Human Resources

Work smarter, faster, and more efficiently to manage every aspect of your organization's most important business asset — your employees.

[BENEFITS]

Get detailed employee information instantly

Respond to employee and management requests with on-demand information views that allow you to quickly drill down and put your finger on the exact information you need.

Manage employee resources strategically

Manage and track a wide range of employee information to support informed, consistent decision-making. Understand the business impact of salary changes by running "what if" scenarios with various salary adjustment projections.

Share information efficiently

Eliminate redundant data entry and improve accuracy with fully integrated data sharing that makes strategic information available when you need it, helping you to identify trends, comply with mandated programs, and track expenses.

Streamline the hiring process

Identify top applicants and stay on top of every hiring situation with customized interview forms and acknowledgement, invitation, offer, and rejection templates and letters.

Simplify employee benefits administration

Manage complex and variable benefits plans easily and effectively by setting up and tracking plan details, setting maximum match rates for retirement contributions, creating overtime and double-time pay rates, generating targeted benefit letters, and establishing cash accounts for medical and child care expenses.

Increase employee satisfaction

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.

CAPTURE AND STORE a comprehensive record of details for each employee.

ATTRACT AND RETAIN TOP TALENT by identifying the best applicants and staying on top of every hiring situation.

Microsoft Dynamics™ GP

Microsoft®

[FEATURES OVERVIEW]

Sophisticated Employee Information	Define and monitor disciplinary plans, salary and promotion information, and training with a dynamic, comprehensive record of each employee.
Complete Employee Tracking and Reporting	Track attendance, accrual options, leave, worker injury and illness, and training to efficiently meet company reporting requirements.
Dynamic Organizational Structure	Define organizational units to fit your business and update positions and departments with ease as they change and evolve.
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.
Skills Pool Searches	Match external and internal applicants to open positions and identify potential skill shortages, enabling you to proactively train and hire for future business needs.
Linked Resumes	Attach scanned resumes 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 from scratch.
Performance Review Support	Improve and standardize your performance review process with consistent scheduling and notification, and use weighted scores to support wage adjustment decisions.
Automated Letter Writing and Communications	Free up staff time by allowing access to employee, payroll, and HR data, and use familiar Microsoft® Office applications to create dynamic communications—such as applicant letters, employee benefits and deductions, employee review notifications, termination letters, and merit increases.
Tightly Integrated Information Management	Streamline information sharing with seamless integration between Human Resources and the Microsoft Dynamics™ GP Payroll and General Ledger applications.

Microsoft Dynamics™ GP