Human Resources

In today's competitive business environment, attracting and keeping talented employees is no longer optional; it's the key to your organization's success. Dynamics Human Resources provides you with all the tools you need to make the most of your organization's greatest asset—its employees.

With Human Resources, you can track a wealth of information about your organizational structure, employees and prospects. Sophisticated queries put the information you need at your fingertips. Government-mandated reporting for OSHA, EEO, I-9, VETS-100 and the like are easily taken care of. Unlimited pay and benefit records accommodate diverse compensation plans. Optional integration with Dynamics Payroll offers efficient data entry processes, ensuring timely delivery of employee paychecks. Together, Human Resources and Payroll provide tremendous value and improved efficiency through their tight integration, eliminating redundant data entry and reducing the opportunity for errors.

Define your organizational structure, no matter how complex

Unlimited setup options: Capture the structure of your organization. Enter all the information you need to track your organization's companies, divisions, departments and positions. Define your organizational structure, no matter how complex, and track broad-based demographic information. Because you define the organizational structure, it can change as your organization changes.

User-definable organizational information: Your company has unique reporting needs-address them with Human Resources' generous collection of user-defined fields. Capture up to 60 user-defined areas of information for each company, division, department and position

Reporting hierarchies: Simplify organizational reporting. Designate the positions that are supervisory and link them with the positions that report to them. With Human Resources, every relationship within the organization can be defined.

Capture a wealth of information about individual positions

Position definitions: Ensure the people you're hiring are the right match for the position-and your organization. Human Resources enables you to designate the skill sets required for each position, including its EEO classification, salary ranges and the review form that will be used for performance evaluations. In addition, you can link positions to the individuals who will supervise them, assign job descriptions and paycodes, and indicate required training courses for the positions, making training planning for new hires and existing employees simple.

Making good hiring decisions is easy when position information, job description and ADA requirements, applicant qualifications and skills and the costs associated with filling positions are at your fingertips.

ADA compliance tracking: Ensure disabled employees' rights are accommodated and ensure ADA compliance. For each position, define its essential physical functions and other information required by the Americans with Disabilities Act. Dynamics Human Resources ensures consistent compliance with ADA requirements.

Manage and analyze pay information

Salary matrix: Use the Salary Matrix window to create spreadsheet-style records that identify all your pay ranges and the pay rates associated with them. By creating and using one or more salary matrices, you can track employee salary amounts that are within and outside of an employee's pay code and salary amounts. Alerts can be set and reports printed to identify employees' whose pay falls outside appropriate salary ranges. Automatic adjustments by fixed percentages or amounts are easy, making the salary matrices almost effortless to maintain.

Using the Salary Matrix window, you can quickly define and view low-, mid- and high-range pay levels for all positions and pay codes in your organization.

Pay analysis: Easily identify whether employees are receiving fair pay according to their salary range by viewing the compa-ratio information. Determining hourly employees' annual salary is easy using the Annual Pay calculation in Human Resources. If employee salaries fall outside specified guidelines, they can be quickly identified online enabling you to make faster, better-informed compensation decisions.

Requisitions and cost analysis tools provide top-level insights into hiring efforts

Job requisitions: Streamline the recruitment process and take control over hiring details. Track open positions and your progress in filling them using comprehensive records that are based on your organization's position descriptions. All information about each open position-including the recruiter used, internal posting and closing dates, advertising and other costs, and a wealth of other information-is cataloged in a single requisition, providing an immediate in-depth view of the hiring effort. Applicants can be associated with an unlimited number of job requisitions. In addition, you can view the total costs

associated with each requisition—including advertising, travel, lodging and so on-with a single click of a button.

By tracking expenses per applicant and per requisition, you keep tabs on the costs associated with filling an opening, allowing you to make informed decisions about how to spend your recruitment funds.

Cost analysis: Keep tabs on the costs associated with each applicant and each position-from general costs like newspaper ads to specific costs like travel and lodging per applicant. Total costs per applicant or per requisition are always close at hand. Cost analysis is simplified, making it easier to manage hiring costs.

Comprehensive databases track in-depth applicant information

Interview management: Capture all your interviewing information in a single location. With Human Resources, you can define position-specific interview forms that make it easy to rate candidates using consistent, standardized information. You can generate interview "scores" that simplify decision making; critical topics can be weighted more heavily than others, ensuring that the scores you see are an accurate assessment of the candidates.

