Infor Global Human Resources
Optimize your talent with adaptive HR processes

Infor Global Human Resources™ (GHR) is a complete core HR system of record that delivers prebuilt interoperability, so the key components of the core system—people, organizational structure, competency framework, etc.—can be seamlessly reused and share the same HR personnel data, processes, and workflow across all Infor HCM products (Infor® Talent Management, Infor Talent Science, Infor Learning Management, Infor Workforce Management, and Infor HR Service Delivery). It’s backed by extensive business process modeling, to help make your company more responsive and competitive.

Modern HR technology

Today’s shareholders demand more strategic HR and IT processes to drive a higher a return on their people investment through cost savings and increased efficiencies. Infor’s new, modern Global HR delivers sophisticated, integrated technology that easily adapts to your organization’s evolving needs. It’s powerful tools help eliminate silos and legacy HR systems, replace manual business practices and procedures, and help you make sense of your workforce data.

Agile HR processes

To respond to shifts in demand with greater workforce agility, human resource teams need to “do more with less.” The powerful, highly scalable Infor GHR has a broad HR footprint and deep capabilities that can save HR and employees a significant amount of time by leveraging end-to-end, seamless, flexible processes that work together and optimally enable HR teams meet their strategic workforce objectives.

HCM science and productivity

You can more effectively analyze your HR program’s performance and effectiveness by using GHR’s data-driven analytics to help identify future needs of your company and employees. GHR provides real-time insights from all types of workforce data by delivering the right data at the right point. With the right data, you can more effectively define policies and processes. The end result: You can improve and simplify the way HR builds people processes to manage costs and drive a more productive workforce.
Infor Global Human Resources: The full package

Infor Global Human Resources is an end-to-end core HR suite with an interconnected structure that ties multiple talent management disciplines to a single person record, while helping to eliminate operational inefficiencies and reduce overhead costs. With Global Human Resources, you can deliver HR services more effectively across the entire organization and eliminate the need to grapple with separate HR applications and processes to manage your workforce.

Person System of Record

Manage all types of workers
Provide a comprehensive framework to automate day-to-day personnel actions and record-keeping processes with industry flexible forms, fields, open workflow configurations, and multi-vendor integration for operational excellence.

Benefits

Proactively plan and manage employee programs
Eliminate the guesswork and high costs associated with employee benefits by taking advantage of pre-built components to help HR and company leaders determine the right policies and packages.

Absence Management and Time Entry

Get full function capabilities with less cost and more accountability
Setup and maintain custom time off plans by employee work assignment, role, and geographic location with group-specific governing rules to save time and effort.

Employee/Manager Self-service

Personalize HR employee information
Reduce the demands on your HR staff by providing configurable, role-based employee and manager self-service capabilities that can be accessed on any device, 24/7.

Position Budget Management

Track employee movement against budgets
Monitor changes against a planned budget to assist with containing staffing costs with Position Budget Management. The process monitors actual vs budgeted employee or applicant changes based on rules defined by your organization. Dashboards and analytic tools provide actions you need to keep your budget costs in alignment.

Occupational Health, Employee Safety, Employee Relations

Reduce risk and maintain standards
Put programs place and monitor progress in place to reduce exposure and unwanted legal challenges, penalties, and costs that result from day-to-day business operations with comprehensive HR capabilities.
Person System of Record

Person System of Record, a module of Infor Global Human Resources, uses one source of information to track employee history and reports with configurable, role-based streamlined processes. Person System of Record turns administrative processes and workflow capabilities into a single integrated HR management solution designed to support the way people work.

Key features:

**Allocate personnel to any structure**
- Store all the prerequisite structures and core employee data, i.e., organizations, supervisor hierarchies, job/positions, competencies, and compliances.
- Get unlimited organizational levels with separate reporting (matrix or flat structures).
- Create an unlimited number of work assignments tied to jobs, positions, and employment history, in one security model.

**Manage organization and people in one place**
- Support global enterprises of all sizes with unique country-specific support.
- Set up everything once, use standardized data, and re-use it to improve efficiency.
- Solidify personnel data accuracy for benefits, absence tracking, and time entry functions to reduce costly errors.

**Integrated HR business platform**
- Store and manage large amounts of sensitive personnel information (private information, competencies, behaviors, attributes, credentials, and licenses) seamlessly across various core HR, payroll, finance, talent, workforce management, and other human resources service delivery, other line-of-business applications on one platform.
- Handle, complex issues of mergers, expansion and HR polices with over 120 built-in HR reports.

