BENEFITS

Empower employees with familiar tools. Human Resources in Microsoft Dynamics GP works like other Microsoft® products, so your employees and managers will adopt and leverage the solution quickly.

Personalize user experience. Roles-tailored access helps ensure that the right data is at your employees' fingertips, while ensuring tight security for sensitive data.

Fully integrate systems. Integrate with Financials and Payroll to reduce redundant entry and centralize data to provide powerful reporting tools for government compliance and strategic planning.

Streamline application process. Identify top applicants and monitor hiring situations with customized interview forms and templates for acknowledgement, invitation, offer, and rejection letters.

Ensure fair and consistent policies. Ensure that employees are treated consistently with a standardized hiring process and timely, effective HR services that build company-wide confidence and retain top-performing employees.

Human Resources in Microsoft Dynamics GP – US and Canada

Manage every aspect of employee resources accurately, fairly, and with ease. Attract and retain top talent to manage employee information that supports informed, consistent decision making. Human Resources in Microsoft Dynamics™ GP provides powerful tools that help you strategically manage your organization's most important business asset — your employees.

Customizable schedules, pay rates, and hiring processes adjust to the way you work. Critical information where and when you need it provides the data you need to make quick, efficient, and strategic Human Resources (HR) decisions. All help you work more effectively with your staff, process payroll more efficiently, and offer employees better services and programs.

Automate routine reports and other processes to focus better on the tasks that need immediate managerial control. Across the organization, you can record, track, and maintain employee data, including:

• Attendance

• Merits, demerits, and disciplinary plans

• Salaries and promotions

• Trainings, classes, certifications, and skills

• Health and wellness data

• Performance reviews, including scheduling

• Weighting, scoring, and supervisory input

• Government compliance

• Automated injury reporting

Microsoft Dynamics™ GP

Make your organization "People-Ready" with Human Resources in Microsoft Dynamics GP

Claire • HR director / manager	What Human Resources in Microsoft Dynamics GP means to me:
Claire is responsible for strategic HR planning and budget. She is responsible for workplace compliance policies and assesses workforce trends. Claire manages all facets of HR—recruitment, compensation, and benefits, training and development, and employee relations.	• Fully integrated, centralized data • Flexible reporting options for internal reporting, budgeting, and compliance • Policy controls that enable equitable treatment for all employees • Query tools that allow fast access to employee and applicant data • Online capabilites that provide secure, role-specific access to employees and managers

Jodi • Compensation and benefits manager	What Human Resources in Microsoft Dynamics GP means to me:
Jodi conducts compensation and benefit analysis. She maintains fairness in pay structures and ensures job analysis is tied to compensation planning. She handles preferred HR vendors' relationships.	• Flexible benefits and pay plan setup options that support variable and complex benefit and pay policies • Payroll integration that eliminates duplicate entry and reduces errors • "What if" scenarios using various salary adjustment projections • Online benefit view and enrollment options provided through Business Portal applications

Grace • Training / development manager	What Human Resources in Microsoft Dynamics GP means to me:
Grace develops and maintains training and certification plans to achieve workforce skill and knowledge goals. She drives training programs and maintains training vendor relationships.	• Identification of potential skill shortages for proactive planning, hiring, and training to meet future needs • Automated tracking of expiration dates for licensing and certification requirements • Flexible reporting, including compliance by department and position • Query tools that enable easy reponse to employee and management questions

Jacob • Staffing recruitment manager	What Human Resources in Microsoft Dynamics GP means to me:
Jacob manages recruiting and prepares key staffing metrics. He works with vendors to handle recruiting tasks. Jacob knows what is happening at each stage of the recruitment process.	• Custom interview forms and templates for acknowledgement, invitation, offer, and rejection letters that make it easy to monitor every hiring situation • Query tools that help track open and closed job requisitions and the cost of recruiting candidates • Successful candidate information that imports into employee records with a single step, eliminating the need to re-enter the information

Luke • HR generalist	What Human Resources in Microsoft Dynamics GP means to me:
Luke performs daily HR activities and oversees HR and compliance policy. He supports the management team on performance management, health and wellness, and employee relations.	• Performance review process with consistent scheduling and notification that can use weighted scores to support wage adjustment decisions • Health and wellness data tracked using categories, codes, and results, including incident date, results and renewal dates • Demand information views that provide quick drill down to real-time information

Manage Your Organization Plan Organizational Elements–Manage Work Environment–Offboard Workers	
Dynamic Organizational Structure	Define organizational units to fit your business and update positions and departments with ease as they change and evolve.
Configurable Policy Management	Ensure that employees are treated consistently with a standardized hiring process and timely, effective HR services that build company-wide confidence and retain top-performing employees.
Tightly Integrated Information Management	Streamline information sharing with seamless integration among Human Resources, Payroll, and the General Ledger.
Recruit Workforce Source Jobs–Manage Recruitment–Onboard Workers	
Skills Pool Searches	Match external and internal applicants to open positions. Identify potential skill shortages, so you can proactively train and hire for future business needs.
Document Management	Attach scanned résumés to candidate records, eliminating the need to maintain applicant information in paper form.
Job Candidate Record Conversion	Transform successful candidate information into employee records with a single step, eliminating the need to re-enter the information.
Complete Employee Tracking and Reporting	Track attendance, accrual options, leave, worker injury and illness, and training to efficiently meet company reporting requirements.
Motivate Workforce Manage Performance–Manage Benefits–Manage Compensation	
Flexible HR Processes	Adapt a variety of standard and customizable interview forms, schedules, benefit plans, review forms, and pay rates to your company's business practices.
Sophisticated Employee Information	Define and monitor disciplinary plans, salary and promotion information, and training with a dynamic, comprehensive record of each employee.
Performance Review Support	Improve and standardize your performance review process with consistent scheduling and notification, and use weighted scores to support wage adjustment decisions.
Benefit Lifecycle Management	Create HR Benefit, Payroll Benefit, and Payroll Deduction setup records that are not immediately effective when creating employee level records or running Payroll in Microsoft Dynamics GP. Activate the future effective setup records at the appropriate time, while tracking your past setup records.

Retain Workforce	
Manage Training–Manage Knowledge, Skills, and Abilities–Manage Health and Wellness	
Automated Letter writing and Communications	Give your employees the information they need to do their jobs. Allow access to employee, Payroll, and HR data. And use the familiar Microsoft Office system applications to create dynamic communications, including applicant letters, employee benefits and deductions, employee review notifications, termination letters, and merit increases.
Certification, Licenses, and Training Information Management	Help ensure employee safety and legal compliance, while increasing productivity and reducing costs; store all employee data—including certification, licenses, and training information—in a central location.
Integration with Business Portal for Managers and Employees	Empower employees and managers to complete upcoming requirements on time by providing access to their personal certification and training information through Microsoft Business Portal.
Health Tests and Immunization Tracking	Track employee-required tests and immunizations categorized to fit your business and reporting needs.
Injury and Illness Follow Up	Create templates with multiple tasks for various types of incidents. Allocate tasks to follow up on injury- and illness-related records. Assign multiple people to a single incident to track trends and comply with government regulations.
Automated Historical Tracking	Capture your changes automatically. Track full historical views of any certification, license, training, test, immunization, or other health-related record you decide to maintain.

For more information about Human Resources in Microsoft Dynamics GP,
visit www.microsoft.com/dynamics/gp.

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