

# Sample HRIS Needs

## Human Resources

- Creation and maintenance of positions
- Temporary and contractor tracking
- Employee Personal Information
- Company Information
- EEO demographic info
- Regulatory reporting (EEO-1, Vets 100, AAP, OSHA, New Hire Registry, Licensing, etc.)
- User definable fields
- Termination reason and turnover tracking

## Employee performance reviews

- Define and track targets
- Review analysis
- Performance review reminders
- Disciplinary action tracking
- Performance Management system

## Recruitment

- Open position tracking
- Post open-positions to web site and/or job boards
- Internal applicants
- External online applicants
- Screening
- Testing and results
- Employee referral

## Training, Licensing, Certification Tracking

- Tracking required courses by title
- Tracking programs, and CEU
- Renewal reminders
- Tracking of trainers, equipment and facilities
- Viewing of training, licensing, and certification
- Tracking by employee, department, etc

## Benefits and Compensation

- Benefit eligibility tracking and reminders
- Benefit enrollment
- Benefit deductions to payroll
- Third party vendor reporting
- Job and pay history and analysis
- Salary survey analysis
- Bonus target and actual
- International currencies

## Attendance Management

- Support requirements for different leave types (FMLA, Maternity, Bereavement, Jury Duty, School activities, Voting etc.)
- Calculation of sick, vacation, and/or PTO hours
- Tracking and monitoring of sick/vacation/PTO taken
- Accrue sick/vacation/PTO periodically or allocates annually

- Pay period and annual reporting of balances to staff and management
- Management of any maximum accrual, or carryover vs. payoff (year end, leave company)
- Leave scheduling
- Sick leave usage analysis

#### Employee and Manager Self Service

- Support employee self services such as updating personal info, emergency contact info, etc.
- Employee vacation request with manager approval
- Workflow management

#### Data Access

- Provide access to data in the system based on user permission group
- Link to external documents
- Provide other systems with data based on a business need

#### Talent Management

- Succession planning and reporting
- Competency management - jobs & positions \$ skills and employee training
- Performance Management system

#### Document Management

- Document access management
- Import or link to documents

#### Integrate with Other Systems

- HRIS Payroll Interface
- Import/Export ad hoc data

#### OSHA (Occupational Safety and Health Administration)

- Incident reporting
- Managers and Supervisor reports
- Manage compensation claims
- OSHA reporting

#### Organization

- Track department, location, region history etc.
- Track supervisor and manager history
- Organization Chart capability

#### Reporting

- Ad hoc reporting
- HR Metrics
- Standard reports
- Report writing capability
- Modify standard reports

#### Tracking Capability

- Provide real time monitor of system usage
- Track who has updated what data and when

#### Miscellaneous

- Workers' compensation incident reporting
- Stock option administration