info

HR Systems Strategies Inc.
and info:HR software

Client Newsletter

Summer 2012

Oshawa Community Health Centre manages the unmanageable with info:HR

As part of a Strategic Plan developed in 2007, The Oshawa Community Health Centre (OCHC) identified several strategic intentions that would help them reach their goal of becoming a better 'change-capable' organization - ready and able to adapt to new directions at any time. The management team knew that organizational flexibility and efficiency would lead to improved service delivery for the many people who relied on OCHC for support.

One of the four projects identified in the Strategic Plan was 'Manage Efficiency', and it was with that goal in sight that the OCHC Human Resources Group decided to replace their HR non-system with info:HR.

"It was getting to the stage where it was unmanageable," said David Leo, Finance and Office Manager at OCHC. "We needed to implement a more seamless system. How could we support any growth? "

And growth was happening: when the team replaced their traditional paper HR files with info:HR in 2008, there were 65 employees at the health centre. Today, there are approximately 100.

David Leo did his homework before deciding which software provider to approach. Contacts at several other community health centres recommended info:HR, but he took a first-hand look at the product capabilities before conducting a little comparison shopping and eventually deciding on info:HR.

(contd.)

HR SYSTEMS STRATEGIES INC
HUMAN RESOURCES SYSTEMS

"The training has been fantastic."

(continued from page one)

David Leo

Besides the primary benefit of streamlining and automation that comes hand-in-hand with replacing a paper system with reliable software, Mr. Leo identified three basic yet crucial factors that tipped the scales in favour of info:HR: Timesheet Management, Central Repository for HR records and Regulatory Compliance.

"Staff just weren't able to get all the paper timesheets in, and even then they had to be reviewed manually," said Mr. Leo "Payroll accuracy was all over the map, and we spent so much time making adjustments."

With info:HR's Timesheet Management module, staff and supervisors are electronically prompted to submit timesheets that boast a much higher accuracy rate than their paper ancestors. Also, having a central repository for HR records grants managers easy access to the employee information they need, making timesheet prep that much faster and drastically reducing the flow of productivity-draining questions processed through the finance department.

For a community health centre, accurate reporting to the Ministry of Health is crucial. With all data now stored in one central system, reports are streamlined and accurate.

While the basic human resources processes are similar from one community health centre to the next, each centre has its own particular set of requirements. Happily, customization is just one of the things info:HR does best.

"There were at least a half-dozen instances where the product was customized to meet our specific needs," said Mr. Leo. "info:HR was able to bridge their standard architecture with our requirements every time."

As a healtcare provider, OCHC has a complex IT infrastructure with a long list of security requirements. Working to implement info:HR while respecting the security requirements necessitated several iterations to properly install certain features.

With Jerry Rowland handling customizations and Michelle Beasley making regular site visits, the OCHC and info:HR have been doing their part to contribute to a change-capable culture.

"The training has been fantastic," said Mr. Leo. "And with our HR information all in one safe place, info:HR has allowed us to grow seamlessly. The process allows for easier, quicker delivery of more accurate info to the staff. It's made everyone much happier!"

The Oshawa Community Health Centre (OCHC) is a community-owned, non-profit, charitable organization. Founded by volunteers in 1982, OCHC works with residents to build a strong and healthy community by delivering a variety of crucial services, including family medicine, social work and counselling, health promotion, and community development groups with a focus on children, youth and women. www.ochc.ca.

Letter from the President

by Andy Staniewski

Welcome to the Summer Issue of info, the newsletter for info:HR clients. This issue is timely as we've been very busy on new releases and product development and we'd like to report on our progress. Also, we have our usual list of favorite columns such as Hemu's Tips and Techniques, a customer story (Oshawa CHC), where we'll be with "On the Road", and a welcome to our new clients. Have a good read and please pass it on to others in your organization that are involved in the use of info:HR.

This past May, we were fortunate to have Jerry Rowland, our CTO, come up to Ontario (from his home in Palm Springs). We took full advantage of his visit and scheduled on-site meetings with as many info:HR clients as were possible.
I accompanied Jerry on some of the visits and had a few observations to make. The meetings were extremely valuable.

In this age of modern communication technologies, nothing replaces good old fashioned face-to-face meetings. We were able to get into very in-depth discussions about each clients use of info:HR. In almost every meeting we were able to uncover opportunities to make better use of info:HR.

Some of the most common comments we heard: "I didn't know I could do that!", "I had this question, but didn't know what to do", "You mean employees can do their own vacation requests?", "So we could eliminate double data entry with your payroll interface?", etc.

I learned a lot from these visits and offer the following suggestions to all clients. Please use our support line as soon as you have a question and are uncertain how to do something. We also offer on-line web-based training. Sessions are two to four hours in length and are an excellent, inexpensive way to get an info:HR refresher or to focus on a particular area of info:HR. Call Michelle Beasley to arrange a session.

Make sure you are aware of all of the optional modules we offer. They are on our web-site or call Bill Kennedy for a quick update on what we have. If we haven't seen you in a while, please call us to schedule a face-to-face visit. We love visiting our clients!

Enjoy this issue of info and let me know what you think at andys@infohr.com.

