

*Sceris*®



## *Digital Transformation of Human Resources*



## ETCETERA® HRMS - ONLINE ACTIVITIES & PROCESSES

ETCETERA® HRMS – Enterprise Process Management (EPM) is the preferred platform for the digital transformation of HR. Its rich interfaces, automated processes, file and video enabled online user interfaces and activity queues provide the most comprehensive HRMS available.

The imagination of HR leadership that helps create

competitive advantage requires solutions that achieve their unique requirements as no two HR organizations are alike. HR leadership indicated that one pre-configured environment offering no flexibility is unacceptable. With this in mind, EPM was envisioned as the platform for client configured solutions that address organizational uniqueness and requirements.

## ETCETERA® HRMS - ENTERPRISE PROCESS MANAGEMENT

EPM provides the environment for all HR processes that affect or involve employees, supervisors, managers, and if applicable, contract labor and volunteers. These online processes help increase employee productivity with manual processes converted to online processes and the consolidation of silo HR systems into a single environment with a predictable service level that employees value.

Automated processes create online activities assigned to individuals or groups and offer HR total visibility to all in-process activities. Online processes can include performance reviews, professional development plans, on-boarding, off-boarding, time and attendance, leave requests, training, testing and nearly any other process involving employees and managers. These processes are also configured for health & safety, recruiting, compliance, licensure management, incident reports, and workers compensation.

A robust security module restricts and controls access to any and all transactions, and certainly to sensitive transactions involving drug testing, HIPAA protected information, and sensitive personal information such as disciplinary actions.

In EPM, activities are organized in meaningful activity queues

for employees. The system automatically provides notifications that alert employees to pending activity. Additionally, employees can select and initiate online user interfaces.

Fully integrated with ETCETERA® Enterprise Content Management (ECM), online processes benefit from the seamless access and presentation of documents related to online transactions. With a Scalable Vector Graphics viewer, there's no end to the number of file formats supported for viewing without requiring the file's source application.

Every completed online transaction is automatically rendered as an image and stored in the appropriate document class in ECM. Transactions that are a part of an employee's file are automatically associated with that employee and presented for visual review in the appropriate tabbed section of their file.

With online tracking of activities, there's no more question about lost documents or missed deadlines. The system tracks all data related to the online transaction. Online transactions can include multiple electronic and/or digital signatures.

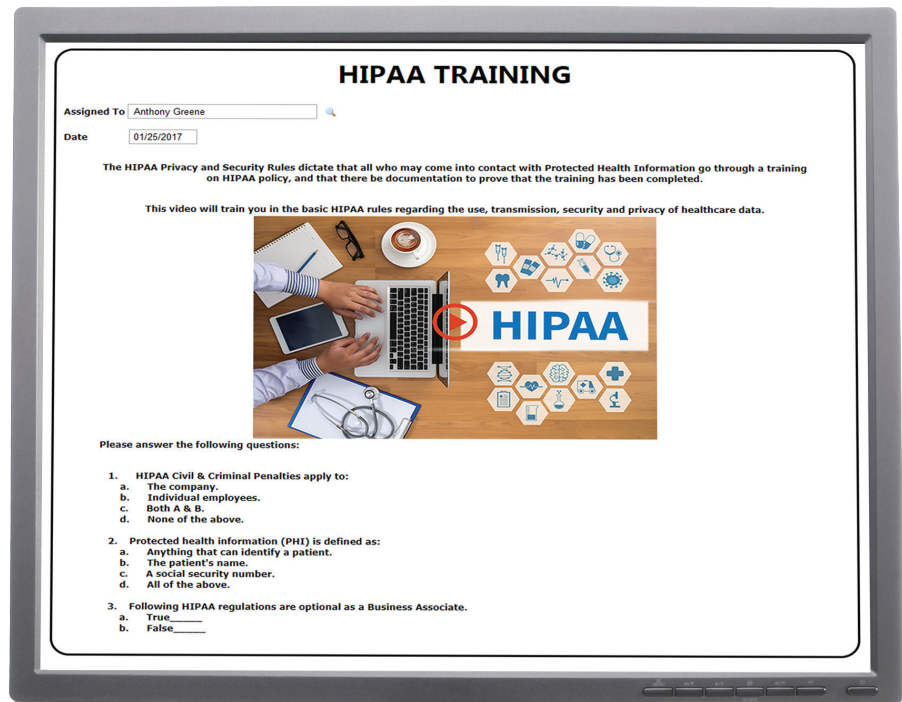
There is no other more flexible, enterprise-wide useful system available to address HRMS process requirements.



