



HR Systems Strategies Inc.  
and info:HR software  
**Client Newsletter**  
Winter 2015



## Wishing you a happy and safe holiday season!

As 2015 winds down, a number of thoughts come to mind as I review the year. First of all, I want to welcome all the new clients who joined the info:HR user community in 2015. And then, the support from existing clients was tremendous. Together it added up to another great year here at HR Systems Strategies Inc. Thank you!

Best of all this year was the character and quality of clients we were fortunate to have worked together with. We have a large not-for-profit client base, including clients serving children with mental and physical disabilities and organizations providing shelter to those in need. We have a large number of users providing healthcare services in their communities. We are happy to hopefully have made a positive impact on all of our clients with your Human Resources needs and requirements.

On behalf of the team at HR Systems Strategies Inc., we thank you for your continued support and wish you a Happy and Safe Holiday Season. See you in 2016!

*Andy Staniewski*

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## Chapman's Ice Cream – one cool customer

by Barbara Chicago, Client Service Representative



Chapman's Ice Cream, located in Markdale, Ontario, has been a client of HR Systems Strategies for 10 years. Chapman's opened its doors in 1973 with four employees and is now Canada's largest independent ice cream company, employing close to 800 staff and distributing over 100 products coast to coast across Canada.

Jayne Kerr, Senior HR Manager, has been using info:HR for many years and is very experienced with HRIS implementations. More than once over her career Jayne has been charged with the task of moving organizations from paper-based HR tracking systems to electronic systems. Through her initial investigation at a previous employer she found HRSS.

Over the years, at Jayne's request, HRSS has developed custom reports in info:HR.

"We have very unique reporting requirements and the staff at HRSS is always so helpful and knowledgeable," Jayne explained.

In the last year Chapman's has made the decision to change their payroll and time and attendance providers. Consequently, a new payroll interface is required to continue communication with info:HR. When the project is concluded the interface will operate bi-directionally: moving data from info:HR to the new payroll; and, attendance data will be brought back in to info:HR, completing the interface circle.



"We share the information going one way or the other. It works very well. We are all looking at the same information about our employees, thus unifying our systems," Jayne said.

From interface data mapping to going live requires a good plan, time and patience for all involved.

"Our systems have not been connected for some time now, and we really look forward to getting back to them working together. The staff at info:HR is great, following up with us and offering their assistance. We have just moved through a very busy season - now it is time to refocus." Chapman's is looking forward to the testing phase of the interface. "Both systems are great and it will be so beneficial to have them working together," Jayne added.

Although Chapman's has used info:HR for the better part of a decade, they are always looking to improve. Jayne has kept up on new features of info:HR and opportunities to automate their HR processes. Chapman's has provided info:HR access to managers, enabling production floor and office staff to share the same information, from making notes in the info:HR Comments section to uploading documents.

They are now looking to launching Emails on Follow-ups. Getting the system to work harder and do more allows HR and payroll staff to focus on other tasks while keeping information current and up to date.

"I am so excited about this feature; we have had an extraordinary summer season this year and it seems that there is no slowing down for us. This feature will be very helpful for us," Jayne remarked. "info:HR is like a trusted old friend; reliable, and the information is always there."

Employee/Manager Self-Serve is a possible next step. "Our company is always looking for ways to increase automation. We will be investigating ESS in the future when the time is right."

# Employee self serve, mobile version – new functionality

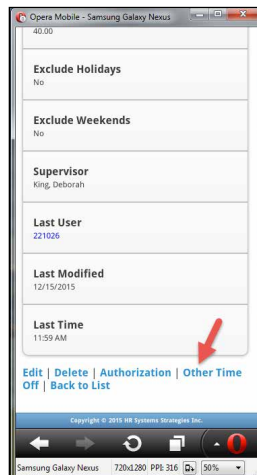
by Bill Kennedy, Business Development Manager

Do your supervisors use the Other Time Off feature of the ESS request authorization function? It lets supervisors see who else is going to be off at the same time as the request they are reviewing.

