

PAIE and GRH

POSITIONS series

Positions management, Staff planning,
Assignment sessions and Salary mass follow-up

ADVANTAGES AND BENEFITS

- ***Integration of GRH positions into PAIE occupations***
- ***Simplified communication between the HR and the payroll system***
- ***Built-in flexibility to accommodate several anticipated changes in employment status***
- ***Flexible tools for preparing staffing plans***
- ***Computer-assisted assignment sessions***
- ***Printing of contracts and letters for employees***
- ***Personalized content lists***
- ***Long-awaited financial data for HR budgeting and salaries follow-up***

Recruitment is a major aspect of the human resources managements. In order to achieve the organizational targets as per recruiting and its links to remuneration and finances. To this end, Société GRICS has elaborated the *Positions series* modules : *Position management, Staff planning, Assignment sessions and Salary mass follow-up.*

Whilst building up the *Positions series* modules, much effort was devoted to simplifying the management of human resources information by taking into account its impact on remuneration data. A link between the position and the occupation is established and the various functions support the work of the intervenors in both sectors. The result shows a perfect integration of the *Positions series* modules into the *PAIE and GRH.*

Flexible tools are now available for the person responsible for preparing staffing plans. These tools simplify the processing of surplus positions and allow for the production of personalized lists. As well, they can calculate the salary and the total compensation budgeted for each position. Other financial data will, in a subsequent development phase, be added in order to ensure the salary mass follow-up for each position. Also, one of the functions of these modules allows the printing of contracts and letters intended for employees. Other financial data ensure the salary mass follow-up by account. Certain module functions can also be used to print contracts and letters for the employees and to facilitate the assignment sessions.

Intended clientele

- Human resources, remuneration and finance personnel
- Management personnel working in the administrative units and management centers, if authorized

Main features

Positions management

The *Positions management* module enables the user to define all the positions in his or her organization. A position is defined by an employment group and a sequential number as well as descriptive data such as :

- the staffing plan to which he is linked to, the position's percentage, type and definition of the position, employment category information, qualification requirements, organizational chart, creation and annulment;
- workplaces and their accounting distribution, budgetary sources;
- teachers and substitutes assignments.

Positions management offers a linked with the module *Employee schedule* in *PAIE* and *GRH*. It is possible to define a schedule for a position which can then be assigned to the employees appointed to the position. On the other hand, the positions history records the value of all the data associated with the position at a specific change date for each of its effective periods.

Assignment of an individual to a position

Once a position exists, it is possible to assign an employee to it, whether it be the incumbent of the position, a replacement or other. The assignment of an individual to a position may be carried out ahead of time, that is, as soon as new conditions are known. A history of all the assignments of the position is kept. The history may be accessed from both the window *Position* in *GRH* as well as the window *Occupation* in the *Paie* file. The person responsible may thus create or modify an assignment from either one of the windows according to the work method used and the access privileges granted. Also, it allows you to quickly assign from the screen *Occupation* a replacement for the position of the

employee he or she is replacing. It should be noted that it is also possible to display, from an employee file, all the position assignments that the individual has had.

In addition, to simplify the launching of the *Positions management*, an activity, a program allows you to initialize positions and assignments based on employee data.

Occupation changes journal

To foster the consistency of data between the positions and the occupations and to minimize updates, the system produces, as an option, a changes journal. The journal contains information dealing with the changes made to the position which should have an impact on the occupation of the individual concerned. It proposes to the person responsible for payroll the changes to be made that will enable him or her to quickly update or make the necessary changes to the occupations, if need be. The journal entries take into account the several changes anticipated for the position. The staffing changes journal ensures communication between persons responsible for positions management and remuneration.

Staff planning

Maintaining positions and assignments up to date is the preliminary step in preparing a staffing plans, beginning with the creation of a forecast budgetary year. An operation permits the renewal, in the forecast budgetary year, of the positions of the current budgetary year. The positions terminating before year end or those specified as *Not renewed* are not transferred to the forecast year.

It should be noted that the forecast year may be created massively or not. Thus, the person responsible may work on a staffing plan for a subgroup at a time. This may be useful for an administrator who is responsible for the teaching sector and another for the nonteaching sector. In addition, access to the forecast year may, if desired, be limited to those responsible for this activity only.