## DOCUMENT & VIDEO ENABLED ONLINE PROCESSES

Training and testing user interfaces, benefit selections, performance reviews, licensures, and myriad other online processes can be enhanced with access to related documents and presentations.

Access to prior development plans, and making the last development plan a part of the current plan provides immediate online access to the last completed plan, helping managers and employees make sure nothing's been missed in the new plan. Presentation of training videos and documents are a part of online transactions, and tracking the time spent by an employee in an online user interface can prove that adequate time was spent reviewing online training videos and related documents.



## AUTOMATED PROCESSES

Employee self-service and manager self-service are key aspects of an electronic HRMS. EPM automatically creates online user interfaces, placing them into employee activity queues. These are typically based on data triggers tied to user interfaces rendered and committed to ECM. But, unlike most products that limit the possibilities, the EPM platform allows for unlimited automated creation of online transactions.

The perfect example of this applies to onboarding and offboarding. In onboarding, there are numerous forms and online transactions that the new employee must finish, but onboarding doesn't stop there. A comprehensive onboarding process involves all individuals and departments involved in this new hire, possibly including the employee's manager and his/her manager, security, information technology, payroll, telecommunications, benefits, health services, transportation (relocation services) and more. Each organization has a different set of requirements, and EPM provides the foundation for configuring solutions to meet those needs.

## EXAMPLES OF ONLINE HR PROCESSES

### *on-boarding*

*Employee Self Service*  
*Manager Self Service*  
*I.T.*  
*Security*  
*Payroll*  
*Transportation*  
*Policy & Procedure Review*

### *Recruiting Management*

*Comprehensive on-boarding*  
*Comprehensive off-boarding*  
*Employee Development*  
*Health & Safety*  
*Leave Management*  
*Time & Attendance*  
*Trainings & Surveys*

### *Job Descriptions*

*Salary Grades*  
*Workers Comp Management*  
*Incident Management*  
*HR Vendor Management*  
*Performance Management*  
*Contract & Volunteer*  
*Benefits Management*

## Getting Started

Moving employee related information systems to online processes and the consolidation of one or more HR systems in ETCETERA® is accomplished with a plan. ScerIS assists with:

- Direction in the development of a System Implementation Plan that details processes, data requirements, activity queue definitions, user interfaces and prioritizes the configuration efforts.
- The development of online process and workflows.
- The integration of EPM with ETCETERA® ECM for a unified employee record, and other record management purposes.
- The development of HR and employee training programs and provide training services.

## About ScerIS

ScerIS is a resource to its customers for Big Impact solutions and services. Founded in 1993, the company's focus is to help customers retool business processes, automate people centric work, improve workforce productivity and utilize key performance indicators that help position them for increased profitability.

ScerIS is a resource to its customers in healthcare, financial services, business and government. Serving 16 major markets and over 100 industries, ScerIS provides Business Process Improvement Solutions, Business Intelligence Reporting and Data Analytics Tools, Mobile Workforce Solutions, Custom System Design, Implementation Services & Business Process Outsourcing.

ScerIS is the software developer of ETCETERA®, the platform for business process improvement, content management, business intelligence and data analysis. ScerIS also provides Managed Cloud Services, Professional Services and Outsourced Services rounding out its value to customers.

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Gold Application Development



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