



## HR Entré

**from Human Resource MicroSystems delivers** customizable HR software solutions for domestic and global mid-market organizations seeking to optimize their HR service delivery. HR Entré can be deployed as a desktop application, a web-based portal application or both, and can be installed behind a client's firewall or hosted by HR. The fully integrated structure accommodates unlimited data collection and presentation quality reporting in a secure, role-based environment. The modular design of HR Entré enables organizations to implement an HRIS that best meets their business needs.

**HR Entré Web Portal** provides web browser access to HR Entré information and reports for both local and remote HR staff. The content oriented framework is easy to configure and maintain for timely communication throughout the organization. The Portal includes:

- Employee Self-Service with Open Enrollment
- Manager Self-Service including Manager Reports
- Candidate Self Service for Paperless Recruiting
- A Configurable Workflow Approval Engine

## Base Employee Management System

- Personal, Family and Emergency Contact
- International Employee and Currency data
- EEO, I-9, ADA and Visa
- Employee Status
- Qualifications, Skills and Competencies
- Job, Organization, and Salary History
- Performance Appraisal
- Additional Compensation
- Stock Options
- Insurance, 401(k), COBRA and Retirement
- Flexible Spending Accounts
- Time-Off Benefits
- Workers' Compensation/OSHA
- Property Issued
- Employee Photo/Video
- Current Resume
- Former Employers
- Background Checks
- Health Requirements
- Communications Summary
- Discipline History
- W-4 and YTD Payroll

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## HR Entré Features

- Wizards built into HR Entré streamline high volume, repetitive business processes: applicant offer letters, new hires, terminations, and time-off entries
- Automated email notifications of date-driven events
- Manages international employee information including currency conversion and international formats for address, telephone, dates, etc.



- Accommodates multiple concurrent jobs, multiple departments/supervisors, and cost allocations
- Stores point-in-time job, organization, and salary history
- Tracks multiple reasons and amounts for salary actions
- Manages temporary employee, contractor, and consultant information
- Links employee electronic records to documents, such as correspondence and performance appraisals
- Maintains complete information on benefit, insurance, and retirement plans, including contact and date-of-birth information for all dependents and beneficiaries
- Keeps historical record of absences and accruals for Time-off and FMLA
- Retains historical record of Grievances and Disciplinary actions

## Optional modules include:

- Applicant/Job Requisition
- Grievance
- HR Alerts (e-Notification/e-Scheduling)
- Organization Charting
- Payroll Interface
- Position Control
- Succession Planning
- Training Administration

HR Entré also easily interfaces with payroll, time and attendance and other third party software or services and is designed to work with either MS SQL or other ODBC databases.

Developed using **the latest technologies from Microsoft**, HR Entré integrates with MS Word, MS Excel, MS Outlook and other familiar desktop programs, enabling information-sharing throughout the organization.



## Recruitment Suite

The Recruitment Suite delivers automated, paperless recruiting to HR and the Hiring Manager.

Hiring Managers, using Manager Self-Service, initiate job requisitions which are automatically routed for approval through workflow. Approved positions are automatically posted to the organization's website "Career" page. Applicants apply for positions online. The applicant data and resume automatically populate the data fields in the Applicant module, including the full resume.

Recruiters may review all applications prior to making them available for the Hiring Manager. The Hiring Manager views all his/her open requisitions, the applicants who have applied for those positions, and their resumes on the web using Manager Self Service.

The Applicant Hire Wizard automatically transfers the applicant and all relevant data to the Employee module, closes the requisition, and sends automatic email notices announcing the new hire to the appropriate departments.

## Grievance Module

For organizations with established grievance procedures HR Entré keeps historical records on those filing the Grievance and the remedy steps taken.

## HR Alerts

HR Entré Alerts, including eSchedule and eNotify, enable users to automate events including time and attendance and payroll interfaces. Automated notifications can be sent to employees, managers and/or Human Resources regarding calendared events: certification expiration, visa expiration, LOA expiration including FMLA, performance appraisal schedules, salary reviews, and training enrollments, thereby eliminating administrative trivia.

## HR Entré Web Portal

HR Entré Web Portal is an application based on the Microsoft .NET platform and can serve as the organization's portal or as a subset of an existing portal. Content on the portal can be easily added and updated by the Human Resource Department. HR Entré Web fulfills the need for anytime, anywhere remote access for all employees and managers within the organization.

### Organizations can now:

- manage a broad range of communications to the entire employee population in a timely manner regardless of location
- grant access to employees to view and update personal, benefits, training and other appropriate data
- grant access to managers to view, initiate and approve appropriate job, salary and location information through a secure, role-based workflow process
- provide online access to policies, handbooks, and Human Resource forms
- provide employees with direct links to 3<sup>rd</sup> party sites such as 401(k) Administrators, Benefits Carriers and e-Learning providers
- configure workflows and approvals to match their business rules
- attain a new level of efficiency by enabling information-sharing and reducing Human Resources' administrative overhead



Enhancing the Strategic Value of HR

The HR Entré Web Portal module also includes:

- Employee Self-Service
- Manager Self-Service
- Annual Benefits Open Enrollment

### Employee Self-Service

Using the web portal, employees can view, download or print company and benefit information as well as miscellaneous forms. Employees can view personal information including time-off balances, current benefit plans, training course enrollment, payroll, emergency contact, qualifications, issued property, and job information. Employees can change personal data that is then routed through a customer-defined workflow approval process before updating HR Entré.