Latest and greatest functionality additions to info:HR

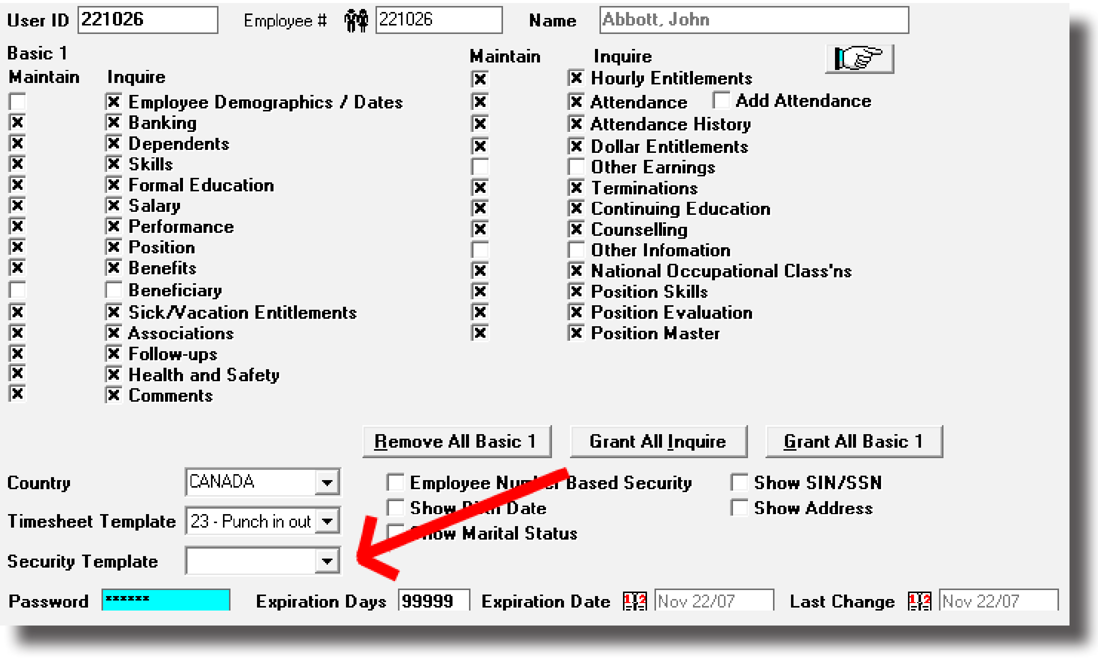
by Hemu Mistry, HRSS Manager of Application Development

We have been very busy adding lots of new functionality in the post release of info:HR 7.9. I hope you have a chance to go through our Current Release document regularly to check this new functionality out. In case you haven't, I have highlighted few interesting ones below....

Security Template

One of our latest additions to info:HR is creating Security Templates, with which you can set up an info:HR user's security profile. Any changes to the security template will cause all the users associated with that template to be updated with these changes.

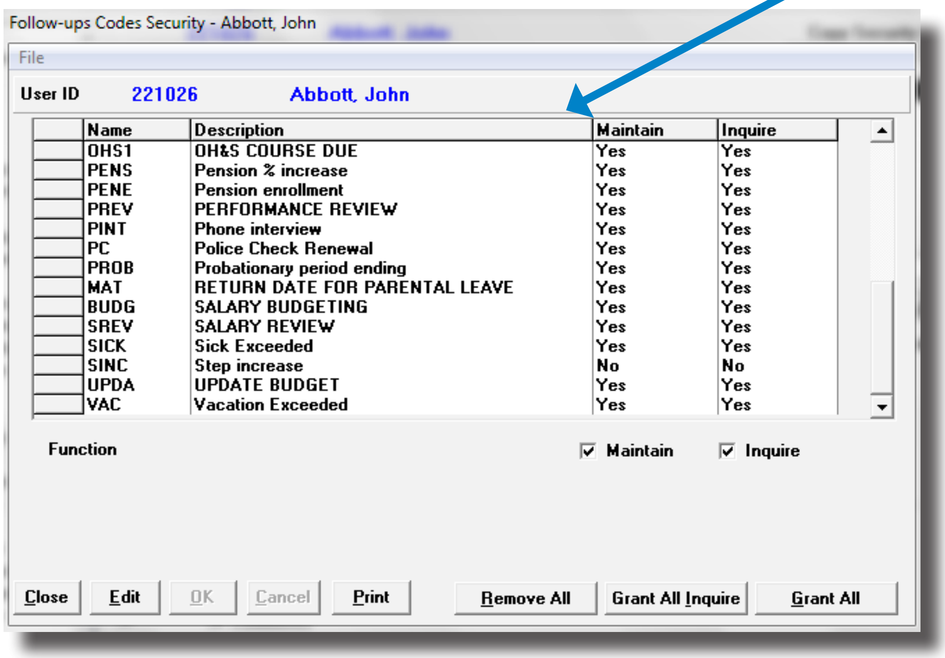
The steps to creating a new security template are like creating a new user in the system. The only difference is to set the value for the "Security Template" field on the Basic 1 screen under "Security Master" to "TEMPLATE". In this way, any existing user's security record can be changed from being a user to also being a "TEMPLATE".



When creating a new user, or for any existing user that has to adapt to a particular template's security settings, simply set the value for the "Security Template" field on that user's security record to that template name. On saving the changes, all the settings of the template will be applied to that user. Not all users have to be associated with a template. A user can exist or continue to exist with its own security settings.

Follow Up Codes Security

Another new functionality that we have recently added is the Follow Up Code Security. You now have the ability to set the security rights to Maintain and/or Inquire employee's follow up records by its Follow Up Reason Codes. This is similar to our Comments Code Security. The security rights for each of the follow up codes can be set for each user of the system which can either allow them to view specific follow up records, or allow them to add, view and make changes to the follow up records, or restrict them totally from viewing follow up records. This security setting is located under the Setup menu\Security\Security Master screen -> More Security.


