

Advantage HCM for Oil and Gas

An affordable workforce
management solution
for improved corporate
performance



The oil and gas workforce challenge

Achieving a more effective human capital management (HCM) strategy is an ongoing challenge for most organisations as they strive to facilitate growth and increase employee productivity. This challenge is especially pertinent in the oil and gas industry today, as companies globalise and are required to cope with the linguistic, logistics, health and safety, payroll, taxation and legislative requirements that come with managing an international workforce of permanent and contracted resources.

As global assignments become more prevalent and operators increasingly focus on the qualifications profile of their own workforce and those of their suppliers, it is critical that the HR function has a clear picture of its organisation's current and future competency profile.

Managing the talent pool to ensure that the right resources are available for the right job, at the right time and in the right place, is a key requirement for operators and service sector companies alike. This requirement becomes ever more imperative as the oil and gas industry continues to face labour market challenges and skills shortages.

Technology is a key enabler in the quest to address these industry challenges, but traditional, generic HR systems struggle to deal effectively with the complexities of the oil and gas business. Furthermore, the lack of integration between disparate systems serves to increase both operational and maintenance costs.

Advantage HCM for Oil and Gas offers a simple solution to this dilemma. The software provides a complete view of all workforce-related processes across the business. It enables oil and gas sector companies to recruit, deploy, develop and manage people efficiently, on a global basis, aligning workforce competencies to strategic objectives.



What is Advantage HCM for Oil and Gas?

Absoft's Advantage HCM for Oil and Gas is an integrated end to end human capital management solution specifically designed for the upstream oil and gas industry. The solution automates talent pool management, competency management and workforce mobilisation and scheduling, amongst other functions, helping to increase efficiency in your organisation and ensure compliance with changing local and global regulations.

Advantage HCM for Oil and Gas is based on world leading SAP® software and delivers:

- Extensive preconfigured upstream business processes
- Pre-loaded data such as qualification and training catalogues
- Key HCM analytics

This pre-configured 'out of the box' functionality accelerates project implementation and makes Advantage HCM for Oil and Gas an affordable solution for oil and gas sector companies of all sizes.

The software provides auditable past, present and future views of your organisation's resource and competency profile at multiple levels, from company level right down to the individual. The competency analysis engine in the product compares requirements against your resource talent pool, highlighting gaps, and facilitates subsequent training and hiring opportunities to fill these.

Intuitive and easy to use, Advantage HCM for Oil and Gas provides a single global view of each employee as they move around your organisation. The solution assists you with the onerous task of scheduling and tracking workforce movements, handling industry-specific workforce events, such as the registration and maintenance of regular and irregular shift patterns and mass crew rota changes. It also enables scenario planning to support future workforce demands.

The solution is scalable, supporting local best practice, legal compliance and other reporting requirements in over 45 countries worldwide. It also enables the delivery of standardised HCM processes throughout your business and around the globe, and supports UK, international and country-specific payroll processing.

Benefits of Advantage HCM for Oil and Gas

- Increases competitive advantage and margin protection through optimised competency management
- Supports more accurate and effective workforce related decision making
- Reduces cost of compliance with health, safety, legal and contractual requirements
- Maximises utilisation of resources
- Reduces training and mobilisation costs
- Delivers greater levels of employee satisfaction
- Reduces cost of HR transactional processing
- Enables HR staff to increase focus on strategic issues
- Lowers IT system costs
- Provides rapid, affordable and controlled route to optimised HCM strategy and processes

Functional overview

Complete, integrated functionality for all your human capital management requirements

The Advantage HCM for Oil and Gas solution comprises five key modules with associated functionality. The key modules and functional areas are illustrated in the solution map below and explained further in the proceeding text.



Figure 1 – Solution map

Talent Pool Management

The issues prevalent in the upstream industry concerning attracting and retaining the workforce are well documented. A strong talent pool management strategy enables you to find the best people, leverage their talent in the right place at the right time, align employees and teams to corporate goals, maximise the impact of training, and retain and promote top performers.

The Talent Pool Management module handles the complete resource life cycle, from recruitment and development through to career management and succession planning. The module also includes the key functions of competency and qualifications management, which are so vital to oil and gas sector organisations.

Protect your margins and improve corporate performance through effective competency management

Qualifications management

The Advantage HCM for Oil and Gas solution is delivered with a qualifications catalogue comprising over one thousand qualifications commonly used in the upstream oil and gas sector. The catalogue nominates the qualifications and also records alternative names, equivalents and validity periods. Recognition of equivalent qualifications can be crucial when a precisely defined qualification search is too restrictive. Qualification expiry dates are tracked on the basis of validity periods, allowing the system to highlight resources whose certifications are about to expire and provide prompts for refresher training.