Clicking it gives you a display like this:

Employee Name/Number	From	To	Reason	hours	Status	LOA?	Source
Armstrong, Bob (1050)	December 07, 2015	December 07, 2015	Vacation	8.00	Approved	No	ESSAP
Armstrong, Bob (1050)	December 08, 2015	December 08, 2015	Vacation	8.00	Approved	No	ESSAP
Armstrong, Bob (1050)	December 09, 2015	December 09, 2015	Vacation	8.00	Approved	No	ESSAP
Armstrong, Bob (1050)	December 10, 2015	December 10, 2015	Vacation	8.00	Approved	No	ESSAP
Armstrong, Bob (1050)	December 11, 2015	December 11, 2015	Vacation	8.00	Approved	No	ESSAP

Similar functionality has been added to the mobile version of ESS. You'll find it here, after you've tapped on the request in question to see its details. Scroll down to the bottom of the screen:



Tap on it and you'll get the same list of other people with time off booked at the same time:



## Tips and techniques: calculated and available entitlements

by Hemu Mistry, Manager, Application Development



Seasons Greetings Everyone! I hope that your holiday season is off to a great start. I can't believe that 2016 is just around the corner.

In this issue I want to talk about the

### Calculated Entitlement and Available

**Entitlement** options available in info:HR and in ESS. This option is available only for our clients who use the Monthly Accrual setting on the **Setup** menu \ **Company Master** screen for either Vacation or Sick Time Entitlement Earned, i.e. earning their Vacation and/or Sick Time entitlements on a monthly or other periodic basis.

The **Calculated Entitlement** is basically the entitlement for the full Vacation/Sick time period. This shows the users their projected entitlement for the full year any time during the entitlement period; they do not have to wait till the end of the year to see this information. The **Available Entitlement** then reports the Outstanding Entitlement based on the Calculated Entitlement at any point in time of the entitlement period. This will be the employee's Previous Year's carried over entitlement plus Calculated Entitlement for the entire year minus the Time Taken/Booked so far during the entitlement period.

In info:HR this option is available on the **Vacation and Sick Overview** screen under **Employee** menu \ **Attendance/Entitlements**. Click on the "**Show Calculated Entitlement**" button on the **Vacation and Sick Overview** screen to see this information. If the button is greyed out that means your entitlement earning is not based on Monthly Accrual.

In ESS, the **Calculated Entitlement** and **Available Entitlement** options are available under the **Attendance/**

**Entitlement** menu \ **Vacation and Sick Time** page. For this you will first have to turn-ON this option under the **Application Settings** page. Log in to the **Application Settings** page and scroll down to "**44. Show Calculated Vacation/Sick**" and set its value to "**Enabled**". Save the setting and then log in to ESS to check the **Vacation and Sick Time** page. There will be additional line entries for the Calculated Entitlement and the Available Entitlement options. If you do not see them this means your entitlement earning is not based on Monthly Accrual.

This is a great way for the employees to track their entitlements throughout the year, keeping in mind what their full entitlements will be at the end of the year. If you have any questions on this, email us or call our support line.

For many of you we know December is the last of month of the entitlements period and so running the Year End procedure in info:HR would be in your mind. I recommend that you download the latest Year End Procedure documentation from our website or email us at support@infohr.net to get a copy. If you need one of us to go over the Year End process with you over the phone, 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.

