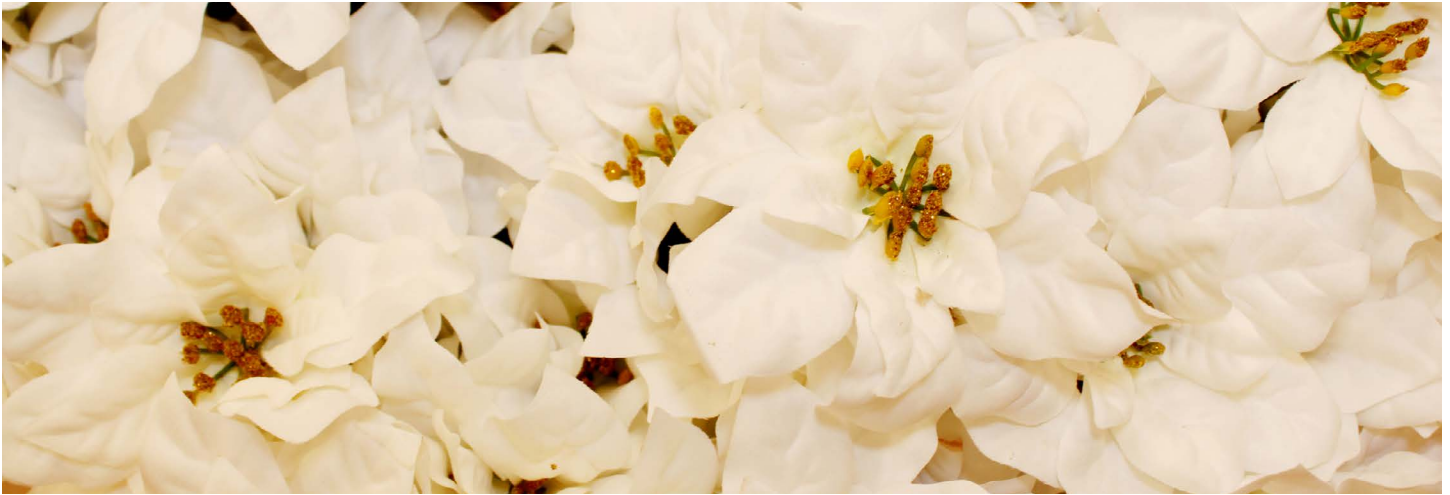




HR Systems Strategies Inc.
and info:HR software
Client Newsletter
Winter 2014



Letter from Andy: Happy Holidays!



The holiday season is a time of sharing and giving. Again, this year we at HR Systems Strategies Inc. will share with those in need. In lieu of holiday cards and gifts, we have made charitable contributions to both Yellow Brick House and Teen Challenge GTA. The holidays are also a time of thanksgiving. We are especially thankful for the rewarding relationships we enjoy with you, our clients. We gratefully acknowledge the confidence you have placed in us and strive each day to deserve that trust.

Happy holidays to you and your family. On behalf of the team at HR Systems Strategies Inc., I wish and yours health, happiness, and prosperity in the coming year.

Andy Staniewski

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Tips and techniques: Year End

by Hemu Mistry, Manager, Application Development



Hello everyone! While we say good-bye to 2014 and welcome 2015, I am pretty sure most of us have two things on our mind: one is Christmas shopping and the upcoming holidays; and the other is going through the info:HR Year End procedures. One is fun and exciting to do, and the other not so much as it can be quite complex and time consuming, especially when each employee's entitlement period is different.

Because we understand the complexity of the Year End procedure and how you have to go through a number of steps to complete this process, we have added a new "Year End by Anniversary Month for Vacation Entitlement" option. This means you only carry out the year end for the employees who are rolling over to the new entitlement period. If you haven't had a chance to go through our Summary of 8.0 Changes document that highlights all the new functions we have added to info:HR, I thought this is the best time of the year to extract this piece of information and describe to you how it works. If it is something that will work for your setup of Vacation Entitlement it will make this process easier for you.

