

PAIE and GRH

GRH complementary functions

ADVANTAGES AND BENEFITS

- ***The possibility of using the modules independently***
- ***Inter-module links to improve overall performance***
- ***The computerization of communications and processes***
- ***The access to data in decentralized mode***
- ***Complementary functions in an integrated and secure environment***

Integrated to PAIE and GRH, the GRH complementary functions consist of the following seven modules:

- ***Applications***
- ***File and occupation generator***
- ***Schedule***
- The ***Positions series*** :
 - ***Positions management***
 - ***Staff planning***
 - ***Assignment sessions***
 - ***Salary mass follow-up***

Except for the *Positions series* modules, the other modules can be used separately but the links that exist between them improve their performance in an integrated and secure work environment. Furthermore, these modules can be made available in a decentralized mode.

Intended clientele

- Personnel from payroll and human and financial resources
- Management personnel working in the administrative units and management centres, if authorized

Main features

- The **Applications** module simplifies the hiring process by offering tools to efficiently manage job applications and accelerate the search for candidates, particularly substitutes. Internet services are available for the candidates as well as for those responsible for the selection of candidates.

Prerequisite: None

Training session: 3 days

- The **File and occupation generator** is used for the quick creation of new files and new occupations and the reactivation of occupations, based on models containing default values. Errors and oversights are eliminated, while past input is preserved and valid and coherent data is obtained.

Prerequisite: None

Training session: 1 day

- The employee **Schedule** provides a colour portrait of the employee's schedule. The regular workload, occasional work periods, periods of absences or availability are displayed, for the past, the present and the future. Highly visual, this is an exceptional consultation and data-entry tool where you will find a summary of an employee's activities.

Prerequisite: The *Decentralization* module tables must be installed in *PAIE and GRH*

Training session: 2 days

Users session: 1 day

- The **Positions management** module is used to define all the positions, save their characteristics as well as the history of the changes they have gone through. The link between the position and the occupation is established through assignments. Certain functions, some automatic, such as the work-changes journal, will support the staff's operations by eliminating the double entry of data and by computerizing the communications between the various departments.

Prerequisite: None

Training session:

- Initialisation component: 2 days
- Dotation component: 3 days
- Remuneration component: 2 days

- Flexible tools for **Staff planning** are available to the personnel involved. These simplify the work to be done for the forecast year, massively processing the surplus positions and assignments to be terminated. Management reports, such as staffing plans, lists in the form of tables and the comparative list of positions between two dates, can be produced by the system.

Prerequisite: The *Positions management* module must be installed

Training session: 2 days

- The **Assignment sessions** module provides management tools in real time. These tools ensure the rapid update, during the assignment session, of changes to positions. They allow the user to display, for those in attendance, as many as three lists: the list of employees involved, the list of positions offered and the distribution table for the number of positions offered by place of work. The projection for those in attendance is updated continuously during the assignment session. A personalized letter and contract can immediately be printed and handed out to the employees so as to confirm their assignments.

Prerequisite: The *Positions management and Staff planning* modules must be installed