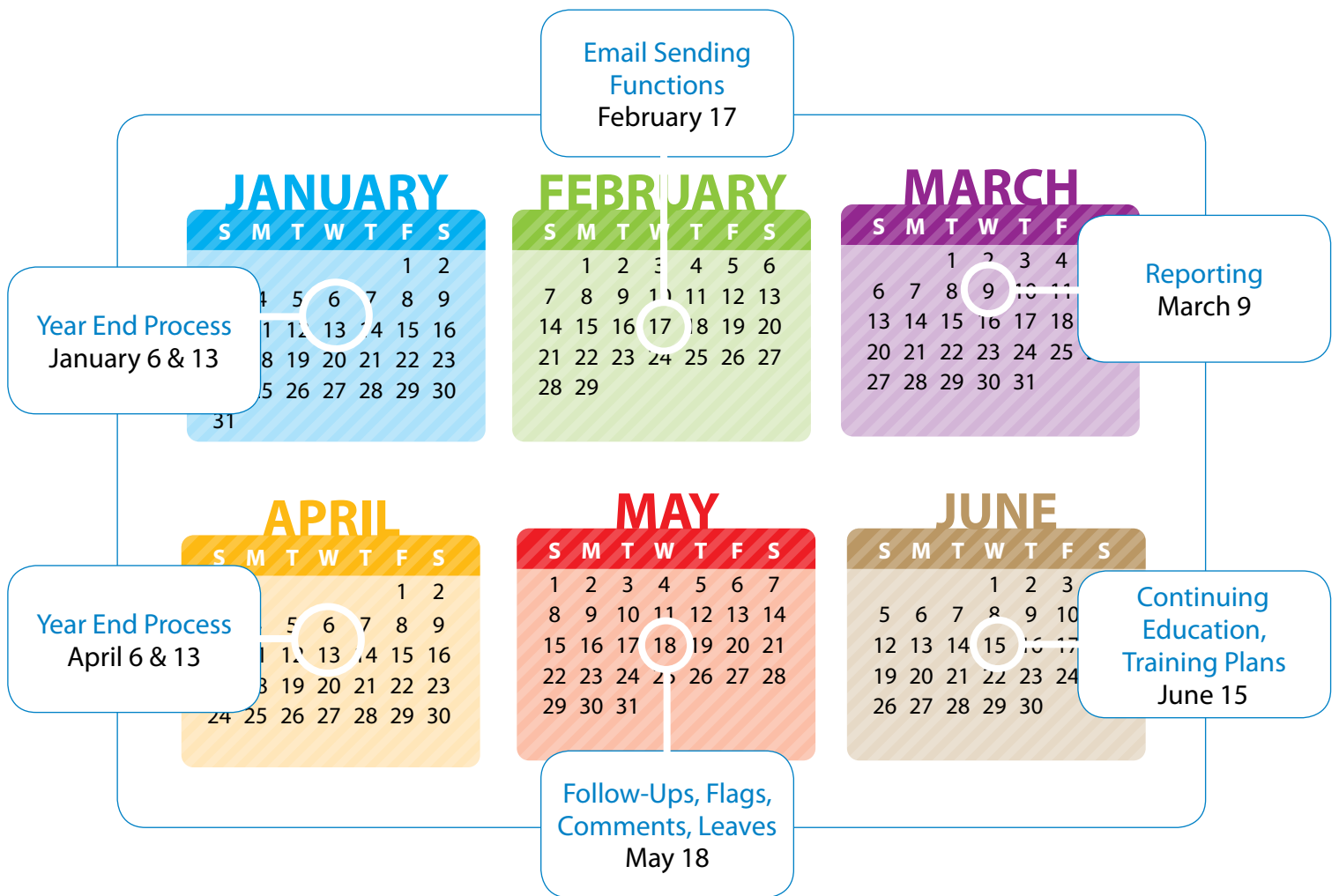
Also, please remember the best way to get hold of us for any support-related issues is through our support email or call our support line. Our support staff are always there to assist you promptly.

I hope this issue has been as informative as the previous ones. Merry Christmas and Happy Holidays and see you in our next issue!

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.

## Upcoming webinars

Here's our webinar schedule for the first half of 2016. Check out the client section of our web site for information on how to register. Note: the Reporting webinar that was scheduled for December 15 will be rescheduled for the new year and all those who signed up will be notified of the new date.





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