



Let's keep the human in human resources

Lately I have been witnessing an incredible pace of technological change in many facets of life—mostly good, some I'm not so sure. I watched a fascinating documentary on self-driving cars. Tremendous progress has been made and it is no longer a question of if, but more so, when? Could this mean fewer car accidents, fewer impaired charges?

At my local grocery store and pharmacy they are really pushing automated check-out stations, which I don't particularly like. I guess I'm old school and I like the personal contact. And what happens to the workers being displaced by automation? The corporations will say that they will move into more desirable positions. I'm not so sure about that.

Amazon is testing the use of robots and drones to deliver packages. I saw a simulation of what it would look like with a robot getting out of a self-driven car and walking up to your door to hand deliver a package. Incredible. How far away are we from robots taking our orders from the McDonald's drive-through?

There are many positive applications from robotics. In healthcare robots are providing surgeons with guidance for extreme precision in surgery. In our own industry, predictions abound. Conversational robots could replace sales reps, attorneys, journalists and eventually human resources assistants. Some examples cited include using automated and intelligent filters for recruitment, using robots for interviews, or having chatbots act as human resource assistants in order to answer recurring questions from employees.

Some of you may have seen the George Clooney movie "Up in the Air" where he plays a corporate "downsizer." He travels to companies that are downsizing and does the exit interview. Then someone gets the "brilliant" idea to conduct the interviews by video, which is met with disastrous results. Can you imagine being let go via video by someone thousands of miles away or, worse yet, a robot!?! For me, I think it's better we keep the human in "human resources" and implement technology advances where they make more sense.

Andy Staniewski

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info:HR Product Development Direction

by Jerry Rowland, Chief Technology Officer

As you all know, info:HR has two components. One component is the client-server software that can run on-premise or in a “cloud” environment (our “cloud” is in Toronto – we use a Virtual Private Cloud facility provided by Rogers Data Centre). The second component is our collection of web-based modules.

HR Systems Strategies has made a major commitment to improving and expanding the web-based software and make it a stand-alone product that can be acquired and run independently of the client-server software. In order to accomplish this task, significant development projects will need to be completed. Areas affected include:

- Redesign the Employee Demographics pages to be fully editable, including all lookup tables such as the department list. (This applies to the Personal and Organization tabs only. The Miscellaneous tab can currently be edited.)
- Redesign the Position and Salary pages to be fully editable, including the table lookups.
- Add new pages to the Basic Information section:
 - Status/Dates – Break it into 2 tabs, one tab for employee status information and another for the various dates that can be tracked.
 - Banking Information – Break it into 2 tabs, one for bank account information and another for payroll flags, e.g. EI, CPP, etc.
- Add the New Hire Function and the ability to add new employees.
- Add mass update pages to include:
 - Position Master grid steps (including the option of updating the associated employees)
 - Salary Master
 - Entitlements:
 - Holiday Master
 - Hourly Entitlements
 - Sick Entitlements
 - Vacation Entitlements
 - Rollover Entitlements
 - Zero-Out Entitlements
- Add certain Setup Menu pages such as:
 - Audit Master
 - Applicant Tracker Setup
 - Benefit Group Master
 - Company Master
 - Company Preferences
 - Course Code Master
 - Custom Reports Master
 - Dashboard Setup
 - Label Master
 - New Hire Procedure
 - Security Master – All pages
- Redesign reports from the client-server software to run in the web modules using either HTML 5 or Microsoft Excel. The current Employee/Manager Self-Serve module has begun using these formats, e.g. the Calendar report.

The list of enhancements above will go a long way towards freeing info:HR from any installation requirements on your local computer and make info:HR a robust and desirable system for years to come.

WELCOME NEW CLIENTS



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FREE WEBINARS IN 2019

Topic	Date	Time
ESS - What Can Managers Do?	June 20, 2019	1:00pm
Email Sending Functions	September 19, 2019	1:00pm
Flags, Follow-Ups and Comments	October 17, 2019	1:00pm
ESS Functions for Supervisors	November 21, 2019	1:00pm
Reporting	December 19, 2019	1:00pm

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You will receive a confirmation that you have been registered. Monday prior to the webinar you will receive a link and any supporting documentation for the upcoming webinar.

