info

Letter from Andy: How can we help you save time?

Time. There just isn't enough of it. I was just planning which new TV shows and Netflix series I was going to watch and then it hit me. I don't have the time to watch all these shows and do everything else I have to do. Something has to give. It's a problem we all face. There are so many demands on our time e.g. family, work, personal time, community service, faith/spirituality, etc. We can't create more time, so the only solution is to prioritize the activities that are really important to us and say no to or cut out the ones that aren't. I won't bore you with the plethora of time management techniques out there. Just Google "time management" if you are interested. Something I have recently started to do is meditate. I always thought meditation was for yoga practitioners and carrot juice drinkers. Was I wrong! I try to set aside one half hour of time every day for myself to meditate. My experience has been very positive so far. I'm finding I'm much more relaxed during the day, I handle stressful situations better, and seem to be moving through my projects faster, allowing me more time to focus on the activities I really enjoy. If you haven't already, I highly encourage you to try it.

Of course we at HR Systems Strategies are here to do everything we can to help you save time by automating tedious and time-consuming tasks through use of info:HR, ESS, etc. We love visiting our clients and almost always during a client visit, we hear "I didn't know I could do that," and "Wow, this new function will certainly save us some time." So if you haven't had a visit from us in a while, we'd love to come out and see you, discuss the new releases, etc. Also consider signing up for our ongoing webinar series on various aspects of our products. And finally, some refresher training or having us come on-site for an info:HR best practices audit could be well worth the time.

Best of luck to all of you meeting your personal and professional goals for the rest of the year. And for me, the new season of Walking Dead made the cut, but unfortunately Season 5 of Game of Thrones will have to wait.

Andy Staniewski

HR SYSTEMS STRATEGIES INC
HUMAN RESOURCES SYSTEMS

Our clients ask and we deliver
by Barbara Chicago, Client Service Representative

At HRSS we have always that said our best ideas come from our clients. If you have had a demo for any module with Bill Kennedy, Eastern Business Development Manager, you would have heard him say, "Our clients are the best source for improvements; you use the system and you know what you need."

The Town of St. Marys has been a long-standing client. The Town was our inspiration for, and designer of, our Simple Timesheets feature now available to all Timesheets clients. This feature simplifies our grid-style Timesheet, allowing the employee to select an attendance/absence reason code from a drop down menu and record hours against the reason code without entering into the grid format.

Dorrie Brenneman, Supervisor of Payroll & Benefits at the Town of St. Marys, began a project several years ago to automate some of their HR and Payroll practices. The end goal was to remove the excessive paper and manual processes. Understanding their organization's needs, Dorrie created a plan that began with launching ESS, then Timesheets and will culminate with a payroll interface. "We knew at the beginning that a slower, more gradual change for our employees would give us the greatest implementation success," Dorrie said.

While working with the Timesheet module, it became clear some customization was required for St. Marys to get the most out of the program. "Our employees have as many as 10 attendance reason codes that they record hours against in a day; that doesn't include time-off request reason codes. We found that the timesheet was just too large once we had built the Timesheet Template," Dorrie explained. "We really

needed something much simpler." Dorrie provided the HRSS development team with her ideas and a design of what she thought would work best. The team got to work; the new timesheet design was aptly named Simple Timesheets.
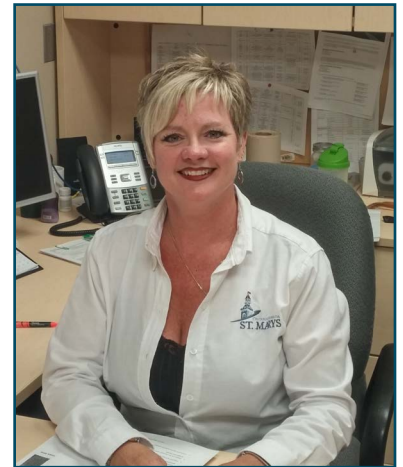
Dorrie engaged a test group of employees to use Simple Timesheets and is now rolling it out to the rest of the staff with a target for 100% completion this fall. "The initial response is very positive: managers love the electronic Timesheets, and employees are generally accepting of the changes. Simple Timesheets makes it much easier for them to enter their hours. Our next and final step is the payroll interface; I hope to be working on that this spring. We would not have been able to reach the end of this project without the Simple Timesheets in place," remarked Dorrie.

Simple timesheets is a great example of a useful enhancement developed from a client's need. We get some of our best and most practical features that way. You are the users - you know best what you need.

Please feel free to send us any suggestions you may have to enhance the software. We cannot promise all suggestions will make it into a release, but we look at all of them very carefully. On our Contact page and in the client portion of our website there is a section for submitting suggestions for enhancements - you can send us your ideas from there.

Welcome New Clients!