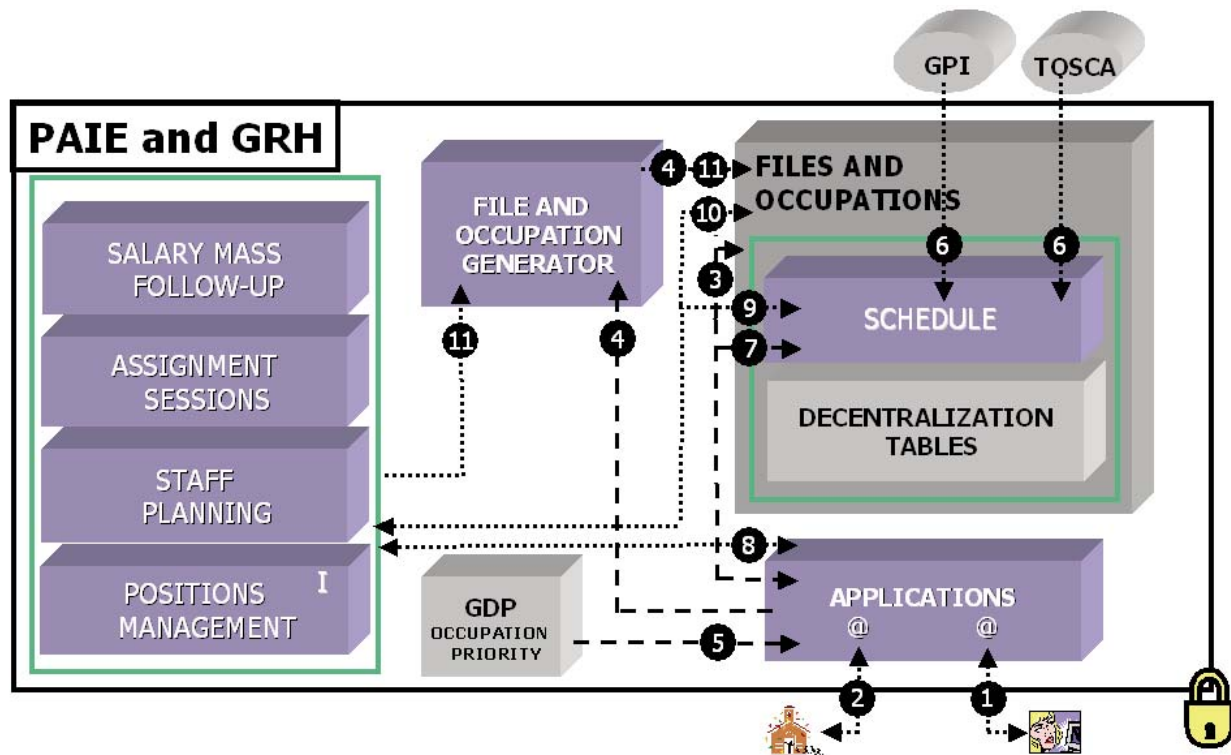
Training session: 1 day for each type of session, plus accompaniment during the sessions

- The **Salary mass follow-up** module provides a series of data to calculate the human resources budget per position, workstation and section. It ensures both, a monetary follow-up and a staff follow-up during the year: salaries and staff budgeted, salaries and staff spent, salaries and staff projected as well as the differentials. The module's flexibility is such that managers can define data components as they choose for their organization.

Prerequisite: The *Positions management* module must be installed

Training session: 3 days





Inter-module links

1. The *Applications* module allows the candidate to submit an application form via the Internet.
2. The *Applications* module offers the person responsible in the school various search tools and access to files, by Internet or in PAIE and GRH.
3. The data composing the candidate's file are used for the creation of the employee file, thus eliminating double data entry.
4. The *File and occupation generator* is used to complete the employee file that was created from the candidate file.
5. The priorities lists produced through *GDP* or otherwise can be used as search criteria for candidates.
6. The schedule displayed in the teacher's file in PAIE and GRH originates from the *GPI* and *TOSCA* management systems.
7. The search for candidates can be done using the schedule of the employee to replace. The search can also take into account various elements entered in an employee's schedule: availability, wage slip payments, absences, reservations as well as the regular workload.
8. When a candidate is assigned to a position, a coherence between the qualifications and requirements of the position and the information contained in the candidate's application is executed by the system.
9. The schedule linked to non-teaching a position can be exported to the file of the employee who is assigned to this position.
10. With *Positions management*, positions are linked to occupations. Computerized tools facilitate communications between the departments involved, thus eliminating double entry. The data from the occupation and the position are used in the calculation of the budgeted salary and in the *Salary mass follow-up*.
11. The *File and occupation generator* can be used in the assignment of an employee to a position.

GRH complementary functions

The computerization of communications and processes

The *GRH complementary functions* provide tools to facilitate communications between the individuals responsible for different dossiers. Certain functions allow them to communicate information through *PAIE and GRH*, eliminating double entry and paper distribution. Approval mechanisms also ensure the proper functioning of the various processes.

Extraction tools

The *GRH complementary functions* use common extraction instruments. Graphic printing is used in each of the seven modules. Basic reports are available and can be personalized. Facilities allow the user to select, for instance, a part of the information found in the basic report and arrange its content in another format. The possibilities for the production of reports are infinite. Personalized formats can be saved for later use.

The use of filters in the various screens and lists allows the user to specify search criteria, allowing them to work with a subset of positions, candidate files or employee files. Using the filter in combination with graphic printing offers all the flexibility necessary to answer anyone's needs.

Security

The various security elements that exist in *PAIE and GRH* also apply to the seven modules of *GRH complementary functions*. File confidentiality is available and it takes into account the place of work, the job class and the budget account. An application confidentiality allows organizations to select the data, functions, reports and productions they wish to make available to the centre managers.

Coaching services

Upon request, our specialists can facilitate the process by accompanying your personnel in the implementation of each of the GRH complementary functions.

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