Skills queries: Quickly identify the candidates whose skills meet your organization's needs with the Human Resources Series' powerful skills queries. You can build queries for key skills, then search the results for additional skills that may be more specialized. Skills queries also can be performed on your existing employee base as a method for uncovering gaps in skills that should be addressed through training and hiring practices.
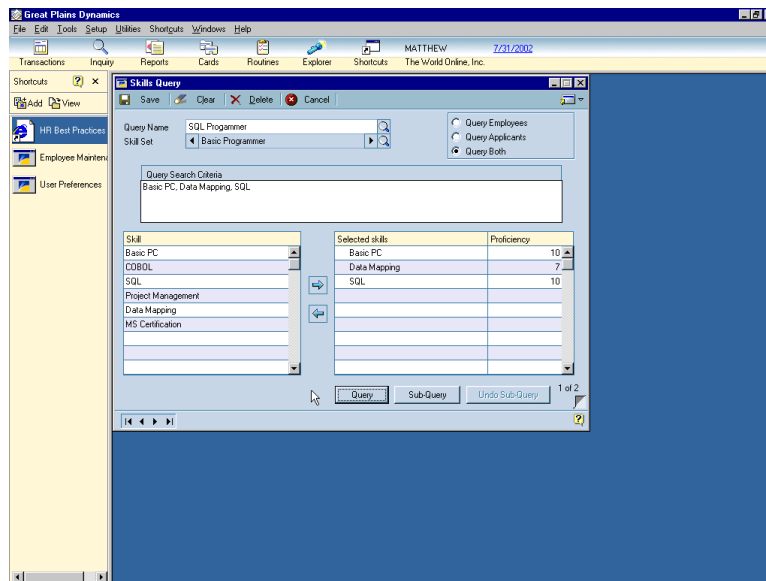
Powerful skills query functionality helps you identify the candidates with the right skill combination for your job openings - even if they didn't apply for the specific positions you're filling.

Education tracking: Keep track of all the relevant education information for all candidates, ensuring you have a complete view of their skills and training. Enter multiple education records for applicants, capturing vital information about schools attended and degrees earned. Education records also track candidates' grade point averages and allow comments to be recorded.

User-defined information: Gather the information that's important to your organization using the Human Resources Series' user-definable fields. Up to 60 fields can be customized to meet your organization's specific needs during the hiring process.

Flexible contact tools enable you to manage contacts efficiently

Automatic form letters: Keep candidates abreast of their progress efficiently and effortlessly. As applicants proceed through the interview cycle, you can keep them apprised of their progress using automated, personalized acknowledgment, invitation, offer and rejection letters.

Multiple offers: Take advantage of unusual opportunities in the hiring process. Occasionally more than one candidate may be ideally suited to a position, creating an unexpected opportunity. Or a candidate may be well-suited for multiple open positions and you'd like the candidate to consider all options. Human Resources' ability to manage multiple offers makes it easy to take advantage of these opportunities when they arise.

Attendance and benefits information can be shared across the system

Attendance monitoring: Use time codes to track the number of hours employees have worked and automatically calculate the amount of overtime they've put in. If you're using Dynamics Payroll, you can transfer attendance information to Payroll automatically, minimizing the effort needed to create paychecks. Time codes can be used to accrue benefits like vacation and sick leave and to track scheduled time off.
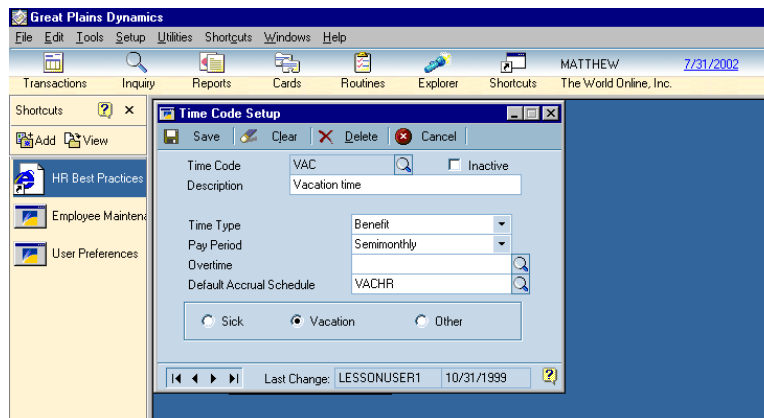
The Attendance component tracks regular employee time - such as regular work and overtime, as well as "benefit times," like vacation or sick leave.