Kunuwanimano Child
and Family Services

Adoptive Families Association
of BC

Super Channel

NRI Group

Stern Cohen LLP

Health Zone Nurse
Practitioner-Led Clinic

Webinars

Here's our webinar schedule through the end of the year.

Check out the client section of our web site for information on how to register.

Continuing Education, Training Plans

October 14

Email Sending Functions

November 18

Reporting

December 16

Tips and techniques
by Hemu Mistry, Manager, Application Development

Hi everyone!! I hope you all enjoyed the wonderful summer we have had. Here at HRSS we have been busy adding a list of new features in our upcoming new release of info:HR version 8.1. You will be hearing from us very soon about the release and the download instructions.

This time I am going talk about a cool report we have had for a while now which logs how employees' entitlement balances have changed over the years for Vacation, Sick Time, Compensatory Time and Hourly Entitlements. This report is the **Accrual Report.** Whenever I have shown this report to some of you, I always get the sense that you are captivated by the information this report gives.

The Accrual report is located under the **Reports menu \ Attendance and Entitlements \ Accrual**. It shows how the entitlement balances have changed for employees since info:HR started logging these changes. The types of transactions that affect the entitlement balances are the yearly/monthly entitlement mass update, the year-end process and also the manual changes done by users. On this Accrual Report selection criteria screen, apart from our general criteria to filter the report by, there are additional selection criteria, e.g. a **Date Range** to specify the period for which you wish to view the entitlement balance changes, and the **Accrual Type** to select the type of accrual (Vacation, Sick, Compensatory Time or Hourly Entitlement or All) you will be interested to see the log for. Once the report is generated it will show by Employee the **Accrual Type**, the **Transaction Date** when the entitlement change was effective, the **Hours** affected by, the **Comments** which gives more information on this change, the **Update Type** for which the legend is at the end of the page of the report, and who initiated this change and when, i.e. **User ID** and **Update Date/Time.** There is also an option to view this report in **Hours** or in **Days**. Check this report out and see how it can be useful to you.

Sample of the Accrual Report

| Date: 09/25/2015 | | | | Autodata Solutions, Inc. | | | Page: 1 |
| Time: 3:19:20 PM | | | | Accrual Information in Hours | | | RZ ACCHRS |

Division		Division #1001						
Employee Name		Accrual Type	Trans. Date	Hours	Comments	Update Type	Update Date/Time	By User ID
Armstrong, Bob		Banked Time	01/06/2015	9.00	Prev. Ovt. Bank Chg from 24 to 33	R	01/06/2015 11:13:38	999999999
			01/06/2015	-9.00	Current Ovt. Bank Chg from 9 to 0	Z	01/06/2015 11:23:38	999999999
Armstrong, Bob		Bonus days	01/01/2015	0.00	Mass added the Hourly Entitlement	A	01/06/2015 13:21:36	999999999
Armstrong, Bob		Floating days off	01/01/2015	24.00	Mass added the Hourly Entitlement	A	01/06/2015 13:21:38	999999999
Armstrong, Bob		Flex hours earned	01/01/2015	0.00	Mass added the Hourly Entitlement	A	01/06/2015 13:21:39	999999999
Armstrong, Bob		Golf time earned	01/01/2015	0.00	Mass added the Hourly Entitlement	A	03/24/2015 18:07:37	999999999
Armstrong, Bob		Moving day	01/01/2015	1.88	Mass added the Hourly Entitlement	A	01/06/2015 13:21:41	999999999
Armstrong, Bob		Remembrance Day	01/01/2015	8.00	Mass added the Hourly Entitlement	A	01/06/2015 13:21:42	999999999
Armstrong, Bob		Sick Entitlement	01/01/2015	40.00	Current Sick. Ent. Chg from 0 to 40. OS: 15	U	01/06/2015 11:25:16	999999999
			12/31/2015	-40.00	Current Sick Ent. Chg from 40 to 0	Z	01/06/2015 11:33:03	999999999
			01/01/2015	40.00	Current Sick. Ent. Chg from 0 to 40. OS: 65	U	01/06/2015 11:34:22	999999999
Armstrong, Bob		Vacation Entitlement	01/01/2015	240.00	Current Vac. Ent. Chg from 0 to 240. OS: -354	U	01/06/2015 11:28:26	999999999
			02/01/2015	240.00	Current Vac. Ent. Chg from 240 to 480. OS: -114	U	01/06/2015 11:28:26	999999999
			03/01/2015	240.00	Current Vac. Ent. Chg from 480 to 720. OS: 126	U	01/06/2015 11:28:27	999999999

If you need any assistance or have any questions on the above, please call our Support line at 1 (800) 567-4254 or email us at support@infohr.com. I hope this section has been as informative as previous ones. See you in our next issue!