Once the forecast year has been created, the person responsible may make all the necessary changes : add new positions, abolish others and modify assignments to reflect the anticipated movements of personnel. Abolishments and surpluses are

processed using a specialized tool that proposes to the user changes which, if approved, will then be processed massively. Creating the forecast year provides the person responsible with a work environment independent of the current year in which he or she is free to make all the changes desired. Various lists are at his or her disposal to enable him or her to assess the impact of the changes made during the course of his or her work. Along the way, the changes made in the current year may be renewed automatically in the forecast year. Once the staffing plans is completed, the forecast year automatically becomes real and no update is necessary.

Assignment sessions

One module in particular can be used to computerize the assignment sessions and to make the personnel moves they imply automatic. As soon as a session is planned, the module allows the user to set the parameters: session based on the employees or the positions, display sequence of the lists for the session, information to be projected, etc. The positions and the assignments are then used to set up the list of positions offered and the list of employees involved in the session. The employees appearing in an occupation priority list can be used to supply the bank of employees used for an assignment session.

During the assignment session, it is possible to display, for the employees in attendance, the content of four windows: the list of the employees involved, the list of positions available, the table of the numbers of positions, the table of position numbers. Note that these windows are displayed in real time, thus updated as changes occur during the assignment session, with no human intervention necessary.

During the session, the assignments are updated as soon as an employee selects one or more positions. The list of positions is automatically refreshed: the position(s) selected no longer appear and the position(s) liberated are displayed if they meet the criteria of the positions-offered filter. The printing of the contracts and letters can even be done on the spot!

The module saves a journal of the events that occurred during each assignment session. This journal can be printed when needed.

Follow-up of salary mass

The section *Salary mass follow-up* encompasses all the financial data associated with positions. One of the main elements of a staffing plan is calculating the salary and staff budgeted of each position for the forecast year. The salary budgeted corresponds to the sum of one to seven components selected by the user: base salary, moneyed social benefits, annual supplements, redeemable sick-days, redeemable vacation days in the context of cyclical suspension the employer share and a lump sum payment.

To facilitate the salary mass follow-up, the module also calculates other financial data: the salary and staff budgeted for comparison purposes, the salary paid and the staff spent, the salary and staff projected, etc. To analyze expenses the manager who so wishes can also assess lump sum expenses in columns modified according to his or her own specifications, taking into account the codes for payments/deductions, employment status, budgetary accounts, or absence categories. The number of columns that can be defined is unlimited!

The calculations undertaken in the *Salary mass follow-up* module are fully parameterized in order to respect each particular case. They are executed and preserved by position, workplace and budgetary accounts.

The calculations for the salary mass follow-up are done for each pay period and take into account the range of all changes to positions and occupations.

Lists, letters and contracts

Several lists complement the content of the *Positions series* modules. Basic reports provide : The *list of positions*, which produces, among other things, the various formats of staffing plans intended for commissioners, unions and so on. The *list of positions in a table* which allows you to obtain, for example, the number of positions, actual or FTE, by workplace and discipline. The *comparative list of positions* provides a comparison of staff numbers between two set dates or years. A directory listing employees and their assignments can be produced. The printing of contracts for each category of personnel is also available. Also, you may print personalized letters for employees. Finally, a function allows for the processing of budgetary statistics.

The basic reports available contain a wide range of information and may be personalized. They allow the user to select, if desired, a subgroup of information and to process the content in another format which, offers infinite possibilities for producing reports. The personalized formats thus created are kept and may be reused.

On the other hand, using a filter for the various screens and lists available enables users to specify selection criteria for working with a subgroup of positions that they themselves have defined. Using both the filter and the printing format provides the administrator with all the flexibility necessary to meet his or her needs.

Security and confidentiality

PAIE and GRH is quite flexible in the management of data confidentiality and security. Several of the principles of confidentiality and security are applicable to the *Positions series* modules. Confidentiality is ensured by workplace, employment group and budgetary account. Also, the person responsible may limit the update to some of the position's schedule and employee assignments. These security components enable the organization, if it so wishes, to make certain information and functions of the position, staff planning and salary mass follow-up available to management personnel of the management centres.

***PAIE and GRH - POSITIONS Series
(Positions management, Staff planning,
Assignment sessions and Salary mass
follow-up) : Flexible tools perfectly
integrated into PAIE and GRH***

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.