Follow-ups Codes Security - Abbott, John

File

User ID 221026 Abbott, John

Name	Description	Maintain	Inquire
OHS1	OH&S COURSE DUE	Yes	Yes
PENS	Pension % increase	Yes	Yes
PENE	Pension enrollment	Yes	Yes
PREV	PERFORMANCE REVIEW	Yes	Yes
PINT	Phone interview	Yes	Yes
PC	Police Check Renewal	Yes	Yes
PROB	Probationary period ending	Yes	Yes
MAT	RETURN DATE FOR PARENTAL LEAVE	Yes	Yes
BUDG	SALARY BUDGETING	Yes	Yes
SREV	SALARY REVIEW	Yes	Yes
SICK	Sick Exceeded	Yes	Yes
SINC	Step increase	No	No
UPDA	UPDATE BUDGET	Yes	Yes
VAC	Vacation Exceeded	Yes	Yes

Function ☑ Maintain ☑ Inquire

Close Edit OK Cancel Print Remove All Grant All Inquire Grant All

Letter from Vancouver

by Michelle Beasley, Manager, info:HR Training

It is hard to believe it has been just over two years since I made the big move to the west coast. The decision to introduce info:HR to our prospects in the west has been nothing but a success.

When making a large decision like this, you might wonder: will I regret this, or will I look back five or ten years from now and think, that was the best decision of my life? Luckily for me, it has been the latter, as we have been embraced by the HR professionals in both British Columbia and Alberta. We have rapidly established a good core of info:HR clients including Charton Hobbs, United Way Lower Mainland, Mid-Main CHC, KNV Chartered Accountants, Burnaby Association for Community Inclusion, and many others.

To put down professional roots in the west coast, I like to attend as many functions as possible. Some more recent events included the annual HR Association Conferences, CPA breakfast meetings, several charity events, and a demonstration of info:HR to fourth-year Human Resources students at a local university. It is through these events that I am able to meet so many great people, including those who are interested in implementing a HRIS for their company. Knowing that HR Systems Strategies Inc. is a company that cares about clients and their needs makes it easier for me to confidently assure new clients that they will experience a high level of service, and that their business is important to us.

If you have a friend or colleague working for a company that could benefit from info:HR, I'd be thrilled to hear from them! We look forward to the continued growth and success of info:HR in the west, and helping our clients, both new and existing, meet their goals with info:HR.

Kalypso joins HRSS

HR Systems Strategies Inc. is pleased to announce the acquisition of the Kalypso software business and clients from MCS Ltd. MCS Ltd. is a west coast B.C. based business whose sole business is developing and supporting Kalypso, an integrated accounting software system comprising modules for A/R, A/P, G/L, Inventory, Invoicing, Order Entry, Payroll, Job Costing, etc. for small to medium businesses. There are approximately 100 Kalypso clients based primarily in B.C., with some in other western provinces.

This acquisition is important to HR Systems Strategies for a couple of reasons. Firstly, it adds approximately 100 clients to our west coast client base, which is a key objective for our business. Secondly, it helps us continue to gain experience in the full suite of application modules that companies utilize to manage their businesses.

A warm welcome to all Kalypso customers to the growing family of HR Systems Strategies clients!

We're on Facebook!

Remember the good (?) old days, when you got your news from radio, TV and newspapers? Well, not anymore – the social media boom has opened up new avenues for all of us to learn, stay updated, and connect with each other.

What's even better, it's no longer a one-way street – you can respond to what you see and read. Whether it's YouTube, Twitter, LinkedIn, Facebook, or any of the other social media sites, if you want your voice to be heard, all you have to do is post.

And now you can post to us. Earlier this year, we set up our own page on Facebook. We encourage you to check it out and let us know what you have to say. We'll be keeping our content fresh with info about company and product directions, news and updates, and all the latest goings-on. But it will be so much better if you engage with us. Let us know what's on your mind – we can't wait to hear from you.

To find us on Facebook, go to:
http://www.facebook.com/HRSSInc
and "Like" us.

You can also Like us from our home page, http://infohr.net, where you see the stylized "f " Facebook logo under the "Connect with Us!" heading.

Chief Technology Officer

Every info:HR client that has been with us for any amount of time knows Jerry. And if you're a new customer you'll get to know Jerry very soon.

Jerry is the original founder of HR Systems Strategies and over the course of 20+ years has managed well over 300 HRIS implementations across North America and the rest of the world. Jerry does it all at HR Systems Strategies - he is Project Manager for new info:HR implementations and large info:HR projects with existing clients, he fields support calls, conducts info:HR training, does interface mapping for payroll and other interfaces, supports our new sales efforts, and manages our support and development staff. Wow…that is a long list and I'm sure some things have been left out.

Over the last while and heading into the future, a key focus for Jerry is architecting and designing our new web-based products. To reflect this important focus, Jerry's new title is Chief Technology Officer (CTO). He will continue to carry out his responsibilities as he has before. Congratulations Jerry and as always we appreciate everything you do for us.

And, by the way, most of you know that Jerry relocated to Palm Springs four years ago to avoid our Canadian winters. Drop by if you want a break in the sun and some info:HR training at the same time!