Whenever possible, we like to create an interactive environment during our webinars; we encourage questions throughout the webinar. Please, when you are attending mute your telephone or computer microphone to minimize the background noise for other attendees.

Tips and techniques: Salary Changes

by Hemu Mistry, Manager, Application Development

Hello everyone and welcome to this edition of Tips and Techniques. In this edition I am going to explain on how to apply salary changes for an individual employee or for a group of employees, and how to apply salary changes by an employee's Position and the Grid Steps.

All these can be achieved using various screens in info:HR depending on the type of salary change you want to do. I have listed below each of these screens and under what scenarios you can use it and later I will describe how to apply the salary change on each of these screens.

- **Salary screen** (under **Employee menu \ Work History/ Compensation**)
Use this screen when you have to apply the salary change to an individual employee by specific value or you want to switch the employee to another grid step.
- **Position Master screen** (under the **Position menu**)
Use this screen when you have to apply the salary change to a specific position's grid steps. You also have an option to apply that change to all the employees who are part of that position and grid steps.
- **Salary Master screen** (under the **Mass Updates menu**)
Use this screen when you want to apply a salary change to a group of employees by the same amount or grid step.
- **Position Master screen** (under the **Mass Updates menu**)
Use this screen when you want to apply a salary change to a group of positions through their grid steps. You also have an option to apply that change to all the employees who are part of those positions and grid steps.

Salary screen

Effective Date	Salary	Hour/Ann.	Position	Position Start Date	Step	COMPA	Next F
07/31/2018	96000.00	A	HRMGR	09/30/2009	03	100.00	
01/01/2017	92780.92	A	HRMGR	09/30/2009	02	96.65	07/31
12/01/2016	91635.48	A	HRMGR	09/30/2009	02	96.46	07/31
05/31/2016	90728.20	A	HRMGR	09/30/2009	02	95.50	06/01

Employee # 1050 Armstrong, Bob

Position: HRMGR DIRECTOR, HUMAN RESOURCES

Position Start Date: 09/30/2009 Hours/Week: 40

Reason For Salary Change: REVW SALARY REVIEW

Percentage Change: 3.46% Amount Change: \$3,219.08

Salary: 96,000.00 Per: Annual Step: 03

Effective Date: 07/31/2018 Tuesday Payroll ID: 1050


Comments: [Text Area]


Compa-Ratio: 100


Frequency: 1 1 time only

Updated By: System Administrator Transaction Date: 09/20/2017 Wednesday

When you want to change a single employee's salary, go to the **Salary screen** of that employee under the **Employee menu \ Work History/Compensation**.


- Click on the new record icon  on the toolbar to add a new salary record.
- The **Position, Position Start Date** and **Hours/Week** will automatically be populated based on the employee's Current Position. If the employee has multiple Current Positions then the system will prompt you with "If necessary, edit the previous salary record to remove the current flag", which means the previous Current Salary record will continue to remain current while you add a new Current Salary record. If this is going to be the new Current Salary record then you will need to make the previous salary record uncurrent manually before/after you add this new salary record.

- On this new salary record, update the **Position** if it is not the correct Current Position and it will populate the **Position Start Date** and **Hours/Week** automatically
- Enter **Reason for Change** and **Percentage Change** or **Amount Change** or simply enter the new **Salary** amount or select the **Step** from the drop-down and the **Effective Date** for this change.
- You can also enter the other field values as appropriate.
- To save the changes, click on the  save icon to save the new salary record.
- The system will also prompt you if you want to update the employee's attendance records as well with this salary change for any attendance records as of the Effective Date forward.
- This completes the single employee's salary change.

