to agile software development (in Germany)

## x-tention group



## How to get in touch

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