New multiple attendance codes and downloading patches

by Hemu Mistry, HRSS Manager of Application Development

Did you know that for hourly entitlements you can now set up multiple attendance reason codes to deduct from one bank code? Also, did you know that you can now add to the bank code as well?

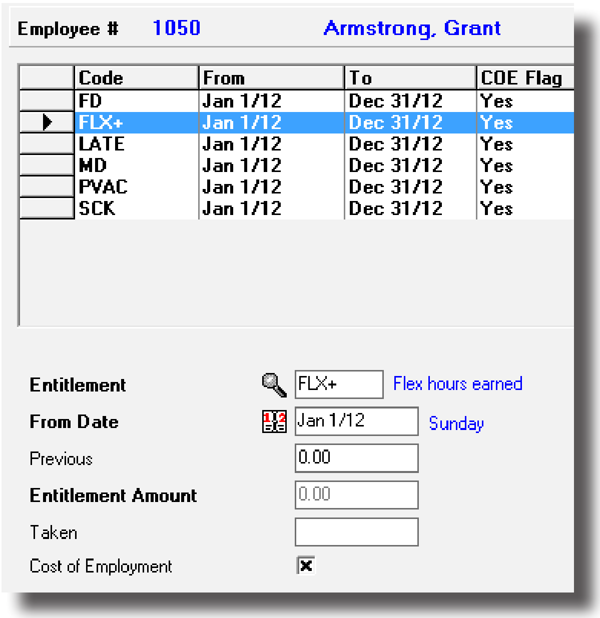
We only used to allow banking into Overtime (OT prefixed) codes but now you can have any code set as a bank code provided it follows the conditions mentioned below.

To do this, create an attendance code to bank the hours, e.g. "FD+". The suffix "+" is important as it indicates you want to bank hours in this code. The bank code can be of maximum 3 characters length only. In order to deduct from this "FD+" bank code, you will have to create attendance code "FD-". If you want multiple deduction codes for one "FD+" bank code, then set the last character to any other character, e.g. "FD-1", "FD-2", etc. The prefix "FD-" is important as it indicates you want to deduct hours from the bank code "FD+".

You can then set up the bank code "FD+" as the Hourly Entitlement on the Hourly Entitlement screen of the employee or from Mass Updates\Entitlements\Hourly Entitlement Master screen to set up a group of employees. In order to add or deduct from this bank, go to the Attendance screen of the employee and add new attendance records for the respective bank (FD+) or deduction codes (FD-1, FD-2, etc).

Check the Hourly Entitlement screen of the employee to see how the bank record is being affected with the hours banked or deducted.

Please call us or refer to our Current Release documentation on our Support page for additional information on these features.



Did you know you can download the latest info:HR patches from our website under the Support page at any time using our Client Login link?

We update our website, www.infohr.com, with the latest patches at least twice a month. These patches contain fixes and/or new useful functionality. We recommend a regular download of the latest patches from our web site.

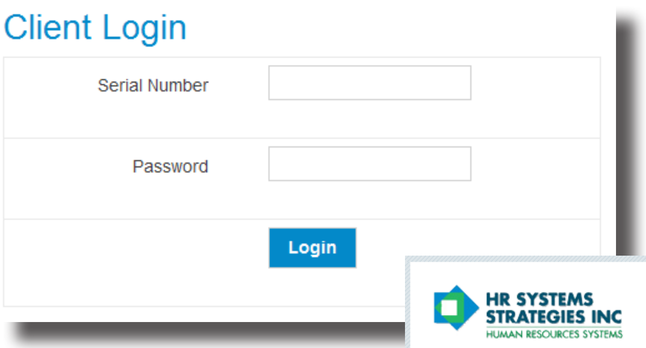
It's easy; each download comes with installation instructions and you can also download the Current Release Documentation which provides you with the latest features added in the system and how to use them.

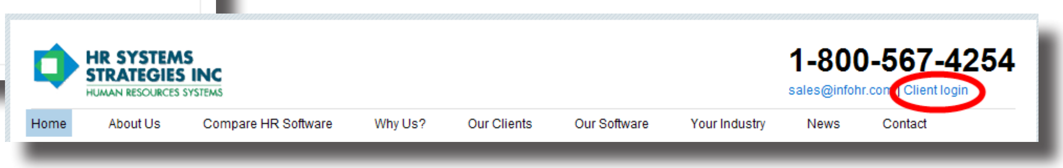
Although the latest patches are uploaded multiple times in a month, you don't have to keep up with all the patches. The info:HR patches are cumulative, therefore if you download the patch after two months, you will still get all the fixes and new functionality provided in those two months—you will not miss out on anything.

Also, if by any chance you are not up-to-date with our latest release, the download will bring you the latest product version, and you won't have to wait for our new release announcements.

Please call our Support line at 1.800.567.4254 to get login information to our Support page.

Hope this section has been as informative as previous ones. See you in our next issue!



