



# Infor Human Capital Management for government and education

## Manage, comply, and grow

Imagine knowing: You had help to identify and develop tomorrow's leaders to fill gaps in your workforce.

Imagine having: The ability to transcend your administrative role by supporting strategic direction for the future of your public organization.

Top talent is a valuable commodity within the government and education industries. Every day on the job you're challenged to attract, recruit, cultivate, assess, and retain employees across locations and stay in compliance with all the rules. Infor® Human Capital Management is designed to help solve the unique challenges governmental and educational organizations face. For example, the solution helps you:

- Manage and comply with budgets using tightly integrated financial components.
- Determine how, when, and who has ultimate control over budgetary dollars, units, and grant-funded positions, with position control and management tools.
- View real-time and secure budget, position-funding, salary, headcount, full-time-equivalency, over-hire, and vacancy data online, with a rules-based structure.

## Human resources simplified

Infor HCM delivers governmental and educational organizations transformational tools that link together people, strategy, and execution. The solution sends actionable information about people in support of business strategy directly to your preferred technology space.

You gain a full view into all aspects of your workforce, positioning you to make calculated business decisions that can help maximize the value of your most important asset-your people.

You gain the power to be unique and compliant in all aspects of your requirements, with the flexibility to handle exceptions resulting from special requests others make of you everyday. You'll have the tools to more easily manage mandates as a public agency, while setting your organization's model for the future.

## Infor HCM capabilities:

### **Talent acquisition and on-boarding**

As you manage to your budget, Infor tools give you complete visibility into vacancies and future retirements when they occur. This data can help empower you to:

- Strategically fill current and future employment gaps with top-quality talent.
- Shorten the recruitment cycle.
- Streamline the entire on-boarding process.
- Ensure complete compliance with budgetary rules and union requirements.
- Communicate employment status among designated users online, in real-time.

### **Resource life cycle management**

Manage your organization, and your employees, all in one place. Save money and time, while reducing your organization's environmental footprint. Infor delivers a practical and fun way to manage higher volumes of data faster, and more accurately. With Infor in place, you gain access to employee management and self-service.

Use the solution to help enhance employee satisfaction, with:

- Step-by-step guides to completing on-boarding processes
- Online employee access to record life events, review employee management goals, schedule professional development, and review paychecks
- Online management access to real-time budget, workforce, and goal-management data, with tools to initiate transactions for approval without having to fill out forms

Education industry users also benefit from the ability to:

- Facilitate complete compliance with No Child Left Behind initiatives.
- Manage all state-specific certification and endorsements on the organizational job/ position classification.
- Track individual employee assignments against instructional requirements.
- Create highly qualified reports based on actual human-resource information, online, in real-time, around the clock

### **Schedules, time, and leave**

Schedule your employees to minimize overtime and maximize coverage. Infor scheduling and staffing solutions can help you:

- Schedule, approve time-off requests, and fill in holes from unscheduled absences efficiently, and at the lowest reasonable cost.
- Manage scheduling and compliance according to governmental policies and union rules.
- Enable employees to pick, give up, and swap shifts, as well as clock in upon arrival to work.
- Establish rules for managing time and leave.
- Automatically increment and decrement leave balances.
- Incorporate ongoing, annual, and docking rules in your process.
- Determine the order and plans you link together for docking and rollover events.
- Track all aspects of time worked, time missed, and leave taken, with a life-to-date time system.

Simply define your rules-based design once, while incorporating exceptions and overrides as needed. Your solution includes tools to help you:

- Post liability balances into a general ledger.
- Comply with GASB34 reporting.
- Ensure Fair Labor Standards Act (FLSA) compliance.
- Integrate payroll functions.
- Automate calculations.
- Properly process payments.

### **Benefits administration**

When you must manage decades of grandfathered plans, bargaining units, and union requirements, Infor tools can help you remain in full compliance with your rules. The solution is integrated into Infor time, leave, and payroll functions, including all aspects of the Family and Medical Leave Act (FMLA). As a result, you reduce the risks public agencies commonly face, such as noncompliance and subjectivity, while you enhance future decision-making processes. You also gain the ability to:

- Leverage self-maintaining employee grouping capability to automate eligibility, enrollments, and calculations.
- Qualify individuals into plan and coverage types, calculate contributions, and automatically create deductions into payroll.
- Keep payroll and benefits in sync with coverages and payroll deductions.
- View complete employee details and life-to-date histories.
- Help ensure employees see only what they are authorized to see.
- Allow employees to complete on-boarding activities, annual enrollments, and qualifying life events via self-service tools, online, in real time.
- Automatically route employee self-service activities to appropriate personnel for complete approval.

## Payroll

There is no room for error or delay within government and education sectors' payroll functions. Robust tools from Infor can help you achieve accurate payroll results in a timely manner. Use the tools to remain flexible and nimble, while upholding the payroll process flow - even if one department isn't ready. You benefit from ability to:

- Address all aspects of payroll, including wages, supplemental and longevity calculations, deduction schedules, and formulas.
- More easily comply with FLSA guidelines, especially for unique groups that have fluctuating schedules and blended-rate overtime calculations.
- Help ensure rule changes are recalculated with life-to-date retroactive capabilities.
- Automate complex wage adjustments, garnishments and other deductions, as well as general-ledger distributions.
- Retain line-item histories.

Unique to education, Infor offers Teacher Contract Administration, with tools specifically designed to help you comply with teacher and paraprofessional contract requirements. You may use the solution to help automate:

- Workday calendars and manage payroll over a school-year rather than a calendar-year basis.
- Pupil day counts and total professional development days required for state reporting with client-defined workdays and non-workdays.
- Management of contracts by school-year days, as well as traditional-model hours.
- Tracking of up-to-date paid versus worked time, as well as contract balances, online.
- Mid-year hire processes, as well as early terminations.
- Prorating of all aspects of contracts based on effective dates.
- Calendar management for updating workdays and extending the school year when inclement weather hits.

## Retirement

Life-cycle management doesn't end when employees retire from service. With your Infor solution in place, you may:

- View retirees' complete life-cycle histories to audit, track, and respond to inquiries-all from the same place you managed the employees before they retired.
- Assist retirees and save time managing administrative tasks with self-service for retirees.
- Manage invoices and post payments for retiree benefits within Benefits Administration Accounts Receivable, which integrates with Infor financials automatically. Initiate and track all invoices, payments, and reconciliation of coverages month to month for retirees, as well as COBRA participants, in a single system.
- Help pay retirement wages and process appropriate year-end statements.

### Information at a glance

Infor Human Capital Management has a visually appealing, intuitive user interface. Your customized dashboard reveals, at a glance, the data you need to evaluate and manage performance. You may also graphically see how the evaluation process is working for the organization.



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## About Infor

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