Qualification	100%	75%	50%	25%	0%	0%	0%	0%
CP110 Rigging & Lifting Operations	100							
Gasworks Technical	50							
ROPM Awareness	25							
Basic Composites Skills (Steel & Brass)	50							
LR Truck - Fork	75	100						
Ground Instructor	50							
CP112 Auditor	50							
Electromechanical Awareness	100	100						
COG101 Assessor	75							
COG101 Candidate	100	100						
Basic Handling	100	100						
Risk Assessment Techniques	100	100						
Supply & Demand Management in the L&G	0	0						
Supply & Demand - Tools & Lead	0	0						
Supply & Demand - Test Assessor	75							
Supply & Demand - Test	75	100						
Supply & Demand - CP110	100	100						
Advanced Fibres, Composites	100							
Advanced Fibres in Industrial Areas (Steel)	100							
SCC Systems - Basics	100							
Values 100 (SCC) - Electrical	100							
Basic Instrumental Techniques	50							
Advanced Vibration Maintenance & L100	0							
Values 100 (SCC) - Mechanical	100							
Control Systems - Basic								
Values Introduction								
Values Control System Basics								
Values 100 - Offshore								
Values 100 - Onshore								
Values 100 - Control Systems								
Values 100 - Control Systems								
Values 100 - Control Systems								

Figure 2 – Competency analytics

Competency management

Competency management is a critical focus for oil and gas companies as contracts increasingly include service level agreements (SLAs) relating to workforce accreditation metrics. As well as serious legal and statutory implications, failure to maintain adequate levels of competency/qualification in your workforce can result in penalties or even loss of contract.

Advantage HCM for Oil and Gas enables the complete tracking and planning of your workforce's competencies and accreditation ratios, helping you to win and retain

contracts and optimise your project resourcing by ensuring that you avoid unnecessary overskilling.

Competency analytics provide past, present and future views of workforce accreditation status at multiple levels, for example: by facility, crew or discipline.

The analytics are based on a comparison of the requirements of a position against the qualifications held by the resources associated with those positions (see figure 2 for a sample report).

Identify, develop and deploy the best talent, more rapidly and flexibly

Career management and succession planning

Advantage HCM for Oil and Gas has a full suite of career management and succession planning tools, which integrate with other modules such as training, to enable identified skill gaps to be incorporated into individual training plans.

You can also identify and track high potential employees and implement development plans to prepare them for future leadership roles and identify and target employees as successors for specific positions.

Recruitment

The recruitment module manages an organisation's relationship with candidates on a long term basis, documenting their desires, qualifications and potential. It enables you to find, track and manage potential employees and external candidates. The talent database has extensive search and matching functions and is easy to navigate. It also improves your organisation's ability to manage prospects and find suitable candidates for open positions.

Training

The training module allows a targeted learning approach based on business need and strategy and ensures integration with individual objectives and development plans. It also comes with a flexible training catalogue tool, preloaded with a selection of upstream oil and gas specific training courses to get you started. Facilities are also available to publish company standard training brochures and produce standard correspondence, such as training course confirmations.



Maximise the utilisation of your resources and reduce mobilisation and training costs