The Year End by Anniversary Month option is located under the **Mass Updates** menu \ **Entitlements** \ **Vacation Entitlement Master** screen. This function can only be used by clients whose Vacation Entitlement Outstanding is **not** based on Entitlements Date, but based on one of Original Hire Date or Seniority Date or Last Hire Date or User Defined Date or Union Date, and Vacation Entitlement earning is either Annual or Annualized Monthly. You can find out from info:HR if your setup meets these criteria by going to **Setup** menu \ **Company Master** screen. The **Vacation Entitlement Outstanding** field **cannot be 1** and **Vacation Entitlement Earned** field **cannot be Monthly**.

In order to use this new function (if the above criteria are met), make sure you have first given yourself the security

access to the "**Anniversary Month Year End**" function located under the **Setup** menu \ **Security** \ **Security Master** screen \ **More Security** menu \ **Mass Changes**. Also, ensure prior to performing the Year End function that employees who are due for the Year End based on their Anniversary Month have their outstanding entitlements verified. And, most important, ensure that the backup of the info:HR database is taken by your IT department.

To proceed with the Year End process, go to the **Mass Updates** menu \ **Entitlements** \ **Vacation Entitlement Master** screen and click on the **Year End** button. When prompted, select the **Anniversary Month** from the dropdown list to carry out the year process for that month (note that normally the 'monthly' year end function occurs in the month following the Anniversary Month). Then click on the **OK** button to proceed with the next step of Year End. The system will then display a message indicating the process it will carry out, e.g. move the outstanding entitlement of the employee to the Previous Year column, clear the Current Year entitlement and finally, compute the new year's entitlement, and will wait for your confirmation to continue.

Once you click **Yes** to continue, it will display another message to verify the number of employees that will be affected by this Year End process for the anniversary month selected. Once you have verified the number, click **Yes** to continue - this is when the Year End process will actually start. The system will prompt you when the Year End is completed. You can then go and verify the affected employees' Vacation Entitlements.

If this won't work for you because you don't meet the criteria, and you need some assistance with the Year End process, please call our Support Line at 1-800-567-4254 or email us at support@infohr.net to book a time with one of our support staff to go over the year end process with you.

Have a Happy Holiday and see you in our next issue!

Patches, updates and upgrades

by Barbara Chicago, Client Service Representative



As with most software on the market, we update and upgrade our products regularly. You may have heard terms like patch, update and upgrade from our team at HRSS. For a better understanding, let's define them and describe how to go about receiving them.

Patches are sent directly to you by our Technical Support team to resolve a reported issue.

Updates are general fixes to the program, much like automatic updates provided by Microsoft, however to access these updates you must log in to the client portion of our website.

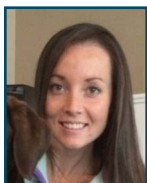
Upgrades are major releases such as info:HR v8.0 or ESS v5.0. Notification of an upgrade is emailed to you when the upgrade is available.

Please remember to check the website and take advantage of the updates. New updates are provided monthly and are cumulative, meaning that each new update contains all prior updates. That way, you will never miss a fix or update to the program, even if you only install an update on an occasional basis.

As for our upgrade notification, you will receive an email when the upgrade has been made available for your organization. We typically send an upgrade notification to the HR manager and a member of the IT department. If you would like to know who will receive upgrade notifications please feel free to contact me at support@infohr.com. I will be happy to revise the recipient list at your organization.

Webinar update

by Barbara Chicago, Client Service Representative and Michelle Beasley, Business Development Manager - Western Region



As this year is coming to an end, we want to take this time to thank those of you that participated in our webinars. It was something new we started in 2014, and was more successful than we expected. The popular topics, such as Year End Rollovers mixed in with some reminders on

Reporting, Continuing Education, Flags and Follow-Ups, seem to be well worth everyone's time that was able to attend.