### Manager Self-Service

Managers can view their employees' data and also initiate transactions such as job, salary and location changes through a configurable workflow. They can also initiate job requisitions, review applicant resumes, and run reports.

### Annual Benefits Open Enrollment

Employees can review present enrollments and cost, select alternative or additional plans from a list of their available plans and add or update information on dependents and beneficiaries. The new enrollment information automatically updates the benefits for the New Year, and sends the new deduction amounts to payroll.



### Organization Chart Module

The Organization Chart module generates charts from HR Entré data elements, and publishes them in a variety of formats for use with org chart packages such as Org Plus, Smart Draw and MS Visio. Organization charts are available with photos, and can also be posted to an organization's intranet.

### Payroll Interface

Payroll Interface eliminates double data entry and therefore ensures accuracy and consistency of data moving in either direction between HR Entré and Payroll. Whenever employee data is added or changed, HR Entré creates both a record of the change in the audit table and in the Payroll Interface file. The transfer of Interface files can be automated using HR Automation. Interfaces are also available to a variety of time and attendance, stock option, CRM, benefit administrators and carriers.



### Position Control Module

The Position Control module tracks actual and budgeted staff headcount and costs while maintaining an unlimited history of the position and incumbents. Customers have the ability to assign employees to multiple positions or a position to multiple employees. Position Control is integrated with the Applicant/Job Requisition module to maintain control over hiring and headcount.

## Succession Planning

The Succession Planning module is a workforce planning and talent management tool. Organizations identify core competencies and skills for key positions in the Job Class table.

Performance reviews identify the skills and competencies which are documented in the Qualifications table for each employee in the organization.

HR can use the Gap Analysis report to compare the skills and competencies of individual employees with those required for key positions. Potential successors or back up candidates for each key position, along with their respective development plans are identified and listed in the Succession Planning module.

## Training Administration Module

For organizations with an internal training function, the Training Administration module manages courses, lesson plans, resource requirements, and session enrollments. Upon completion of the course, employee qualification records are automatically updated to reflect skills or competencies acquired, credit earned, and grades received. The Training Administration module produces enrollment notifications and certifications.

## HR Entré System Features

In addition to tracking and managing information, HR Entré has many powerful features that will increase the effectiveness and efficiency of the Human Resource Department and human resource processes including:

### Reporting

HR Entré features, **Results**, a fully integrated powerful report writer that enables Users to create reports, analyses and projections against established metrics in response to evolving business

needs. **Results** contains a library of over 150 standard reports, including EEO, OSHA 300, benefit statements and premium analysis, job, compensation, skills and qualifications, headcount, turnover reports and more.

Users have complete control over report views, formatting, and can create, copy, or modify an unlimited number of reports. **Results** allows the user to establish links to data in other applications for use in analysis and reporting.



The flexibility of **Results** allows for reports to be displayed and exported in a variety of formats including:

- Adobe Acrobat (.pdf)
- MS Excel
- MS Visual Fox Pro
- MS Access
- Comma delimited (.csv)
- HTML

The report writer is governed by the security module that permits access to information based on established roles. Reports can be shared with others or kept private. HR Entré data tables may also be accessed by other report writers, such as Crystal Reports, Cognos, or BusinessObjects.

### Security Management

HR Entré utilizes role-based security, which defines access (authentication and authorization) to HR Entré system information and to HR Entré Web Portal. The System Administrator assigns user roles, and then permissions to the roles. When role access is changed it then applies to all users with that role. Role access can be defined by function, module, view, screen, field, record and report, or global parameters, such as location or exempt status.

## System Configuration

The HR Entré system includes customization tools for user configuration of screens and data. With the tools provided, Users are able to add or modify data tables, customize the field dictionary, screens, screen views and report views. Modifications to screens may include adding or deleting fields, changing field characteristics and descriptions. Users can further tailor the system by editing formulas, filters, lookup tables or any of over 50 System Preferences.

## Technology Overview

HR Entré consists of two primary user interface applications. The first is the HR Entré Desktop client which is intended for use by the Human Resource Department. It affords secured access to the shared Human Resource data within an organization and provides the ability to drill down through employee summary and detail records using familiar Microsoft Office styled navigation. HR Entré also includes an extensive reporting engine called Results Reporting.



The second application, HR Entré Web Portal, is a browser based portal application. The HR Entré Web Portal provides an invaluable corporate communications tool with a simple content management system (CMS) that enables nonprogrammers to manage content as needed. The HR Entré Web Portal also acts as the framework for Employee and Manager Self-Service. This capability allows employees to view, add or update their own data which is subject to review and approval before updating

HR Entré tables. In addition, managers can view their own employees' data and initiate transactions such as job, salary and location changes also subject to a configurable workflow approval process.

HR Entré and HR Entré Web Portal use a combination of Microsoft technologies to centralize and coordinate data access. The core functionality is based on Microsoft's COM+ architecture which is enhanced with the newer .NET Framework architecture. HR Entré Web Portal is written entirely in C#, utilizes ASP.NET and ADO.NET assemblies, and accesses Human Resource data through OLE DB providers.



Every effort has been made to align technological capabilities with business needs which has resulted in unsurpassed application interoperability. Data can be securely accessed from the HR Entré Desktop, from Microsoft Office applications which support VBA, or from a web browser. The HR Entré Desktop Client can be extended to interoperate with Microsoft Outlook for email and task management. There is also a published API which extends the application to 3rd party application developers.

The COM+ and .NET frameworks afford the opportunity to extend the application with Web Services utilizing SOAP and XML.

