

Human Resource Management System



ETCETERA® for Human Resource Management

The ETCETERA® Human Resource Management System (HRMS) is the most dynamic, flexible and accommodating HRMS available.

Recognizing that every organization's requirements for an HRMS are different, ETCETERA® HRMS provides the platform for HRM Process Optimizations that support an organization's unique requirements.

Using ETCETERA® HRMS all aspects of data, document, file and process management are configurable. As processes or data requirements change, system configurations are easily modified, often in just minutes, to accommodate changing requirements.

There is no other more flexible, useful system available to address HRM requirements.

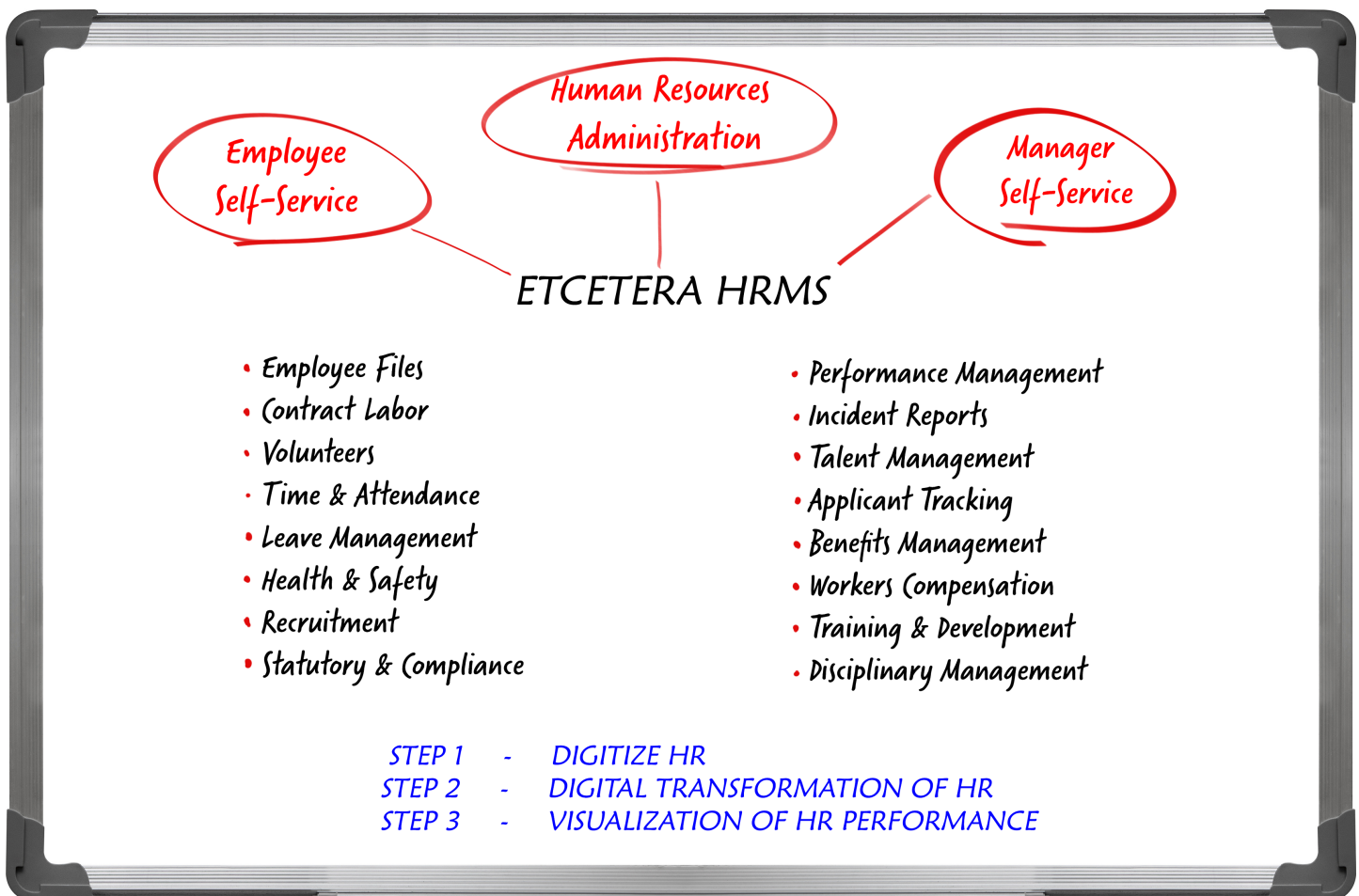
ETCETERA® HRMS Platform

The ETCETERA® HRMS Platform addresses the data, documents, files and processes applicable to Employee Lifecycle and to other HRM requirements.