Visit Infor HCM to see our complete list of solutions ›

---

HCM | Infor Global HR
Benefits

Benefits, a module of Infor Global Human Resources, assists organizations with retaining resources by offering key benefit programs to employees, retirees and COBRA participants through a targeted enrollment experience that the benefits team can tailor to each group. The module’s comprehensive benefit processes helps you manage these programs by benefit plan for individual groups in your organization while ensuring adherence to compliance requirements.

Key capabilities:

Flexible functionality
- Configure complex plan-rules that facilitate enrollment and maintain plans based on eligibility or other requirements.
- Mass create and track benefits by plan type and contributions for a variety of plans (e.g., 401k, dental, dependent care, HSA, life insurance, medical insurance, COBRA, and disability).

Workflow and processes
- Determine benefit eligibility by plan, resource, defined waiting period, and plan termination period for full-time and part-time employees to ensure Affordable Care Act compliance.
- Support benefits for various groups of employees, COBRA participants, and retirees.
- Support various compliance and vendor reporting through workflow and generic interfaces that can be configured for specific situations.

Deep integration
- Capture changed benefits data through the universal interface to third-party (TPA) benefit providers (i.e. dependent/retiree benefit enrollment and beneficiary/investment designations).
- Import benefit hours worked from payroll and deduction amounts by resource, as well as all benefit contributions by benefit plan.
- Export benefits standard and one-time deductions and standard time records to payroll.

Personalized self-service
- Configure the employee user experience for enrollments and new hires, ongoing events, and life events.
- Access life events such as moves, marriage, and spouse employment changes, through a mobile, role-based, enhanced user interface.
- Give employees the ability to view and update personal information, model benefits, and directly enroll in plans and get a benefits summary.

Visit Infor HCM to see our complete list of solutions ›
Absence Management and Time Entry

The Absence Management and Time Entry modules of Infor Global Human Resources provide an easy-to-use configurable absence tracking solution with analytics and financial system sharing. Absence Management and Time Entry allow management to automate manual, complex processes for improved efficiency that can help you reduce costs, more effectively comply with regulations, and significantly improve administration support for managers and employees.

Key capabilities:

Manage a large number of plans
- Define absence structure and time off plans with employee group-specific rules.
- Provide a comprehensive rules engine to accommodate variations in dates, enrollments, accrual calculations, service, and eligibility determinations consistent with corporate policies.

Take control of time-off processes
- Monitor and update employee group changes that affect enrollment eligibility or time off plan balances.
- Track and manage time off, including intermittent absences (FMLA, vacation, sick), legal Obligations, and correspondence.
- Support absence compliance initiatives through numerous standard reports and online trend reports.

Access HR beyond the desk
- Benefit from a self-service portal that delivers a single source of HR data to provide a consistent mobile, role-based user experience anywhere/anytime.
- Get an easy-to-use, flexible time entry calendar function with automatic manager approval process.
- Integrate payroll with pay codes and rules related to capturing time, approvals, and analyzing time period reports.

Visit Infor HCM to see our complete list of solutions ›
Employee and Manager Self-service

Employee and Manager Self-Service, a module of Infor Global Human Resources, helps increase productivity and lower costs for everyday HR activities. You’ll be able to give managers and employees access to HR data to make routine decisions. Plus, a personalized, role-based, and intuitive HTML5 mobile user interface on any device; simplify enrollments and update personnel information (benefit enrollment, time-entry) anywhere, anytime.

Key capabilities:

**Capture pertinent HR information**
- Enter new data and update information captured during the hiring process; you can include a variety of personal and work-related detail, such as benefits enrollment, payroll set-up, and training registration.
- Approve and reject time requests; track overtime, create online time record reports; perform detailed analysis by pay period from any payroll system.

**Connect employees to their data**
- Empower employees to access their own information to reduce HR calls and emails, and eliminate paper forms and manual processes.
- Enter time worked; review and update: personnel data, date of birth dependents, education, certifications, competencies, leave balances, emergency contact, and payroll information.

**Access by roles**
- Create online enrollment and plan descriptions, inquire about benefits, manage beneficiary data, view flexible spending account balances.
- Manage life events, such as moves, changes in marital status, and adoptions or births.
- Access payroll, training, licenses, certifications, and more.

**Convenient HR data**
- Initiate personnel actions in accordance to your organization’s defined policies for consistency.
- Get a graphical view of your direct reports’ information; enter and view key milestones such as hire dates, length of service, birthdays, salary history, and performance data.
- Take advantage of an intuitive, role-based, personalized desktop or mobile user experience anytime, anywhere.

Visit Infor HCM to see our complete list of solutions ›
Position Budget Management

The Position Budget module of Infor Global Human Resources, adds automated business processes to track and monitor changes against your final planned budget that may be impacted by resource (employee and non-employee, i.e., contractors) movement. You can take advantage of integrated position budget control processes with Infor Talent Acquisition’s applicant process to monitor resource movement through the hiring requisition and employment lifecycles. And, you can use in-depth decision analytics, models and reports to increase budget impact accuracy.