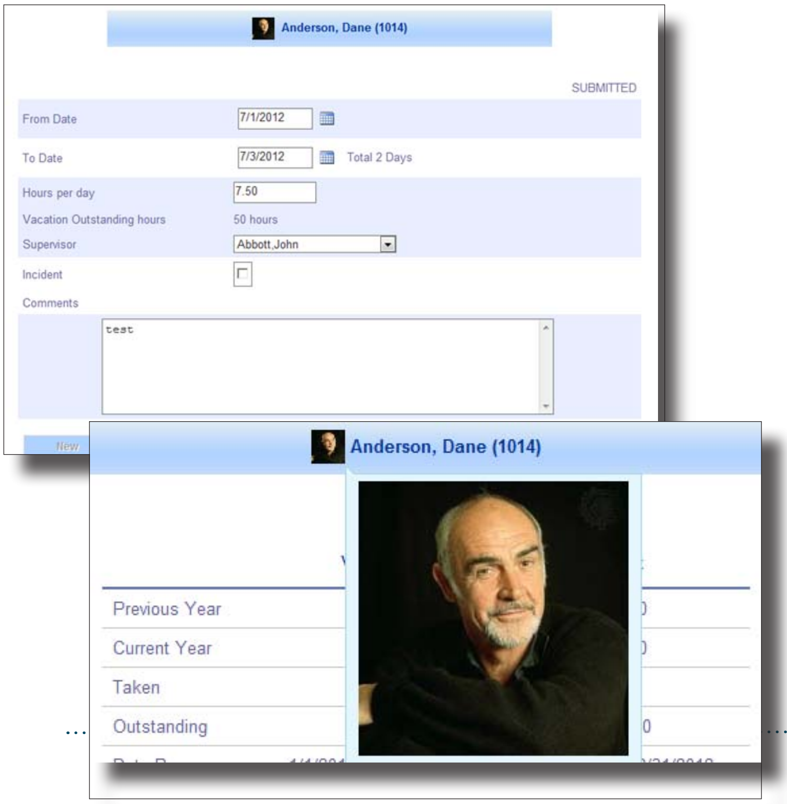


Web Products release 4.1

by Jerry Rowland, Chief Technology Officer

This summer has been a busy one for our developers. Based on feedback from clients, we planned many enhancements and updates to a variety of info:HR modules, particularly the web modules – Employee/ Manager Self Serve (ESS) and Online Timesheet Entry (TSE). The changes were made to support our goals of increased functionality and ease of use / user satisfaction. With ESS in particular, the objective is to help employees and managers manage themselves – to put control in the hands of the individuals involved in the decisions that affect them, and to relieve the burden from HR staff that have enough on their plates to deal with.

Release 4.1 is in controlled release, with general availability planned for this fall. Here's a quick summary of what you'll be getting…



Client-Server Changes Affected by Release 4.1

Work Schedule Enhancement

- Under the EMPLOYEE menu, the Work Schedule has a date range that can be assigned to employees.
- Under the SET UP menu, a new menu item called Work Schedule Rules was added

Dashboard Enhancement

- Under the SET UP menu, a new menu item called Dashboard Setup Rules was added.

Report Changes

- The Work Schedule report was modified to accommodate the changes mentioned above.
- A new report was added under Attendance/ Entitlements. This new report provides an audit trail report of transactions and changes that were made to Time or Vacation Requests in ESS.

Summary of ESS Enhancements

IT Admin Enhancement:

- New options were added to provide additional flexibility when submitting Vacation and Time Requests. Some of the user flexibilities include:
    - Always Ignore Weekends in ESS
    - Always Ignore Statutory Holidays in ESS
    - Time/Vacation Request Uses Clock Function
    - Transactional Audit of Request/Authorization Forms
    - Select Reporting Authority Number for ESS Authorization
    - Select Reporting Authority Number for Timesheet Authorization
    - Default Start Time for ESS Requests
    - Default Stop Time for ESS Requests
    - Allow Vacation Exceeded (Warning, Yes, No)

- Allow Sick Exceeded (Warning, Yes, No)
- Allow Hourly Entitlement Exceeded (Warning, Yes, No)
- Allow Compensatory Time Exceeded (Warning, Yes, No)

General ESS Enhancements:

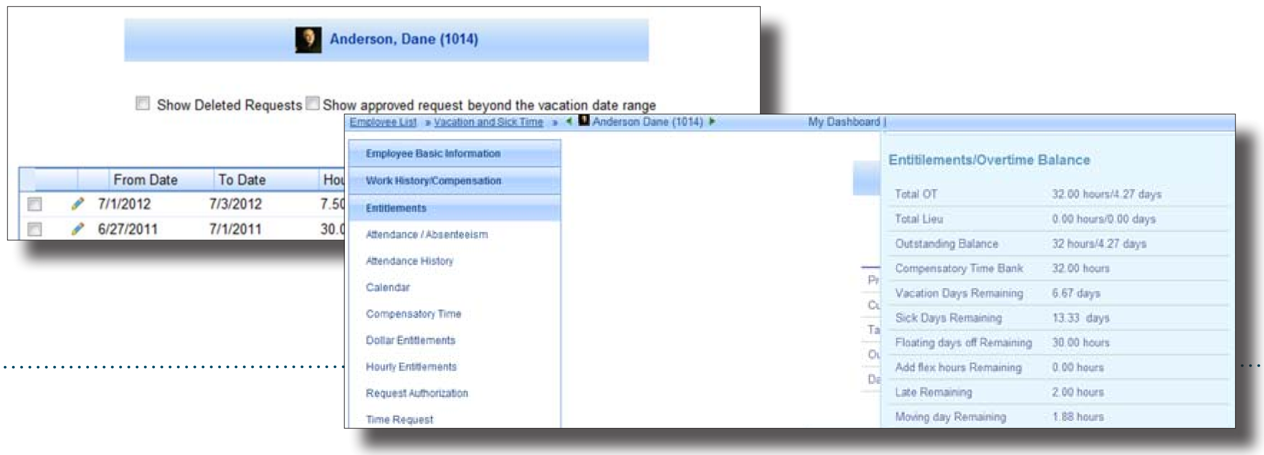
- General 'look and feel' of the product has been standardized. All data look-ups act in the same manner regardless of which page is active
- Page color and font size are consistent throughout the application.
- When submitting requests, the Supervisor's Name with the email in brackets is displayed, instead of just the email address.
- Turn on the Password Expiration logic for ESS and TSE.
- The first page displayed after logging into the system is the employee's Dashboard.

