



# Infor Human Resource Management

## Support business operations and organizational excellence

There was a time when businesses and organizations hired people to fill vacant positions. Aside from trying to match skill sets with skill needs, employers gave scant thought to how each employee contributed to the organization's high-level strategic objectives.

Today's "do more with less" paradox mandates that you extract the highest possible value from your workforce. That's why, more than ever, Infor™ Human Resource Management solutions make so much sense. With Infor, your organization is positioned to optimize your human capital in many different ways, from consistently hiring the most qualified candidates to retaining the best and brightest employees.

## Automation and integration of key activities

In a multitude of ways, large and small, Infor can add strategic value to your workforce and your organization. Besides helping you hire a top-quality, highly productive workforce, Infor Human Resource Management solutions can transform tedious, time-consuming everyday tasks into processes.

Do you have hundreds, or thousands, of paychecks to process each week? Infor Payroll can accommodate even the largest employee populations, whether you choose to process payroll for the entire organization at once or in concurrent periods.

Need a better way to track and respond to employee attendance issues? Infor Absence Management assists you in effectively monitoring your workforce, even if you have very complex time off policies, allowing you to take swift preventive, corrective, or compensatory action, as appropriate.

**Infor Human Resource Management solutions can help you manage your workforce like the strategically important asset that it is, positioning each employee to be a vital contributor to achieving your organization's key objectives.**

Managing benefits has become progressively more difficult, but it doesn't have to be that way. With Lawson Benefits Administration, each new hire activates the notification and enrollment process, including payroll deductions setup, based on specific eligibility criteria. Many administrative tasks previously handled by your HR department can be delegated to individual employees via Infor self-service. Besides assuming control of their own benefits enrollment, employees can make plan changes, add or change dependents and beneficiaries, manage flexible spending accounts, view retirement account information, more.

Integration plays a key role in Infor Human Resource Management solutions. A prime example: When the decision is made to hire a candidate, personal information gathered during the recruiting and interview phase automatically populates the new employee's HR record. Eliminating or reducing the need for duplicate data entry may contribute to additional cost savings, along with less likelihood of data errors.

## Track and manage employee information

Can you readily locate information about an individual employee or group of employees? How easy is it to make updates to this information?

For most large organizations, tracking employee information, managing promotions and transfers, and keeping data current are huge logistical challenges—not to mention a major time constraint for your HR department and managers. In fact, the larger your workforce, the more you'll appreciate the kind of assistance you get from an automated solution like Lawson Personnel Administration.

You must track a wide range of essential workforce data, such as emergency contacts, work restrictions, employee profiles, performance reviews, and Lawson Personnel Administration provides fast access to this information. It can help simplify other everyday activities, as well, from following up and reporting on work-related injuries to setting up and managing employee training.

Within Lawson Personnel Administration is a powerful Position Management component. This Position Control functionality provides a complete picture of your workforce, tracking attributes of each position for up to 98 active positions per powerful tool for those organizations with employees working concurrently in multiple positions with incremental FTE allocations. In addition to providing a complete picture of your workforce, Position Control allows you to budget for current and future openings—even create “what-if ” scenarios with preliminary budgets for open positions, current employees, and labor.

### **Infor Human Resource Management:**

- Absence Management
- Benefits Administration
- Employee and Manager Self-Service
- Human Resources
- Payroll
- Personnel Administration

## Empower your employees and managers

Employees who are given more control over their own careers are more likely to be satisfied and to remain with your organization for a longer tenure. In other words, you're less likely to lose the knowledge and expertise you've developed over time.

Infor Human Resource Management includes highly flexible self-service capabilities that allow employees to manage a broad range of information and tasks, from updating personal data in their personnel record and enrolling in benefits, to checking on open positions and registering for needed training.

Managers also benefit from Infor self-service functionality. From their personal computer, they can monitor information, such as pay history on their direct reports, as well as opening job requisitions, carrying out personnel actions, and collaborating with employees on training opportunities and career advancement.

In addition, employees and managers can receive automatic notifications in advance of license and certification expirations, ensuring that renewals are completed on a timely basis.

The advantages of Infor self-service extend well beyond the employees and managers who use it. HR staff are relieved from many routine administrative tasks and paperwork, allowing them to focus on more strategic activities.

Tasks completed through Infor self-service applications trigger updates to the appropriate Infor Human Resource Management solutions. For example, when an employee enrolls in a benefit, this information is automatically relayed to Infor Payroll, where the employee's deduction is created.

## Access to business intelligence... and beyond

But there's more, much more to Lawson than simply automating and integrating routine activities.

By joining Infor Human Resource Management solutions with the Infor Performance Management Suite, you gain access to business intelligence, as well as analytical and reporting tools, to help you manage your human capital for maximum strategic impact.

Because your decision makers aren't tied to their desks eight hours a day, Lawson has developed advanced solutions to ensure the delivery of vital information and to automate the flow of essential processes.

What if executives, managers, and employees could be automatically notified via email, Web portal, voicemail, cell phone, or PDA whenever specific events occur? And what if this same system delivered relevant, filtered data, along with links to allow immediate action and collaboration?

For instance, you may want department managers to receive early notification when key positions are filled or eliminated. Personnel actions of this nature usually affect multiple areas of the organization, potentially creating new opportunities—or impediments—to work in progress. Besides keeping managers in the loop, Lawson Smart Notification®, part of the Infor Lawson BI application, would enable managers to respond quickly, providing assurance that projects stay on track with minimal disruption.

Of course, bringing issues to their desired resolution necessitates appropriate protocols and processes. By utilizing Infor ProcessFlow, you receive the confidence that every requirement has been met.

Let's look at the example of a manager who requests a salary increase for a direct report, but the amount exceeds the organization's guidelines for that position. The system identifies the increase as being nonconforming, then permits the manager to launch an electronic approval process using Infor ProcessFlow. The approval process follows a predetermined path through the appropriate management team members all the way through resolution. At any time, the manager can check on the status of the approval: who has signed off and whether the request has been escalated to another level.

In short, Infor helps you create an environment where decision makers are held accountable, employees are treated fairly and costs are brought under control.



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## About Infor.

Infor is the world's third-largest supplier of enterprise applications and services, helping more than 70,000 large and mid-size companies improve operations and drive growth across numerous industry sectors. To learn more about Infor, please visit [www.infor.com](http://www.infor.com).

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