BENEFITS

Human Resources Online
for Microsoft Dynamics GP – Canada

Empower employees. Equip employees to complete common tasks such as reviewing benefits, updating personal information, entering vacation requests and timecards, applying for job openings, viewing the organization chart, and more—all within a personalized portal.

Get the information you need. Expand access to multilevel direct report information, which helps managers act quickly, make informed decisions, and spot critical business trends.

Increase productivity. Reduce employee calls to HR staff and streamline routine data collection, reducing administrative costs and freeing people to spend more time on higher priorities.

Streamline human resource management and empower employees to manage their personal and work information from their browsers. Human Resources Online for Microsoft Dynamics GP – Canada integrates human resources (HR) data and helps provide accurate, current information across your organization.

Customize portal views easily with links and other useful tools, providing managers and employees with the information they need from one convenient location—Microsoft Business Portal.

The integration of HRM Self Service for Microsoft Business Portal with Payroll and Human Resources in Microsoft Dynamics GP provides flexible options for entering and viewing data. For example, timecards can be entered directly into Payroll – Canada or Human Resources, in addition to having employees enter timesheets online.

Access tailored to specific roles helps to ensure that sensitive human resources data is accessed only by authorized individuals.

Microsoft Dynamics™ GP

Make your organization "People Ready" with Human Resources Online – Canada for Microsoft Dynamics GP

Claire • Human Resources director / manager	What Human Resources Online for Microsoft Dynamics GP means to me:
Claire is responsible for strategic HR planning and budget. She also oversees workplace compliance policies and assesses workforce trends. Claire manages all facets of HR—recruitment, compensation and benefits, training and development, and employee relations.	• Viewing appropriate HR information whenever and wherever needed with roles-tailored access through standard browsers. • Providing employees control of personal and work information, including changing addresses, phone numbers, dependents, education, tests, and emergency contacts; submitting timecards and requests for leave; applying for job openings; and viewing pay stubs, organization charts, and benefits information.

Luke • Human Resources generalist	What Human Resources Online for Microsoft Dynamics GP means to me:
Luke performs day-to-day HR activities and oversees HR policy and compliance. He supports the Management Team with performance management, health and wellness, and employee relations.	• Employees and managers controlling their personal information—which improves my productivity. • A change-approval process that ensures accuracy of data. • Employees reviewing reporting relationships in Microsoft® Office Visio® chart format by selecting specific managers to view their team structure or by viewing the entire organizational structure.

Marie • Customer Service manager	What Human Resources Online for Microsoft Dynamics GP means to me:
Marie manages the Customer Service team.	• Being able to monitor timecard submissions, enter time on behalf of direct reports, and review and approve timecards and time-off requests—whether I'm out of the office or at my desk. • Direct report access, which gives me the information I need to modify compensation, view performance history, view emergency contacts, and evaluate and modify team skills, training, and tests. • Being able to create internal job postings, and check internal and external job applicant status—all through Business Portal.

Manage Your Organization	
Broad HR Self-Service Functionality	Streamline access to HR information for employees and managers with four self-service modules: Employee Profile, Time and Attendance, Recruitment, and Skills and Training.
Business Portal Access	View appropriate HR information whenever and wherever needed with roles-tailored access through standard browsers.
Employee Self-Service	Equip employees to control personal and work information, including changing addresses, phone numbers, dependents, education, tests, and emergency contacts. They can submit timecards and requests for leave, apply for job openings, and view pay stubs, organization charts, and all current benefits information. You can also allow employees to review the status of their submitted tasks at any time.
Manager Self-Service	Managers can see who has and who hasn't submitted timecards, enter time on behalf of the direct reports, and review and approve timecards and requests for leave. They can also access single- or multilevel direct reports information to modify compensation, view performance history, view emergency contacts, and evaluate and modify team skills. Managers can create internal job postings, check internal and external job applicant status, and create queries to quickly access information.
Change Approval	Allow HR and Payroll professionals and managers to review updates and transactions submitted by employees to ensure that the data is accurate prior to updating the database.
Roles-Tailored Security	Give employees and managers access to view only the information for which they are properly authorized.
Single Logons	When employees log on to the network, they are authorized to access BusinessPortal—no additional steps are required.
Tight Integration with Microsoft Dynamics GP	By sharing data with Human Resources and Payroll modules, you can reduce data re-entry errors and help ensure that information is current across your business.
Flexible Attendance Processes	Access integrated Human Resources and Payroll attendance information for vacation, sick time, and available time off from either module, depending on your configuration. You can enter time with optional start/stop time in AM and PM formats and enable authorized individuals to enter time on behalf of someone else.
Integration with Microsoft Office Outlook	Create requests for leave in either Office Outlook® or Business Portal and submit them for approval within Business Portal. Once a request is approved, the Office Outlook calendar entry changes from "tentative" to "out of office."
Integration with Microsoft Office Visio	Employees can review reporting relationships in Office Visio chart format by selecting specific managers to see their team structure or by viewing the entire organizational structure.

Microsoft

For more information about Human Resources Online for Microsoft Dynamics GP – Canada, visit www.microsoft.com/dynamics/gp.

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