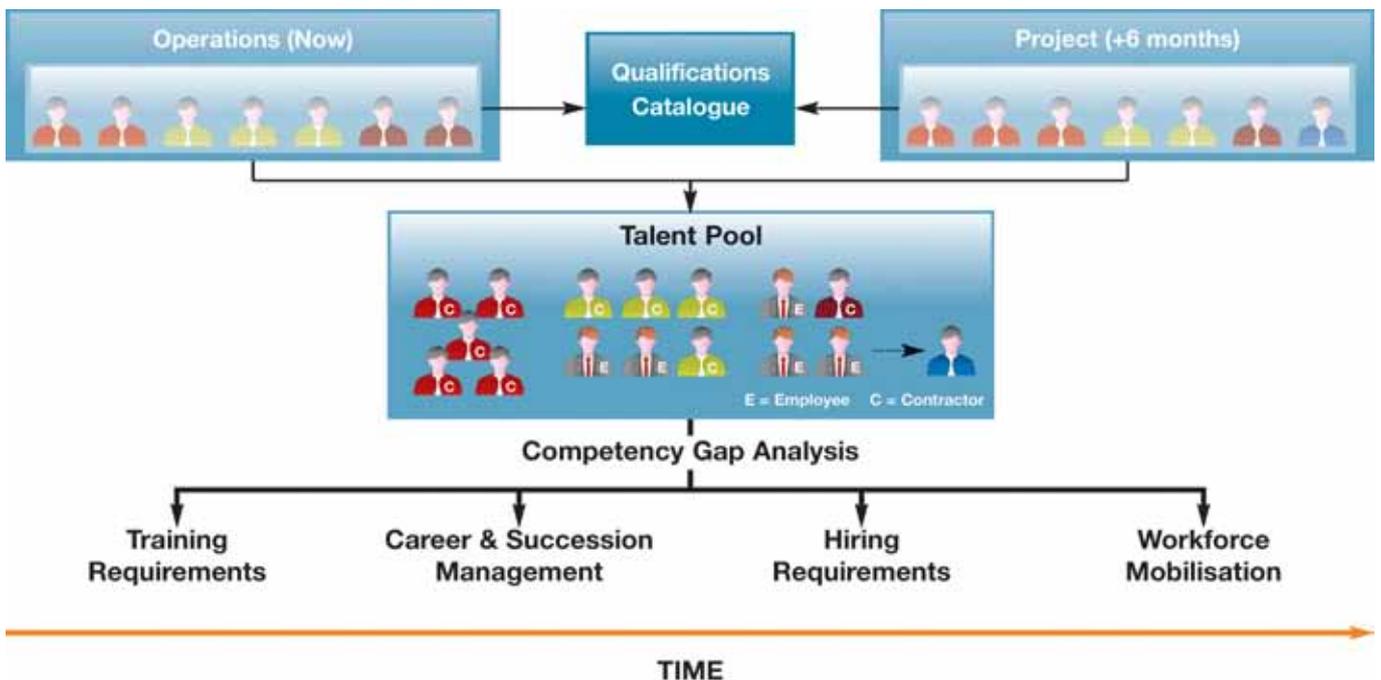


Figure 3 – Competency analysis engine

Resource logistics management

Advantage HCM for Oil and Gas provides you with complete functionality to schedule workforce movements and ensures that the most appropriate resources are assigned to projects, contracts and jobs.

Easy to use, diary-based views are available to support managers in scheduling their teams. Work, vacation, training and other events are represented to provide a full picture of resource availability at team and individual level. Functions are also available for planning one off spot jobs as well as regular offshore rotas.

Workforce mobilisation

The workforce mobilisation function enables organisations to identify the resources best qualified to perform the work required. Having established position and qualification requirements, the competency analysis engine (see figure 3) compares future position needs against the resource talent pool. This maximises the opportunity to associate the right person with the right future position. Training or hiring needs are highlighted and can be actioned.

Other key features include:

- Forward planning capability
- Incremental changes to operational contracts
- History available for retrospective reporting
- Identification of the individual or crew for the project

Workforce scheduling and tracking

Once the workforce is identified, Advantage HCM for Oil and Gas enables shift scheduling using a selection of common oil and gas work schedules. The solution also allows real-time tracking using resource tracking, analysis and reporting tools. For example, managers or administrators can see when an employee is working, on which platform or rig and when that employee is next on a field break.

Other key features include:

- Irregular and regular shift scheduling (see figure 4)
- Person on board (POB) reporting (see figure 5)
- Trip management
- Mass crew change
- Checks on qualifications
- Next of kin reporting
- Auditability – past, present and future views of data

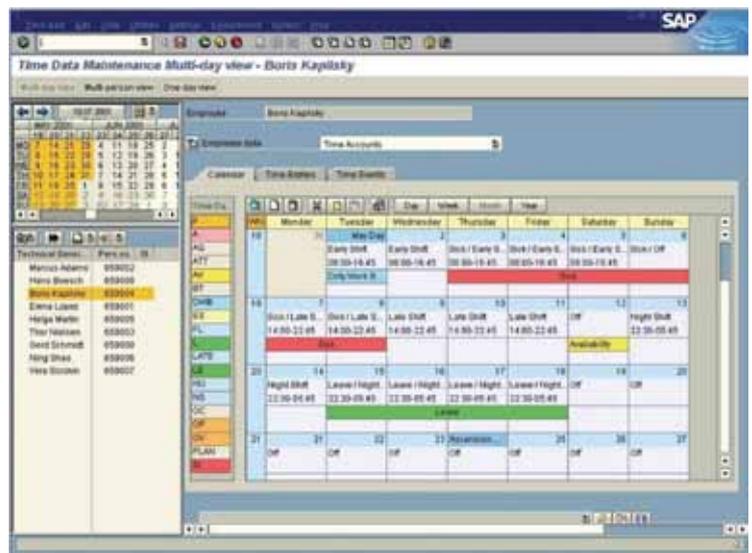


Figure 4 – The screenshot shows a typical employee schedule for a given month, highlighting all relevant events and activities.