- Select the Position you want to update the grid steps on first from the list of the Positions.
- Change the values on the appropriate Hourly/Annual Grid steps.
- Click on the  save icon to save the changes and that's when it will prompt you to ask if you want to update employee's Salary record too belonging to this Position.
 - Click on **"Yes"** to update employee's Salary record as well, otherwise say **"No"**.
 - If you select **"No"** then the system will only save the changes you did on this Position's Grid steps and the employees belonging to this Position will not be affected by this change.
 - If you select **"Yes"** then the system will prompt you with a list of employees that will be updated by this change and a list of employees that will not be updated by this change if they are not part of the grid steps you made change to.
 - Click on **"OK"** to proceed or **"Cancel"** to abort the salary change on employees' Salary screens; but, it will save the Grid steps changes on the Position screen.
 - If you click on **"OK"** you will be prompted to enter the **Reason** for change, **Effective Date**, and **Next Review Date**.
 - Click on **"OK"** to proceed with the Salary changes on the employees' Salary screens. A new Salary record will be created for all those employees who belong to this position and are part of the grid steps you made changes to and you will get an option to print the list of employees that were updated.
 - The system will also prompt you if you want to update employee's Attendance records as well with this salary change for any attendance records as of the Effective Date forward.

Position Master

Code	Description	Alternate	Status	Group	Grid Code	Reports To 1	Reports To 2	Repor
AA	Admin Assistant	French eq	FT	ADMN	A	PRES		
APCL	AP CLERK	CLERK N	ACTI	ADMN	H	FMGR		
ARCL	AR CLERK		ACTI	ADMN	H	FMGR		
BP	Benefits & Pension Admin		FT	MGMT	H	HRMGR		
BMGR	BRANCH MANAGER		ACTI	MGMT	A	SMGR		
HRMGR	DIRECTOR, HUMAN RESOURCES		MGMT	MGMT	A	PRES		
FMGR	FINANCE & ADMIN. MANAGER		MGMT	MGMT	A	PRES		

Position: HRMGR | DIRECTOR, HUMAN RESOURCES | Job Description:  Import | Hide Inactive Positions

Alternate:

Status: MGMT | MANAGEMENT

Group: MGMT | MANAGEMENT

Salary Grid: Annual Grid | MidPoint: 3

Reports To 1: PRES | President

Reports To 2:

Reports To 3:

Union: NON | NON-UNION

D.C. Code: 0001 | SEN MGR

Number of Positions: 2 | Positions Filled: 2

TE #: 1 | Total FTE #: 2

TE Hours/Year: 2080 | Total FTE Hours/Year: 4160

Total Points: 0

Hours/Day: 8

Position Type: NA | N/A

1	75,000.00
2	85,000.00
3	96,000.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	0.00
10	0.00
11	0.00
12	0.00
13	0.00
14	0.00


When you want to update the Grid Steps (Annual or Hourly) of a single Position, go to the **Master screen** under the **Position menu**. This screen also provides an option to then update the employees' Salary screens as well with the changed values on their Position's Grid Steps.

- This completes the single Position's Grid Steps change with respective employee salary changes on the Salary screen.

Salary Master screen - Mass Update

When you want to update Salaries of a group of employees then go to **Salary Master screen** under the **Mass Updates menu**. This screen has the option to select the group of employees you want to update the salaries of using the **Selection Criteria**, by same amount.

- Select the appropriate group under the **Selection Criteria**, if needed.
- Enter the **Effective Date**.
- Select from the drop-down if it's **Annual** salary or **Hourly** or **Daily** rate you want to update.
 - This selection is very important as the system will only update those employees who match this selection (Annually, Hourly or Daily).

- The salary can be updated by:
 - **Dollars** (amount to update the current rate by) or
 - **Fixed Dollars** (new current rate) or
 - **Percentage** (% to update the current rate by) or
 - **Step Increase** (step # and the associated amount to update to)
- If the new salary amount calculation needs to be rounded then select **Round** as **Yes** and select the number of decimal points in the **Decimal Precision** field.
- Enter the **Reason** for change and the amount to **Change** by/with.
 - If the amount to change by is Percentage, there is no need to enter the % sign.
- The additional option "**Update Employee's Attendance with New Salary from Effective Date forward**" should be checked if you want to update the employees' Attendance records as well with the new salary amount as of the Effective Date forward.
- Finally, to apply this mass change click on the  mass update icon on the toolbar.
 - The system will prompt for confirmation of this update, provided all the conditions listed at the prompt are met.
 - The system will also give you a prompt to print the list of employees updated.