Individual Page Enhancements:

- Menu items are categorized in the same groupings, identical to the client-server product.

Vacation & Time Request pages:

- Time Request and Vacation Request pages are broken into 2 separate pages.
- Rules defined in the client-server application.
- Reduced the frequency/possibility of getting duplicate or overlapping requests attempts being made.
- Ability to enter Start and End Times for single day requests.
- The Request Authorization page has been modified similar to the Time and Vacation Request screens.
- The Attendance and Attendance History pages have been redesigned to reduce the scrolling needed to view the data.
- New page to show a "calendar view" of an employee's Vacation or Time Request. If the option to enter start and end times is used, the calendar will show more accurately.
- New page to display a dashboard with key information needed by the employee. Items included, but not limited to, are:
    - Entitlement balances
    - Work Schedule assignments
    - Added employee photos to the ESS pages
    - Improved ESS reporting



Release 8.0

by Jerry Rowland, Chief Technology Officer

Our core HR administration module has been with us for over 20 years now, yet we still find ways to improve and expand on its functionality. In addition to our own ideas, we are fortunate to have clients that give us valuable feedback and make informed requests. We're happy to incorporate them, knowing that they come to us from a very practical point of view. In conjunction with the enhancements mentioned earlier needed to support the release 4.1 of the web modules, here are our plans for a full fall/winter release…

General

1. The Employee photo will be moved out of the info:HR database and moved to a specific folder identified by the client during the installation of Release 8.0.
2. Add fields to the documents database. The new fields are "Type" and "Description". Whenever a document is attached, the user has the ability to assign a "Type" and an optional, English description of the document. This Type and Description will print on a new report that lists all documents assigned to a specific employee.
3. Since Microsoft's future SQL database releases will drop support on the following field types - ntext, text and image - info:HR will replace the above field types with either nvarchar(max), varchar(max) or varbinary(max) depending upon which field type is selected by the DBA.

Import/Export Menu

1. Provide the ability to export employee photos into an organizational charting program.

Employee Menu

1. Provide the ability to automatically "Complete" Follow-Up records whenever a transaction occurs for system generated Follow-Ups. Areas in info:HR that will be affected are: Employee Flags, New Salary, New Performance, New Continuing Education, New Continuing Education Retest, and New Health & Safety.
2. On the Termination screen, enter the end date for all current positions. This function will be a control file setting that each client can set on their own.
3. On the Rehire screen, the Rehired Date should update the Last Hire date on the Status/Dates screen. This function will be a control file setting that each client can set on their own.
4. On the Associations screen if a "Renewal Date" is entered, create a new Follow-Up record.
5. On the Benefits screen, calculate HOOP deductions based on the employee's salary and government set annual maximums.
6. Add the FAF form to the H&S section.

Position Menu

1. On the Position Skills screen, provide the ability to attach a document.

Mass Update Menu

1. Photo Move: Provide a facility to move photos from one folder to another.
2. Terminated Attendance: Provide a facility to delete attendance records for a terminated employee using criteria defined by the user.
3. Expand the selection criteria on Position Mass Update to allow the user to select multiple codes per line.
4. Expand the selection criteria on Salary Mass Update to allow the user to select multiple codes per line.
5. Provide the ability to enter future dated transactions. Transactions include:
   - Salary Master Maintenance
   - Enter a Leave
   - Reactivate from a Leave
   - Termination
   - Rehire
6. Provide the ability to 'undo' an entitlement Mass Update.
7. Mass Updates Entitlements: Prior to updating the entitlements, check the Accrual file to ensure the update wasn't previously completed. A warning will occur only if a previous accrual record is found.

Reports Menu

1. Create a report to print a list of attachments.

Setup Menu

1. Company Preferences: Create sub menus for General, Email Notification, File Locations
   - General contains: Single Sign on, Attachment, Compa-Ratio, Secured Password, Benefit History
   - Email Notifications contains: all email notification
   - File Locations contains: Photos, Training Matrix, Form 7, Form 9
2. Database modification needed for EEO-1 Report.
   - Need to record date range of survey
   - Freeze survey period
   - EEO-1 report to show previous year to current survey.
3. Modify the Label Master – On the Continuing Education screen, add missing fields.
4. add government annual maximums for HOOPP calculations.
5. On Benefit Group Master, calculate HOOP deductions based on salary and annual maximums.

On-premise versus Hosted Services from HRSS

In IT circles the rage today is the Cloud, and the pros and cons with running applications in a SaaS or hosted environment versus running in-house (On-Premise). HR Systems Strategies always strives to offer our clients options and flexibility and has begun to offer our solutions in a hosted environment. Below we introduce you to some of the issues you may want to consider as part of your decision whether you wish to run info:HR in a hosted or on-premise environment.

What is 'hosting'?