Key capabilities:

Automate budget position plans
- Select the employee relationships (manager, administrator, and approver) for inclusion or exclusion in headcount reporting and position budgets.
- Determine the basis of the position budget—by job, position, FTE, organization unit, or branch.
- Define currency rate tables and rules to determine budget controls for employees, requisitions, and applicants.

Perform secure budget tasks
- Give administrators access only to their organization’s position budgets.
- Compare position plans by organization unit, job, or position.
- Access current staff, budgeted staff, pending requests, future commitments, requisitions, and applications.
- Rebuild budget counts to ensure changes made do not trigger budget controls.

Monitor budgets
- Monitor budget net changes, variances (FTE, salary, headcount), and expense details by the start and end value for each budget or for a specified period.
- Monitor budgets against business processes performed as actions occur in GHR, and in Talent Acquisition at user-defined stages, using rules established in the budget plan.
- Handle budget adjustments that are dated and auditable using workflow approvals and oversee state of the budgets with various reports for decision support and future forecasting.

Visit Infor HCM to see our complete list of solutions ›
Occupational Health, Employee Safety, Employee Relations

The Occupational Health, Employee Safety, and Employee Relations modules in the Infor Global Human Resources, are designed to develop automatic processes to handle incident management, govern employees’ interactions, and ensure fairness. The modules help organizations accurately follow policies and processes to respond in a timely fashion to employee concerns and avoid exposure to penalties.

Key capabilities:

Enable workplace health practices

- Tailor, record, and notify occupational health series of components (test, vaccine, immunization) and appointment requirements; adhere to employee privacy and health insurance rules.
- Manage health risks involved in the type of work an employee performs in the context of their position. Track appointments and manage tasks using a role-based dashboard. Perform point-in-time analytics on health component data.
- Manage Occupational Health centrally or de-centralize with new security roles.

Facilitate workplace safety

- Record observations and manage incidents in accordance with regulations and compliance reporting to meet the needs of multiple geographies.
- View safety incidents, injuries, treatment facilities, safe behavior categories, and observation logs.
- Track required safety and near-miss incident follow-up steps and required notifications.
- Assign location managers, investigators, and security roles.

Improve employee relations

- Capture and monitor single or multiple related employee coaching tasks supported by automated notifications, reminders, and relevant information in different forms.
- Support formal discipline management with preparation documentation, reminders, and attachments to help ensure employee retainment.
- Link, record, and search established grievance precedents; manage grievances made by employees, groups, or employee representatives.
Benefit from world-class flexibility and deployment

With Infor Global Human Resources, you can:

- Take advantage of intuitive tooling to configure workflows, forms, and fields without customizing code.
- Leverage ‘next generation’ technology and extensive business process modeling for seamless integration, automated workflows, and role-based functionality.
- Facilitate highly complex user-defined, domestic and multinational infrastructures, localizations, and languages.
- Take advantage of a streamlined, intuitive mobile, personalized, and beautiful user experience for manager, employee, and administrator roles.
- Share a modern, common competency and skill infrastructure with all Infor Talent Management, Infor Talent Science, and Infor Learning Management.
- Deploy easily and cost-effectively via SaaS or on-premise.

Process optimization simplifies HR

Let Infor help you optimize your people, processes, and systems so you can manage your workforce more seamlessly and efficiently. With Infor Global Human Resources, you can take the complexity out of your daily routine and free your HR staff to create new, innovative talent models to hire and retain the right employees.

Learn more about Global Human Resources
Stay up to date—follow Infor HCM

Blog—Infor HCM
Learn the latest manufacturing news and trends affecting your vertical. Sign up for our RSS feed and get new posts delivered directly to your inbox.

Visit Blog › RSS Feed ›

LinkedIn
View Infor’s HCM page ›

Twitter
Follow Infor HCM on Twitter ›

YouTube
Visit Infor’s YouTube channel ›
About Infor

Infor builds beautiful business applications with last mile functionality and scientific insights for select industries delivered as a cloud service. With 15,000 employees and customers in more than 200 countries and territories, Infor automates critical processes for industries including healthcare, manufacturing, fashion, wholesale distribution, hospitality, retail, and public sector. Infor software helps eliminate the need for costly customization through embedded deep industry domain expertise. Headquartered in New York City, Infor is also home to one of the largest creative agencies in Manhattan, Hook & Loop, focused on delivering a user experience that is fun and engaging. Infor deploys its cloud applications primarily on the Amazon Web Services cloud and open source platforms. To learn more about Infor, please visit www.infor.com.