Position Master screen - Mass Update


The screenshot shows the 'Position Master screen - Mass Update' interface. It is divided into several sections:

- Selection Criteria:** Four input fields for Position Group, Position Union, Position Status, and Position Code.
- Mass Update:** A radio button selected for 'Grid Steps'.
- Position Scale Update:**
 - 'Amount to Change by:' with an input field.
 - 'Round' set to 'Yes' and 'Decimal Precision' set to '2'.
 - Radio buttons for 'Dollar Increase/Decrease' (selected) and 'Percentage Increase/Decrease'.
 - Checkbox for 'Recalculate Compa-Ratio' (unchecked).
 - Checkbox for 'Update Employee Salary' (checked).
 - 'Reason' with an input field.
 - 'Effective Date' with a date picker.
 - Radio buttons for 'Update Salary by the Amount to Change By' (selected) and 'Update Salary to Step Amount'.
 - Checkbox for 'Update Employee's Attendance with New Salary' (unchecked).
- Selection Criteria:** An input field for 'Employment Status'.

When you want to add a Salary change to a group of Positions through their Grid Steps and also have the option to update the employees' Salary screens who are part of those Positions' Grid Steps then go to the **Position Master screen** under the **Mass Updates menu**. This screen has the option to select the group of positions you want to update the grid steps of using the **Selection Criteria**, all by the same dollar or percent amount.

- Select the appropriate group under the selection criteria, if needed.
- Enter the **Amount to Change By**.
- If the new grid step amount needs to be rounded then select **Round** as **Yes** and select the number of decimal points in the **Decimal Precision** field. The grid steps can be updated by:
 - **Dollar Increase/Decrease** (amount to update by) or
 - **Percentage Increase/Decrease** (% to update by)

- Check the **"Recalculate Compa-Ratio"** checkbox if you want the compa-ratio to be recalculated after the salary change has been applied on the Positions' Grid Steps.
- To update employees' Salary screens as well with this change check the **"Update Employee Salary"** checkbox.
 - This will give you an option to enter the **Reason** for change and the **Effective Date**.
 - The next two options' selection depends on how you want the employees' Salary screens to be updated. There are times when employees' Current Salary records do not match the Position Grid steps due to some exceptions and there are times when all the employees must have their salary match their Position's Grid steps. Based on the condition your info:HR setup falls under you will select one of these options:
 - **Update Salary by the Amount to Change By**
The system will update the Position Grid Steps by **"Amount to Change By"** but the employee's Salary screen will be updated based on what they currently have as their Current Salary (not necessarily matching their Position's Grid Steps), by **"Amount to Change By"**.
 - **Update Salary to Step Amount**
The system will update the Position Grid Steps by **"Amount to Change By"** and will add a new Salary record on the employee's Salary screen with the amount associated to their Position's Grid Step. If the current salary of the employee (before the update) does not match their Position's Grid Step value then the system will update to match their Position's new Grid Step value.

- The additional option “Update Employee’s Attendance with New Salary” should be checked if you want to update the employees’ Attendance records as well with the new salary amount as of the Effective Date forward.
- There is another optional sub-selection criteria provided by the system, i.e. to only update certain employees matching the Employment Status.
- Finally, to apply this mass change click on the  mass update icon on the toolbar.
 - The system will prompt for confirmation of this update, and will give you the number of Positions that will be updated for the selection criteria entered.



HR Systems Strategies Inc. Head Office
277 Roxton Road, Toronto ON M6G 3R1
Toll Free: 1 800 567-4254
Direct: 416 599-4747
email: sales@infohr.com



HR Systems Strategies Inc. Western Canada
#14-24453 60 Avenue, Langley, BC V2Z 2G5
Toll Free: 1 800 567-4254
Direct: 416 599-4747
email: sales@infohr.com

www.infohr.com