A hosting service is a type of Internet service in which the client leases either an entire server not shared with anyone, or a portion of a server shared by other clients. In a shared environment, the server is 'partitioned' so that one company can never see or have access to data from another company. Server administration is provided by the hosting company. In some cases, a hosted service can offer less overhead and a larger return on investment. In contrast to on-premise solutions, the server hardware is owned and maintained by HRSS. All application updates are done by HRSS, saving the client both time and money and removing the reliance on internal or external IT resources.

What Applications can run on our hosted servers?

1. The client-server application and MS SQL databases. Clients access this information through a Virtual Private Network (VPN) connection between their workstation and the hosted location.
2. Web applications including ESS, Timesheets and Application Form are accessed through a secured web address.

Where is the HRSS Hosted Solution?

After careful consideration and market research, HRSS selected Primus Business Services to be our data center. Primus has:

- 7 geographically diverse Data Centers across Canada; conveniently located in Ottawa, Toronto, London, Edmonton and Vancouver. The HRSS location is downtown Toronto.
- All data resides within Canada and is not subject to privacy laws outside of Canada.
- Each Data Centre is equipped with state-of-the-art physical security, power and climate control systems, server management and monitoring. With redundancy in connectivity, backup, and power, Primus ensures we have nearly 100% up-time.
- 24 x 7 monitoring and technical support.
- Biometric access control systems and video camera surveillance.
- Gas fire suppression system and pre-action sprinkler systems.
- Advanced climate control systems.

- Massive power distribution systems with full redundant battery.
- UPS backup and diesel generator protection.
- Redundant fiber-based multi-homed internet backbone.
- Primus supports PCI Compliance and adheres to SAS70 requirements.

On-premise vs. Hosted Solutions
There is no one solution that best fits all organizations. Usually, the decision on whether to have your HRIS located within your physical building or have your staff access the HRIS from an Internet address depends on many factors. Below are just some examples of factors to consider:

1. Corporate IT policy.
2. Does the organization have an on premise IT department?
3. Are there enough IT resources available to manage HR's needs?
4. Information security. Can the organization ensure that they have best practices in place to ensure that information cannot be accessed other than by who have the right to access it?

Once a decision is made to use a hosted solution, you must be assured that your vendor has selected the most desired managed service provider. Here at HR Systems Strategies, we are confident that Primus offers support and security that surpasses our needs both now and in the future.

On the road

September 12 - 14
- Huntsville, ON
- Ontario Municipal Human Resources Association (OMHRA) Fall Workshop

October 16
- Barrie, ON
- HRPA Barrie and District Chapter
- All day seminar

October 23 – 24
- Winnipeg, MB
- Human Resource Management Association of Manitoba (HRMAM) Annual Conference & Trade Show

October 25
- Kitchener, ON
- HRPA Grand Valley Chapter
- Conference

Product News: ATS Changes 2012

by Jerry Rowland, Chief Technology Officer

Now that we have a web form front-end to the Applicant Tracking module that allows a candidate to complete and submit an application online, we want to add more functionality to both it and the back-end administrative module. We've got lots of great ideas from people who have seen it and who use it. Here's a quick list of candidates which we are targeting to have available before the end of 2012……

Web Form Changes

- When an applicant presses the SUBMIT button, an email is sent to the applicant with the application number and thanking the applicant for the resume. Also, HR and the requisition requestor should be notified of a new resume.
- The content of the email is controlled by the user.
- A date and time stamp on the Requisition.
- A date and time stamp on the Submission.

On the Formal Education tab:

  - A check box is added to say whether the formal education has been completed.
  - Also give them the ability to enter their own major study and degree if one is not listed.
  - Remove the Date Completed as a mandatory field.

- Have the user control whether to show only open requisitions and or the complete Position Master.
- Identify mandatory position skills. Give an option to show just the mandatory skills on the application form.
- Make the Reference & Education tabs optional.
  - This should be configurable by the user.
  - Add a tab that allows the user to enter some free-text data in lieu of using those tabs.
- If a requisition has a job-title, show the Job Title and not the Position Description.
- Application form – step 6:
  - Employment History… Remove the question about Citizenship and put a message just above the resume attachment that says, "Please merge your cover letter and resume into a single document before attaching it to this application."
  - For current employer, add a check box near the reference name to indicate if it's OK to contact the person.

ATS Administrative Application Changes:
Requisition changes:

- Ability to enter both FTE and # of positions on the Requisition
- Need the ability to clone (copy) a requisition to save data entry time.
- Need a date/time when the Requisition is supposed to close.
- Add Job Titles to the Requisition. The title may be different than the Position Master's description. Add a Job Title on the Position Master that's changeable on the requisition screen.
- Make the requisition number longer, say 9-10 characters.

Applicant changes:

- Add the ability to rank the applicant.
- Add the ability to determine what STEP in the applicant is at (workflow).
- Applicant can be attached to more than 1 requisition. The applicant master should only contain one copy of their data
- Document attachment in various functions. I.e.: Interview notes, Reference checks, etc.
- Applicant Status field (user defined).
- Flag an applicant that has applied for jobs in the past.
- Make the Find Applicant columns sortable.
- Mass Deleting or archiving of applicants.
- Add the ability to capture test result, e.g. pass/fail, then a filter report for the next step, an interview
- Ability to easily attach an applicant to a requisition. Applicants can apply without applying to an open requisition. When a requisition opens, need the ability to locate the applicants and attach them to the new requisition.

Hire an Applicant:

- Different processes for internal vs. external. Add employment verification steps.
- When an applicant is hired, detach the applicant from any other open requisitions.
- Maybe ask to archive the applicant so they are not in the active applicants anymore?