Upcoming releases
by Jerry Rowland, Chief Technology Officer

Within the next few weeks you'll get notification that info:HR v8.1 and ESS/Timesheets v5.1 are available. Other than some technical enhancements we had to address, the majority of changes are requests we've logged over the past year or so. The details will be available in the Current Release Documentation that will be sent to you (and will also be posted on the client portion of our web site). In the meantime, here's a brief overview of a few of the enhancements you'll be getting.

info:HR v8.1

In info:HR you'll find expanded field sizes, new description fields, new places for document attachments and new system-generated follow-ups. You'll be able to control when benefits expire when you terminate an employee.

In the Reports section you'll find new reports, new selection criteria and new grouping options.

For those of you who grant entitlements based on hours worked, you'll now be able to set entitlements rules and perform mass updates based on those rules.

The Setup > Company Preferences screen will give you more options on generating email notifications.

There will be a new mass update that will allow you to import a group of documents by a single document type, e.g. importing a group of employee resumes. In conjunction with making more use of the Document Type field, you'll be able to assign maintain/inquire security to document types, like you can now for follow-ups and comments. Time permitting, we'll also provide a new document attachment report that will let you report on who does or does not have documents on file of a particular type.

ESS/Timesheets v5.1

One of the big changes for v5.1 is behind the scenes – we've removed the limitation that you must use only Internet Explorer as the browser. As of v5.1, the modules will also work with Chrome. MS Edge (the default browser on Windows 10) and Firefox support will be delivered in a future release.

The Vacation and Sick Overview screen will now break down the total time taken into two categories: taken to date; and, booked in the future. To make the screen more manageable, the Demographics screen has been broken into three tabs, like you have now in info:HR v8.0. The subject line of vacation / time-off request and approval emails will now contain the reason description and the date range.

That's just a sampling of what the new releases will contain.
You'll be able to review the complete list soon when we announce their availability.

Get to know...

... your support team: Andy Staniewski, President

If a guy with a deep voice answers the phone when you call in, that would be Andy, our owner and President. Here's a bit more about him.

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

Andy: I purchased and began my life with HRSS back in January, 2008. Having such a great team makes my job easy. I get involved wherever I can help and nothing is below me, e.g. I will even answer the phones! I love meeting up and supporting clients, assisting the sales team secure new clients, formulating market and business strategy, and establishing business partnerships. The HR Technology Industry is so vibrant and exhilarating right now, it's easy to jump out of bed to get my day started.

info: What do you like about working at HRSS?

Andy: Two things stand out. I love the team at HRSS and the culture we have in place. We work hard, but there is lots of laughter. There is next to no bureaucracy and everyone is encouraged to speak up and contribute their thoughts and ideas. Secondly, it is so rewarding to see so many diverse organizations utilizing info:HR. We have not-for-profits, health care organizations, manufacturing companies, municipalities, and many others as clients. At the end of the day, it is so gratifying to have the opportunity to support so many great businesses that are serving our communities.

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

Andy: My favourite memory has to be my first day at work. I felt so many different emotions i.e. excitement, nervousness, anticipation, joy, pride, etc. Felt almost like the first day of school! My best experiences have been when we get a referral from a client, a great reference, viewing client testimonials, reading client success stories, etc. There is a tremendous sense of satisfaction when that happens.

President Andy

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

Andy: Technology is moving faster than ever before and HR continues to gain more prominence in our clients' business strategy moving forward. I am excited for us to continue to evolve our products and services to support these directions. An example is the release of our mobile ESS module. The HRSS team was so excited to get this to market and into the hands of early users.

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

Andy: I love to travel. This past summer I went on a cycling trip through Eastern Europe along the Danube River and Bavarian Forest. An amazing experience. A wedding will take me to Iceland over New Years. How exciting will that be!

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

Andy: Favourite movie would be a tie between Wall Street and The Deer Hunter. TV shows would be The Walking Dead and Fargo. A recent trip to Barcelona and Spain led me to so many amazing tapas bars, with Agua on the beach being the best. Am a self-confessed sports fanatic and have been a long-time fan of The Toronto Blue Jays and Hamilton Tiger-Cats.

Congratulations Michelle, Maria and Michelle!

Congrats to Michelle King, Executive Office/HR Clerk at the Town of Greater Napanee, who received her Certified Municipal Manager level I (CMM I) HR Specialist certificate at the recent Ontario Municipalities Human Resources Association (OMHRA) Fall Conference. With Michelle at left is Ray Callery, Chief Administrative Officer of the Town.

And Maria MacDonald of the County of Lanark was the lucky prize draw winner at OMHRA. Maria went home with a Keurig 2.0 brewing system

Finally, our own Michelle Beasley had quite an accomplishment on September 25 – a baby girl, Paisley Elizabeth Gambicourt! Mother and daughter are doing fine, and dad Drew is passing out cigars.

info:HR
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