



# Human Resource Management

## BENEFITS

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

**Make benefits enrollment easy for your employees.** Leverage existing Human Resources setups to deploy open enrollment. The wizard-driven, employee-specific selection process is easy to use for your entire staff. Assign benefit plan documents to benefits and set validations on enrollment fields such as pre-tax percentage or dollar amount maximums on a 401(k).

**Manage teams more effectively.** Expanded access to multilevel direct report information enables managers to: view education, licenses, certifications, and training; evaluate team skills; create internal job postings; check internal and external applicant status; and review compensation and performance history. They can monitor and approve leave requests at any time, helping them to plan and make critical management decisions.

## Human Resources Online for Microsoft Dynamics GP – US

Empower managers and employees to control human resources (HR) information through a personalized, roles-tailored Web portal. Smooth integration with Human Resources and Payroll in Microsoft Dynamics™ GP makes employee-specific data available to each employee and direct manager. Access is controlled by requiring users to log on, so personal information remains secure.

Avoid paperwork log jams and waiting lines at the HR office. Improve workforce satisfaction by allowing your employees to control their own personal information, including: changing addresses, phone numbers, and emergency contacts; submitting timecards and time-off requests; updating information about dependents; and viewing pay stubs and benefit information. Updates and transactions route automatically to managers and HR staff to help ensure that information will be reviewed and approved. You can set up the workflow process to mirror your current path or modify it to eliminate steps.

Benefit Self Service streamlines the open enrollment process with tight integration with Human Resources in Microsoft Dynamics GP. Automated transfer of information to Human Resources helps eliminate paper-based systems and reduce data re-entry, freeing staff to focus on higher priorities, like strategic management. Your organization gains efficiency and control, while your employees gain the ability to evaluate and enroll in their benefits plan from their desk or in the privacy of their home.

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

# Human Resources Online for Microsoft Dynamics GP – US

<p><b>Claire</b> • Human Resources director / manager</p>	<p><b>What Human Resources Online for Microsoft Dynamics GP means to me:</b></p>
 <p><b>Claire is responsible for strategic HR planning and budget. She also oversees workplace compliance policies and assesses workforce trends. She manages all facets of HR—recruitment, compensation and benefits, training and development ,and employee relations.</b></p>	<ul style="list-style-type: none"> <li>• Employees and managers can view appropriate Human Resources information whenever and wherever they need it— through standard browsers and with access tailored to specific roles.</li> <li>• Employees can control their personal and work information, including changes to 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 benefits information.</li> </ul>
<p><b>Jodi</b> • Compensation and Benefits manager</p>	<p><b>What Human Resources Online for Microsoft Dynamics GP means to me:</b></p>
 <p><b>Jodi conducts compensation and benefit analyses. She maintains fairness in pay structures and ensures that job analysis is tied to compensation planning. She handles relationships with preferred HR vendors.</b></p>	<ul style="list-style-type: none"> <li>• Employees can view benefits and enrollment options online through Business Portal.</li> <li>• Open enrollment through online employee enrollment in Business Portal saves a lot of time and money.</li> <li>• Roles-tailored configuration of benefit offerings allows benefit options to be assigned to employee groups. Employees can see and select the benefits for which they are eligible.</li> <li>• Easy-to-use wizards help employees select their enrollment options, save their selections, discuss options with their dependents, and return to the wizard at a later time to change their selections.</li> <li>• Extensive checks for reporting on the enrollment process prior to posting help ensure accuracy.</li> </ul>
<p><b>Luke</b> • Human Resources generalist</p>	<p><b>What Human Resources Online for Microsoft Dynamics GP means to me:</b></p>
 <p><b>Luke performs the day-to-day HR activities and oversees HR and compliance policy. He supports the Management Team with performance management for employees, health and wellness, and employee relations.</b></p>	<ul style="list-style-type: none"> <li>• Employees and managers can view their personal certification, license, and training information in Business Portal to make sure they complete upcoming requirements on time.</li> <li>• Employees can review reporting relationships in Microsoft Office Visio® chart format by selecting specific managers to view their team structure or by viewing the entire organizational structure.</li> </ul>
<p><b>Marie</b> • Customer Service manager</p>	<p><b>What Human Resources Online for Microsoft Dynamics GP means to me:</b></p>
 <p><b>Marie manages the Customer Service team.</b></p>	<ul style="list-style-type: none"> <li>• Whether you're out of the office or at your desk, you can monitor timecard submissions, enter time on behalf of direct reports, and review and approve timecards and time-off requests.</li> <li>• Direct report access provides the information to modify compensation, view performance history, view emergency contacts, and evaluate and modify team skills, training, and tests.</li> <li>• I can create internal job postings, and check internal and external job applicant status—all online.</li> </ul>

<b>Convenience—Security—Workflow</b>	
<b>Broad Human Resources Self-Service Functionality</b>	Streamline access to HR information for employees and managers with six self-service modules: Employee Pay, Employee Profile, Time and Attendance, Benefit Self Service, Recruitment, and Skills and Training.
<b>Business Portal Access</b>	View appropriate HR information whenever and wherever needed with access through standard browsers and tailored to specific roles.
<b>Roles-tailored Security</b>	Give employees and managers access to view only the information for which they are properly authorized.
<b>Single Logons</b>	When employees log on to the network, they are authorized to access Business Portal—no additional steps are required.
<b>Tight Integrations with Microsoft Dynamics GP</b>	Share data with Human Resources and Payroll in Microsoft Dynamics GP to reduce data re-entry errors and help ensure that information is current across your business.
<b>Employee Self-Service</b>	Equip employees to control personal and work information, including changes to addresses, phone numbers, dependents, education, tests, and emergency contacts. They can submit timecards and leave requests, apply for job openings, and view pay stubs, organization charts, and all current benefits information. You can allow employees to review the status of their submitted tasks at any time.
<b>Manager Self-Service</b>	Managers can see who has and who hasn't submitted timecards, enter time on behalf of direct reports, review and approve timecards and requests for leave. They can access single- or multi-level direct reports information to modify compensation, view performance history, view emergency contacts, and evaluate and modify team skills. Managers can also create internal job postings, check internal and external job applicant status, and create queries to quickly access information.
<b>Change Approval</b>	You can 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.
<b>Flexible Attendance Processes</b>	Access integrated Human Resources and Payroll attendance information for vacation, sick time, and available time off from either module, depending on your configuration. Enter time with optional start/stop time in AM and PM formats and enable authorized individuals to enter time on behalf of someone else.
<b>Flexible Configuration</b>	Use rules-based configuration of benefit offerings to assign benefit options to employee groups. Employees will be able to see and select only the benefits for which they are eligible. Benefits assigned by Human Resources will be displayed in the Existing Benefits window.
<b>Wizard-Driven Benefit Selection</b>	Open enrollment is easy for all employees, with wizards that guide them through the selection process. Employees can save their selections, discuss options with their dependents, and return to the wizard at a later time to make changes.

## FEATURES

## HUMAN RESOURCES ONLINE – US

<b>Self-Service Savings</b>	Open enrollment is a time-consuming process. By removing the responsibility of data entry from the HR Team, you can improve productivity and increase accuracy.
<b>Certification and Training Information for Managers and Employees</b>	Empower your employees and managers to view personal certification and training information through Business Portal to promote timely completion of all upcoming requirements.
<b>Integration with Microsoft Office Outlook</b>	You can 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.
<b>Integration with Microsoft Office Visio</b>	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.

For more information about Human Resources Online for Microsoft Dynamics GP – US, visit [www.microsoft.com/dynamics/gp](http://www.microsoft.com/dynamics/gp).