We look forward to see all of you, as well as some newcomers, in the New Year. Don't forget to check our website for next year's schedule, and be sure to sign up to guarantee a spot! We love your feedback, and if there are topics you would like to see us cover, please be sure to let us know. Here's what we have planned so far for next year...

Happy Holidays! Barbara and Michelle

Webinar Topic	Date
Year End Process	January 7 & 14
Reporting	March 11
Year End Process	April 8 & 15
Follow-Ups, Flags, Comments, Leave Process	May 13
Continuing Education, Training Plans	June 17

Get to know...

*... your support team: Bill Kennedy,
Business Development Manager*

Who is that guy who often answers the phone when you call the main number? Who delivers a demo before you become a client, or when you want to check out a module you aren't already using? Who gets you some pricing information when you want to increase your employee limit or think about a best practices audit? Chances are, it's Bill. Here's a bit more about him.

info: When did you start at HRSS and what has been your role/career progression?

Bill: I came on board in October, 2008, so it's been over 6 years now. At first, my role was strictly sales. That still occupies the majority of my time, but I'm not afraid to take on a few "how-to" support calls now that I've become much more familiar with the workings of info:HR. And yes, that's often me with my receptionist hat on, answering incoming calls. I've spent many years working for software companies, but until now I've always dealt with IT departments. This is the first time I've dealt with an "end user" department, and I really enjoy the change (no offence, IT).

info: What do you like about working at HRSS?

Bill: For sure, the variety of activities and contact with people. One day, it's a demo from my desk delivered over the web. Another day, it's a different demo at a prospective client's office. After that it may be attending a trade show where we're exhibiting info:HR. In every case, it's talking with people about their particular HR challenges and requirements. No two are the same.

info: What is your favorite memory and what has been your best experience at HRSS?

Bill: My favourite memory is my first day. Andy asked me if I could start on a Wednesday. When I said yes, he said, "Good. Pick me up at my place at 6am, we have a trade show to attend in Barrie". So I set my alarm for 4.30am and off

we went. I don't know if I can pick one best experience; but, when a new client comes on line and tells us that info:HR is making their work life so much better, that's pretty satisfying.



info: What are you most looking forward to in regards to your future projects/work at HRSS?

Bill: Helping people solve problems. When info:HR is a good fit (as it often is) and does the job that people need done, it makes us all here feel like our day was well spent.

info: What do you like to do outside of work?

Bill: I've been an avid golfer since I was 9 or 10. So, when spring comes along, I'm on the golf course regularly. I'll get away once or twice a year to some golf destination – the picture is me lining up at 3am to get a tee time on the Old Course at St. Andrews. If that seems excessive, remember, someone was there to take the photo. I teed off at 7.30am, so the wait was only a few hours.

info: What is your favourite movie / TV show / restaurant / sports team?

Bill: I really enjoyed the Lord of the Rings trilogy; the special effects made it so realistic. TV shows vary from one season to the next, but right now I'm watching The Americans, about two Soviet spies embedded in the US. Makes you wonder if it really could happen. I like German/Austrian food, so I get out to The Musket in Etobicoke a few times a year. And, like Michelle, I'm a die-hard Maple Leafs fan. You know their motto, "Maybe next year!"

We're going mobile!