Benefits management: Create records for all the benefits the organization offers its employees, and then apply them to the employees who receive them. Human Resources provides powerful tools for managing standard benefits systems. You also can track FMLA usage and cost, and COBRA compliance. If you're using Dynamics Payroll, benefits information can be included in employee pay records automatically. You define how employees earn their benefit time, such as sick time or vacation time. Then, using accrual schedules, you can assign accruals based on tenure or seniority, allowing for additional benefit flexibility.
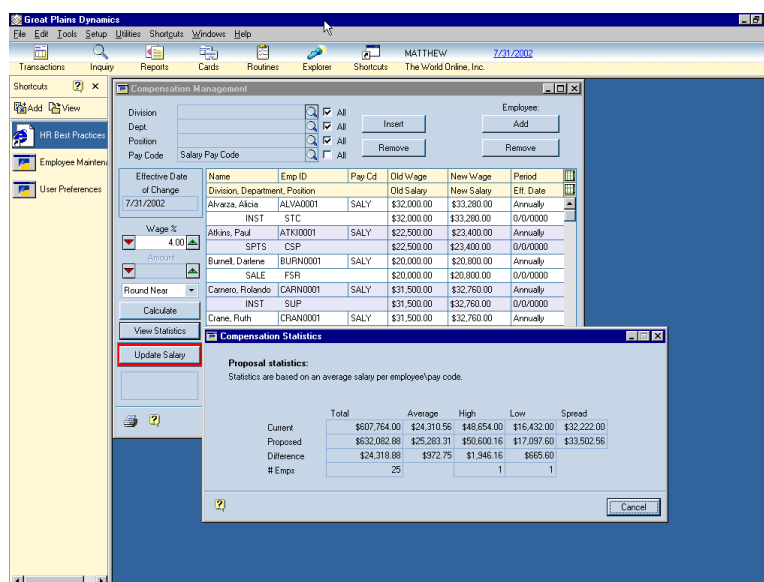
Compensation Management allows you to run "what if" scenarios with salary and wage adjustments and view the impact on your bottom-line. The result is faster, better-informed compensation decisions.

Comprehensive employee information is at your fingertips

Work and salary history: Accessing employee position and salary history is simple and convenient. Using the Combined History window, you can view expanded information about employees' past positions and salaries within your organization, or choose to view a summary of the employees' positions and pay.

The Combined History window gives you quick access to changes in employee salaries as well as position changes.

Training information: Track both your company's training efforts and the training your employees receive. You can record course information and class skills information will be rolled down to employees' skills records. Using Human Resources' skills queries, you can quickly identify internal candidates for open positions, or identify skills areas that need development, helping you determine where to focus future training efforts.

Standardized reviews: Create user-defined review processes and forms that can be used to provide consistent review standards for all employees in the same position. You can use an optional weighting and scoring system, and you can keep extensive notes, record proposed wage adjustments and post the next review date to the Human Resources to-do list, helping your management team keep employees satisfied and on track.

Discipline tracking: Match your discipline regimen with specific situations using Human Resources' flexible Discipline system. A point system tracks employees' merits and demerits, making it easy for managers to identify trends—both positive and negative—in employee behavior.

Property management: Keep track of company possessions, such as keys and laptop computers that are assigned to specific employees for their use.

All aspects of employee worklife are addressed

OSHA reporting: Track injuries and illnesses in compliance with the Occupational Safety and Health Administration's rules. Using Human Resources, you also can print reports including OSHA 101 and OSHA 200.

Grievances: Track both union occurrences and employee comments and complaints, ensuring key issues and concerns don't slip through the cracks.

Exit protocols: Manage employee exits using protocols you've defined and implemented using Human Resources. You can define checklists and exit interview forms that capture key information about employee's separation from your organization, and you can archive basic employee information for ongoing demographic and reference purposes.

Paycheck processing is efficient and flexible

Check sorting options: Optional integration with Dynamics Payroll means check processing, organization and distribution is made easy with multiple check sorting options. You can sort Payroll checks by employee ID, employee first name, employee last name, department, or class.

Customize paychecks: Format checks to mirror your pay strategies. The check form is highly formattable, and you can save multiple check formats. This enables you to accommodate employees who require more detailed pay information, while retaining a simpler form for others.

Powerful inquiries and drill downs put information at your fingertips

Inquiries: Get instant answers to your human resources questions. Human Resources provides analysis views for employee compensation, skills, position and salary history and training. With integration to Dynamics Payroll you gain nine additional inquiry windows, providing a variety of options for viewing important personal, financial and paycheck information for employees.

Skills queries: Identifying the best candidates for open positions and project teams is a simple task with Human Resources' skills queries. You can perform queries on unlimited skill areas, enabling you to pinpoint the individuals with the skills your organization needs.

User-definable fields: Every business has unique information needs; with Dynamics Human Resources you can capture that information using up to 60 user-definable fields for applicants and employees. Human Resources accommodates information you may not have been able to track with your previous systems.

Complete government requirements reporting and analysis

Government-mandated reports: Dynamics Human Resources provides a full range of reports designed to help your organization meet its reporting requirements, including I-9 employment eligibility, VETS-100, OSHA 101 and OSHA 200 illness and injury reporting, EEO compliance and the like. In addition, you can track compliance with such mandates as FMLA and COBRA. As these mandates change, so does Dynamics—program updates ensure that your continued compliance.

Monthly and quarterly payroll reports: Integration with Dynamics Payroll provides information for monthly and quarterly SUTA, FUTA and workers' compensation reports, and the quarterly 941 preparation report and Form 941.

Report options: Create a suite of reports that present the information you need in the format the best meets your company's needs. You can save unlimited versions of each report and group reports for consistent analysis.

On-screen reporting: Quickly print any report to your screen and electronically search for the specific information you need.

GREAT PLAINS

www.greatplains.com