Reporting:

- New report – Applicant Summary Report
- New report – Print Statistics
- New report – Interview/Process or Step report
- New report – Candidate Overview report - show who has the minimum criteria - education, skills, licenses, etc.
- Improve the Applicant Information Report
- Improve the Follow up report
- Ability to mass print resumes based on selection criteria

Product Review: WSIB Forms Generator

by Bill Kennedy, Manager, Business Development

Workplace injuries are an unfortunate reality, one that we all hope is a rarity. However, injuries do occur, and they require careful record keeping that must be kept at hand for an extended period of time. info:HR has been able to accommodate the collection of pertinent information for many years. You can see the relevant screens at the Employee > Health & Safety menu item. There, you can record…

- Incidents and injuries
- Root causes and corrective actions
- Claim information
- Relevant contacts
- Cost statements (conforming to Ontario
- WSIB standards)
- ... and document attachments – medical forms, employer / employee / medical practitioner notes, and any other documents of interest

Now, you can go one step further. At the request of one of our municipal government clients, we investigated the possibility of generating several Ontario WSIB forms that an employer is required to submit.

Until now, common practice for completing a form was to print the template and fill it out by hand. If the template is a PDF that allows computer data entry, then the form could be filled out online and again printed for signature and submission. Saving the completed form seems to be a hit-and-miss affair. Neither method is convenient to create the document and make it available for easy access. An R&D project to analyze the possibility of producing and storing the forms via info:HR proved successful. info:HR already stores a significant amount of employee information that is needed to populate the forms. Adding more Health & Safety screens and fields to account for the additional information was relatively straight forward (although it was very detailed work, and very time consuming – just ask Hemu!).

Getting all this information on the relevant form turned out to be a bit trickier. Hemu worked with the WSIB templates to determine details like what are the proper field sizes, how to activate check boxes, and how to attach supplementary information. Her efforts were rewarded – generating the forms from info:HR is now a reality!

Today, with the addition of the WSIB Forms Generator to your license, you can use info:HR to produce WSIB Form 7 and Form 9. We will be investigating the addition of other forms, e.g. the employer's portion of the Health Professional's Report (Form 8) and the Functional Abilities Form. We'll also be looking into forms required by other provinces.

If you'd like more information about the new module, or would like to see a demonstration of its capabilities, please contact me at your convenience at 416-599-4747.

Product Review: Punch In/Out Module

by Jerry Rowland, Chief Technology Officer

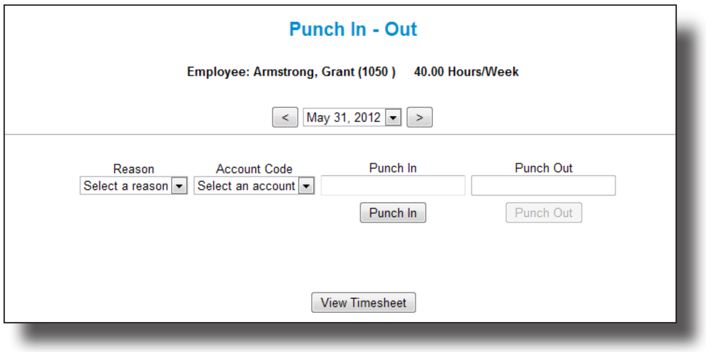
In January 2012, HR Systems Strategies released an add-on module to the existing web-based Timesheet modules. This add-on provide the ability to allow users to clock into and out of work and have their Timesheet automatically populated with hours based on the difference between the punch in time and the punch out time. For each punch-in, the user has the ability to select the Reason, and optionally, an Account to charge the time against.

To turn on this function:

- Update the web config file using IT Admin.
- Assign Timesheet Template names to the user's Security Profile. Also, each user would need to be given the Punch In/Out security setting.
- Timesheet Templates would need to identify the Reason Codes that are applicable to Punch In/Out. For example, Sick and Vacation would not be applicable Reason Codes for Punch In/ Out since an employee is absent and may not have the capability to log into this application.

Features available to the employee include:

- Punching In or Out for "today" only. They cannot punch in/out for days other than today. The application will use either the local PC time or the server time when the user records the punch. They cannot override this time. (An employee can be setup to override their punch data if the above is too restrictive).
- Flip between Punch In/Out and the Timesheet module.
- Features available to the supervisor include:
  - Same features as the employee with the exception of the ability to override their punch data.
  - Ability to enter missing punch in/out data on behalf of any employee included in their Security Profile.



- Ability to enter days where the employee completely missed punching in or out.
- Once the punch data is added to the timesheet, the physical punch in/out times is recorded in the comments section for that Day/Reason. The data cannot be changed.
- Approved Timesheets update info:HR's Attendance Master. Comments included.

Welcome new customers!

North York Family Health Team
Toronto, Ontario

City of Belleville
Belleville, Ontario

Donalda Club
Toronto, Ontario

Kerry's Place Autism Services,
Aurora, Ontario

Human Rights Legal Support
Centre, Toronto, Ontario

Family Day Care Services,
Toronto, Ontario

United Way of Regina
Regina, Saskatchewan

East Elgin Family Health Team,
Aylmer, Ontario

KN&V Chartered Accountants LLP,
Surrey, British Columbia

OK Tire,
Surrey, British Columbia

Merrymount Children's Centre
London, Ontario

Central Toronto Youth Services
Toronto, Ontario

Pacific Sands Beach Resort
Tofino, British Columbia

Walters Inc.
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