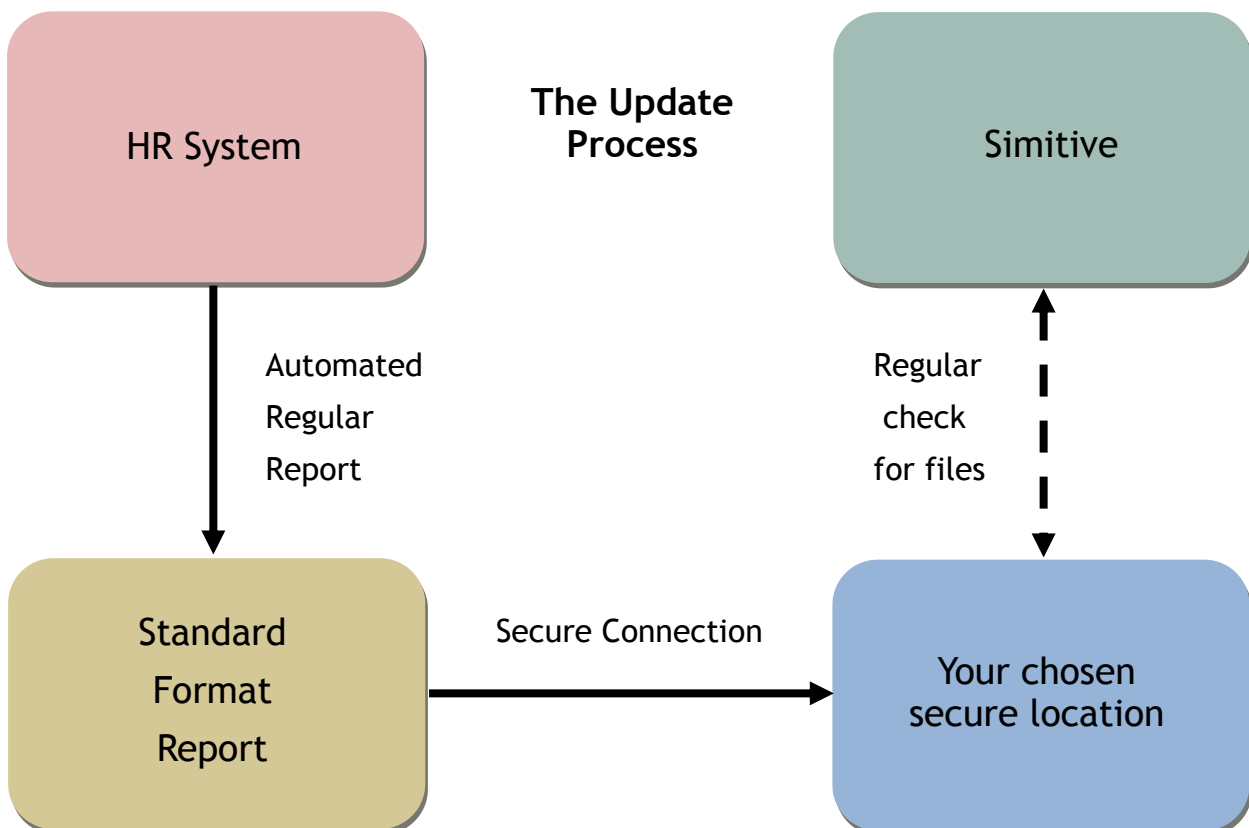


Example Data Implementation Process

This document outlines one way in which data is being shared between the HR System of partner universities and the Simitive system.

Key features:

- Flexible to meet your requirements
- Data moves one way only - from HR System to Simitive
- Master data remains on HR System
- Uses standard reporting processes on HR System
- Low cost, low maintenance and fit for purpose



Defining the Data to be Shared

Simitive requires a very limited data set to operate successfully. Certain additional data will reduce the effort users may have to invest when they first access the system. It can also accommodate any additional data to meet local needs.

Minimum requirement

- Employee name, surname
- Unique user ID / Employee number (HR System or Payroll number)
- Email

Optional data

Some or all of the following data is optional but importing it automatically will reduce employee set up time (varies depending on which modules are to be used)

- Job Roles & Job Families
- Team or Department
- Organisation structure
- Reviewer(s)
- Line Manager(s)

Additional bespoke information

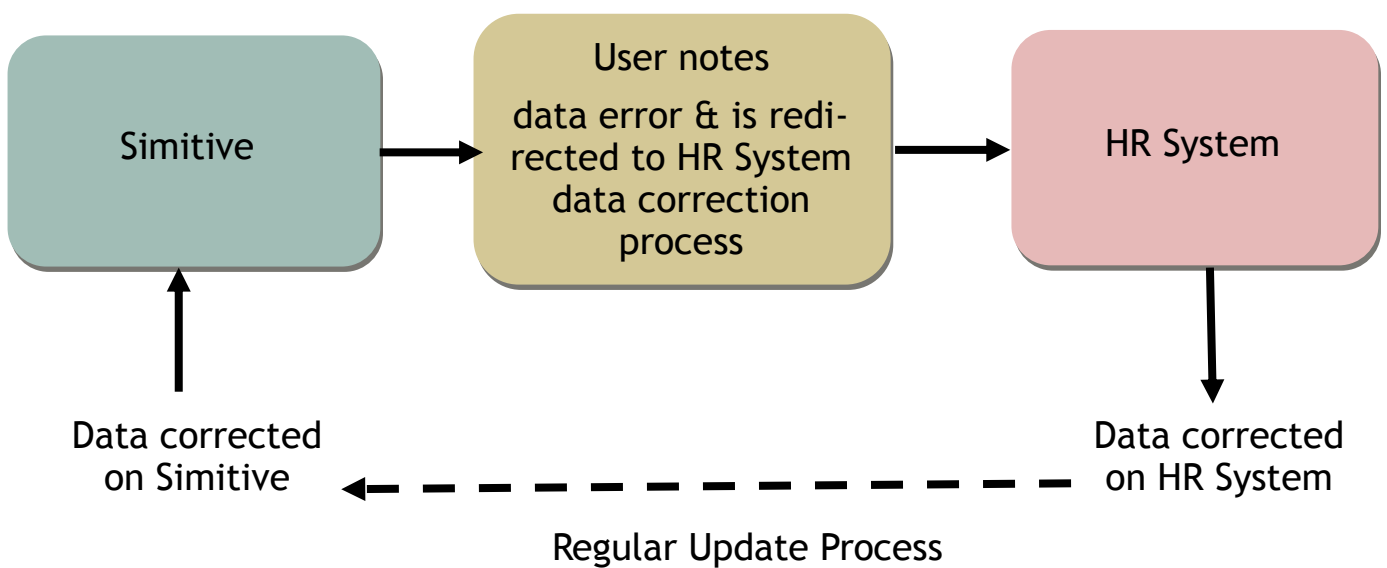
Each university can define as many additional data fields as required for data import to Simitive.

These can be used to customise reporting outputs from Simitive to meet specific local needs.

Additional fields can be set to optional or mandatory and can be added at any time.

Corrections to Data on Simitive

The HR System will remain the location for the master data set. Errors identified on Simitive are corrected on the HR System first.



Reporting

Simitive includes a comprehensive reporting suite that is designed to allow a university to create, share and export any reporting required.