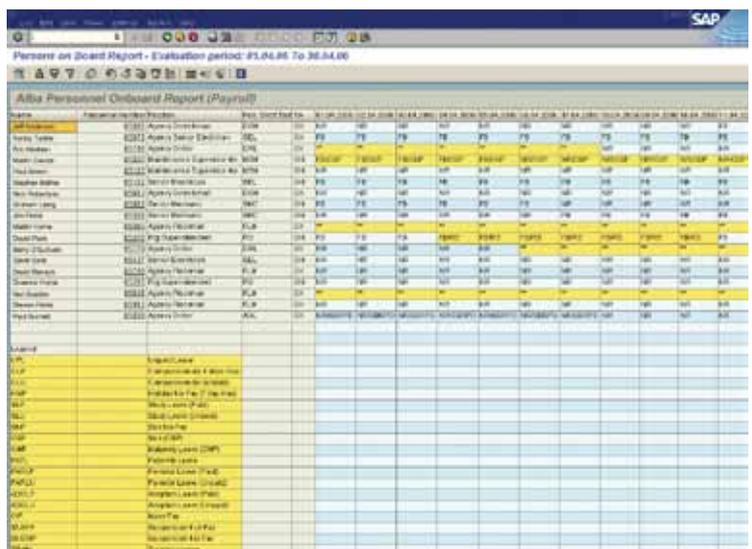


Figure 5 - The person on board (POB) report shows the status of an employee assigned to a rig on any given day. It displays information such as non-working days, absences, substitutions, training, working in a different position and working on a different rig.

Resource administration

Resource data administration

The resource data administration component acts as the engine and central data repository for all the basic HR data in your organisation. It stores all core resource information for each stage of the resource lifecycle, including personal data and oil and gas specific information.

It also satisfies the language, currency and regulatory requirements in more than 45 countries. Resource data maintenance is facilitated by screens specifically tailored for upstream requirements thereby reducing data entry effort. Pre configured background validation and integrity checks designed to increase data accuracy and integrity are delivered as standard. The solution also captures and maintains upstream specific data fields, such as vantage numbers and multiple next of kin details.

Global employee

The global employee module allows you to administer the entire expatriation process for a global employee under one person ID, including global payroll runs. The module also supports split payroll by country and company and offers flexibility to determine which organisation's headcount the employee is to be included in.

Organisational management

Powerful organisational management tools provide a clear, real-time picture and audit trail of the organisation past and present, whilst scenario planning gives you the ability to prepare for future human resource and organisational changes.

Benefits management

Benefits management provides flexible and accessible benefits administration functions, supported by a full range of self services to enable employees to manage their own benefits options more effectively.

Time manager's workplace

The time manager's workplace function provides an integrated user interface for time data maintenance. Supervisors can use the time manager's workplace to review, correct and complete time data for the employees assigned to them.

HCM service delivery

Absoft's Advantage HCM for Oil and Gas solution incorporates portal and web based interfaces, making it easier for managers and employees to connect with each other and with the data that is critical to their needs.

The solution provides employees with self service functionality, including the ability to view and change personal information and view electronic payslips. Managers are provided with the manager's desktop (MDT), an easy to use tool that supports daily administrative, organisational and strategic tasks. They are also provided with a range of Manager Self Service (MSS) capabilities that enable them to identify, retain and reward top performers, recruit the right people and make smarter decisions, without having always to consult the HR department.

Payroll

Advantage HCM for Oil and Gas comes preconfigured with standard wage types, absence types and statutory payments to support UK payroll capabilities. The solution also comes with a full range of robust payroll functionality, which can be configured to meet country-specific payroll requirements internationally.

Take advantage of more accurate and effective workforce related decision making



About Absoft

Absoft is an independent SAP consultancy with an unrivalled track record in providing oil and gas industry specific SAP solutions to operators and service companies of all sizes. Our upstream oil and gas solutions deliver strategic benefit through the design and deployment of best practice business process and technology excellence for all aspects of your business, from finance, through supply chain, to human capital management.

Absoft's oil and gas credentials include:

- Established in 1991, Absoft has extensive knowledge of the upstream oil and gas sector
- Wide range of upstream oil and gas clients – from small service companies to major operators
- Successful implementations across five continents – multilingual, multicurrency experience
- A dedicated HR Practice and Solution Support Centre
- Provision of a full range of consultancy services from strategic advice, through implementation and development services, to post-implementation support and training
- Fixed price, fixed scope solutions where appropriate

A key factor in Absoft's success is our flexible and collaborative approach to working with our customers, which is based on creating an environment of trust and confidence.

In recognition of our extensive oil and gas expertise, Absoft has been made an accredited mySAP™ All-in-One Partner for the oil and gas sector. Using our significant industry experience we have developed two industry-specific mySAP All-in-One solutions: Advantage HCM for Oil and Gas and Advantage Oil and Gas.

Qualified mySAP All-in-One solutions are pre-packaged, affordable industry specific solutions developed by SAP business partners based on mySAP Business Suite solutions and SAP best practices offerings. mySAP All-in-One solutions provide built-in content, tools and methodologies for cost effective, turnkey deployment.



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