



Human Resources Management Pro

powered by Infinite Visions®

From effective management to easier staff reporting, Tyler's Human Resources Management Pro empowers your district to devote more time to your mission — student achievement. Key functionality includes position control, personnel action requests (PARs), and tracking of employee demographics, certifications, and professional development. In addition, through payroll security roles, you can maintain HIPAA compliance by restricting access to sensitive employee information and documents.

Human Resources Management Pro functionality includes:

- Employee Demographics to Track Employee Information
 - » Contact information for employee name, address, phone number, and email
 - » Emergency contacts
 - » Dependents
 - » Status such as active, inactive, and FMLA
 - » Category such as certified, classified, administration, and volunteer
 - » Insurance classification
 - » Equal Employment Opportunity
 - » Commission (EEOC) data
 - » Dates including birth, hire, tenure, benefit eligibility, and termination
 - » Employee documents including I9 forms, fingerprints, and immunizations
 - » Certificates including automated email alerts to remind employees and supervisors about approaching expirations
- » Education
- » Professional development
- » Languages
- » Unlimited number of other employee-related information as defined by the district
- Position Control and Inventory
 - » Define position types along with full-time equivalency (FTE) allotments for each position type
 - » Define and maintain an inventory of positions within the FTE allotment
 - » Protect the district's budget by filling only these planned and funded positions

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- Personnel Action Requests (PARs)
 - » New hires
 - » Transfers
 - » Position requests
 - » Pay changes
 - » Long-term leave
 - » Terminations
 - » User-defined
- Contract Management
 - » Leverage unlimited contract types
 - » Customize contract types with desired employee and position information
 - » Utilize mail merge option for even more customization
 - » Distribute contracts via mass email
 - » Distribute contracts to employees for review and electronic signature
- Evaluations
 - » Unlimited evaluation types with unique schedules and user-defined questions
 - » Improvement plans with follow-up and completion dates
 - » Automated email alerts to remind supervisors about approaching evaluation due dates
- Insurance Tracking
 - » Manage benefit coverage plans and levels
 - » Track dependents and eligibility dates
 - » Give employees 24/7 access to your district's benefits information
 - » Manage your benefit enrollment process including generating benefit deductions for payroll and HIPAA 834 enrollment files

FULLY INTEGRATED REPORTING

School ERP Pro offers user-friendly and unlimited ad hoc reporting with grid listings throughout the application, as well as Info-Link — an easy-to-use ad hoc reporting tool. More than 400 pre-formatted standard reports are also included. All of these standard reports can be reviewed online, printed, emailed, or exported to Microsoft® Word, Excel®, .TXT, or PDF formats. Standard human resources reports include:

- Absences
- Affordable Care Act reporting
- Benefit eligibility
- Benefit enrollment
- Birthdays
- Certificates
- Contracts
- Education
- Emergency contacts
- Equal Employment Opportunity (EEO-4/EEO-5)
- Evaluation dates
- Position report
- Salary schedules
- Staff master data
- Terminations
- Tenure
- State-required staff reporting
- State-required new hire reporting