Some organizations will be satisfied managing all HR documentation related to the employee, training, benefits, attendance, applicant tracking and more in a digitized paperless environment. Other organizations will want to expand paperless to include online processes, employee portals and self-management, manager portals and self-management, online time

and attendance, performance management, on-boarding and off-boarding, training and development and much more. Some organizations will also want key HR Performance Indicators (KPIs), reports and visualizations.

Starting with a blank white board is the perfect place to start as an organization envisions the possibilities, identifies their requirements and prioritizes project deliverables. Imagine your requirements, document your vision for your HRMS, and then use ETCETERA® to implement your vision to achieve your goals.



ETCETERA® HRMS Platform

The ETCETERA® HRMS Platform provides the foundation for the digitization of HR, the digital transformation of HR and the visualizations of HR performance. The Platform includes three primary modules that are easily phased-in to fit within budgets, either as a traditional software license or as a monthly or annual subscription. These modules include ETCETERA® – Enterprise Content Management (ECM) for Digitizing HR, ETCETERA® – Enterprise Process Management (EPM) for HR Digital

Transformation and ETCETERA® – Enterprise Business Intelligence (EBI) for HR KPI and Visualizations.

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Digitize HR *Manage HR Documents*

ETCETERA® HRMS – ECM is used for managing primary data sources like the Master Employee Data File, scanning / digitizing paper documents, capture of electronic files and the management of all HR digital assets. This module gets HR organized and paperless.

Digitizing HR is often the first step to implementing an HRMS. ECM provides for the management of all HR documents, access, and presentation and is used to manage HR information assets. A robust configuration utility guides the user through personalizing ECM to your requirements. A very granular security module protects classes of documents. A tabbed presentation organizes documents by tab, similar to a paper employee file, except this process is automated.



Digital Transformation of HR *Manage HR Processes*

ETCETERA® HRMS – EPM is used for online processes and helps increase employee productivity while creating a predictable service level that employees value. Online processes can include performance reviews, development plans, on-boarding, off-boarding, time and attendance, leave requests, and nearly any other process involving employees and managers. This module gets HR to a paperless process and may consolidate other HR applications.

Processes are automatically initiated or initiated by HR, a manager, or employee. With EPM, the status of every in-process activity is at your fingertips. There's no more lost documents or transactions and activity logging provides a history of all activity related to a process. There's no more question about what activities have been completed or are still in-process. The completion of online processes results in automatically saving the final state of an electronic document, updated indexes and a permanent record of the transaction.



Performance Visualization of HR *Manage HR Performance*

ETCETERA® HRMS – EBI is used for creating visualizations and reports of HR activities. This module provides valuable insight into HR performance.

Whether tracking performance to goals, timeliness of reviews, employees that haven't received inoculations, average cost of benefits per employee, missing documents (such as employees without an I-9), applicant tracking or any other metric, knowing where you are is as important as knowing where you're going and how you're going to get there. EBI is the tool that evaluates HRMS data and provides you with this valuable insight.



Getting Started

The first step in introducing an HRMS into an organization is understanding the organization's goals in implementing the solution. With an outline of expectations, ScerIS can assist in numerous ways:

- Create or assist in the development of the Master Employee Data File.
- Digitize existing paper documents, import electronic files and catalog these digitized documents into ECM.
- Convert documents and data from existing systems.
- Assist in the design of the system, identification of data values and indexes, establish tabbed presentations.
- Develop online processes and workflows.
- Develop HR and employee training programs, and provide training services.

Getting Installed

Installation is available on-premises or in the cloud. ECM is licensed by Named User or Concurrent User, and one or more scanning interfaces are usually licensed. A traditional software license as well as a monthly or annual software subscription are available. There are no additional software license charges for documents, the number of document classes, tabbed viewing, indexes, security or other ECM features.

With Concurrent User licensing, an organization can have unlimited named users. Concurrent User licensing is often used if document access is expanded outside of HR to include managers and / or employees. Contact your ScerIS representative to discuss licensing alternatives and pricing.

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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