

# PAIE and GRH

## Human resources management Module

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### ADVANTAGES AND BENEFITS

- *Sophisticated seniority and experience calculation*
- *Individual and group assiduity reports*
- *Calculation of various retirement scenarios*
- *Data Integrated into payroll environment*

**T**he legitimacy of human resources management lies in its contribution to the efficiency of the organization. Human resources management is not an end in itself but rather a means to assist the organization in attaining its primary objectives. In other words, human resources management is at the service of the organization.

To attain your organization's objectives, the Société GRICS offers you the possibility of integrating human resources management into your remuneration operation.

### Intended clientele

- Human resources personnel

## Main features

### Manpower management

This module allows you to enter, update, consult and process information on an organization's personnel and includes the following topics :

- **Employee file**

The file content was revised to include specific human resources needs. The information recorded on the screens regarding the identification and personal data of an employee is available in response to the administrator's needs.

- **GRH résumé**

For consultation, this screen displays an employee profile by regrouping the information deemed pertinent in the area of human resources.

- **Employee schedule**

For administrative and support personnel, *GRH* offers the schedule concept. Entering information in an employee's file regarding his or her work schedule gives a new perspective to the pre-recorded employment and absence data.

- **Assiduity**

The GRH attendance record provides a visual and comprehensive form of absence tracking by displaying data in color in a calendar format. Data details and summaries can also be tabulated from the record.

Administrators at different management levels can also compile attendance statistics and management indicators from flexible criteria based on the requirements of their level

- **Manpower training**

The training sessions taken or given by employees may be recorded in their file.

- **Teacher workload**

This function allows you to know and follow a teacher's workload at the preschool, elementary and secondary levels. The use of descriptive tables ensures a high degree of flexibility.

Available computerized tools allow the recuperation of a secondary workload from information extracted from the pedagogical management systems and to import them easily and quickly at the change of the school year.

- **Seniority and experience**

*GRH* offers a specialized function for the calculation of seniority and experience. This function processes, when required, the various information contained in the employment, payments and absences histories to carry out accurate calculations in conformity with the collective agreements.

*GRH* allows you to view in the file :

- Seniority
- Experience by employment group
- Hours worked in a temporary employment status (support personnel)

As well, *GRH* offers a specialized tool that manages the recognized years of experience of teachers (Appendix 17 of the teachers' collective agreements).

Note that, the operation « Massive salary changes » has been adapted to incorporate this tool.

Also, the teaching experience for union purposes is recorded separately.

- **Pension calculation**

This function allows you to respond rapidly to your employee's questions regarding their retirement rights. On request, it provides information using the four retirement scenarios offered to an employee.

As well, this function is capable of calculating the pension using a specific date, while observing CARRA regulations.

For more information please visit our Web site at [www.grics.qc.ca](http://www.grics.qc.ca), or communicate with Customer Service at (514) 251-3730 or by e-mail at [info@grics.qc.ca](mailto:info@grics.qc.ca).