by Bill Kennedy, Business Development Manager

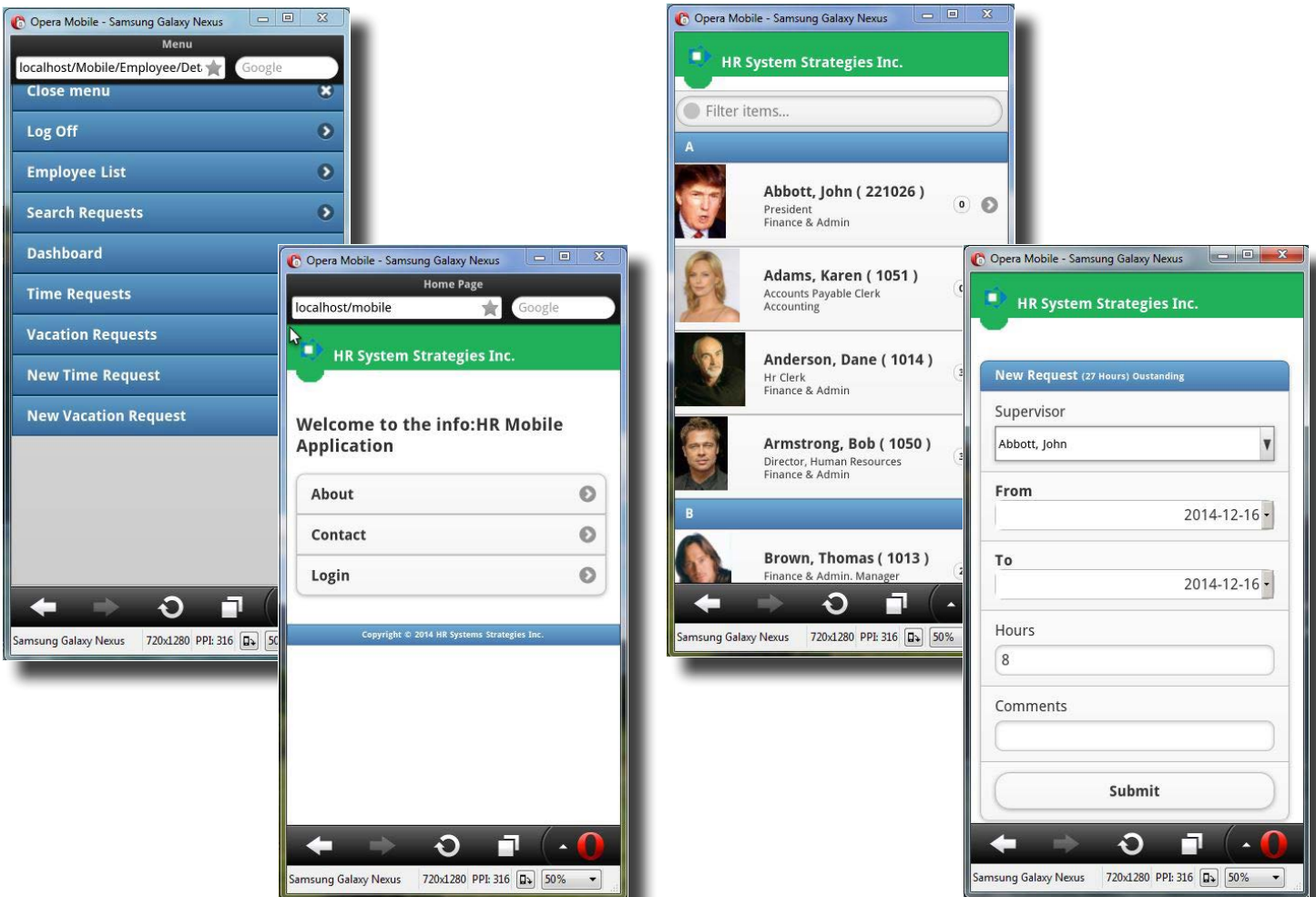


Smart phones are everywhere; it seems that no-one uses one of the old-style flip phones anymore.

And, with smart phones, there is so much more capability than just making calls and texting. So, it only makes sense that we take advantage of that power to expand the reach of info:HR.

We are well along in a development effort that will make part of the functionality of the employee/manager self serve (ESS) module available on your smart phone. Our first release, expected out in the first quarter of 2015, will provide employee lists and the vacation/time-off request and approval screens. Future enhancements will be based on your feedback of what you'd like available.

There may be some minor look and feel changes between now and when the module is released, but here are a few samples for you...





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