ESD .NET 2.0 Human Resources

The ESD .NET 2.0 Human Resources and Payroll application is a full featured and mature product that addresses the needs of school districts of every size.

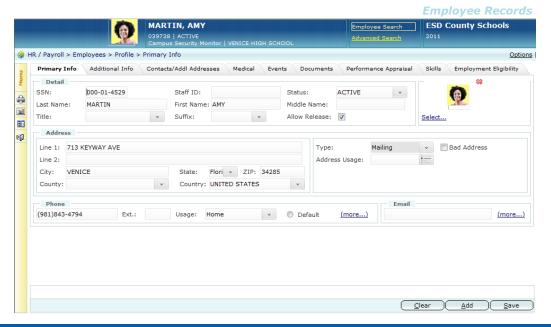
ESD .NET 2.0 HR / Payroll has an intuitive design, is easy to implement, has an absolutely dependable operating record, simplifies data entry, and provides real-time information to the people who need it most. ESD .NET 2.0 employs a single integrated database for HR and Payroll operations, with separate functions protected by locally-configured security features. Because ESD systems are integrated, the Human Resources product is already tied into ESD .NET 2.0 Financial Management. Employee data is entered just once, and information is not duplicated within the system. The HR system includes but is not limited to the following components:

- Employee Records
- Position Control
- Benefits Administration
- Applicant Tracking
- Professional Development
- User Defined Reporting (UDR)

- Payroll
- Workflow Driven
- Salary/Benefits Forecasting
- Staff and Teacher Recruiting
- Certification/Skills Tracking
- Contract Services

Employee Records

All ESD .NET 2.0 applications provide the user with an intuitive interface where users can become productive with a minimum amount of individual training. Advanced search capabilities allow the user to locate desired data quickly by providing only a minimum of information for the search. Once located, the user can simply click on the appropriate tab to retrieve and manage the critical information that they are searching for. Employee's can quickly find address, contacts, performance appraisals and other important information on one convenient screen.



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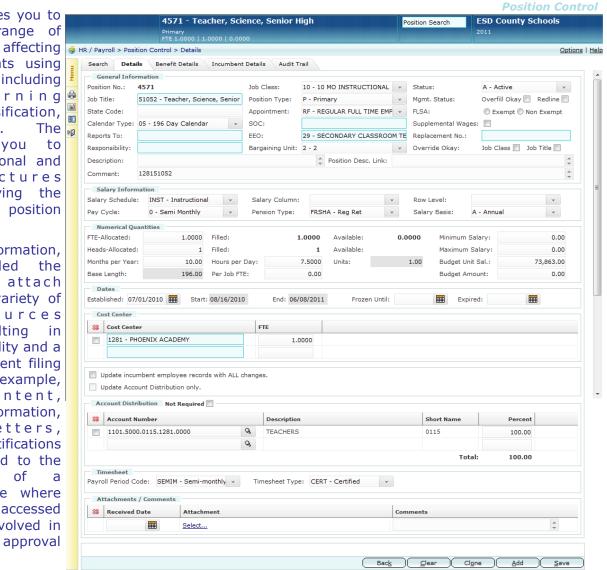
Workflow

The ESD .NET 2.0 workflow engine provides for the automation, tracking, and documentation of key business processes. With workflow, processes that now require a manual hand-off of paperwork for tasks, such as approvals, are automated. Notifications are sent to key individuals via e-mail alerts based upon rules defined within the system. This helps to insure that all procedures are followed and documented without the delays that can come with the manual passing of documents. The workflows can also be set up with proxies and overrides in order to keep things moving, should a key individual become unavailable for an extended period of time.

Position Control

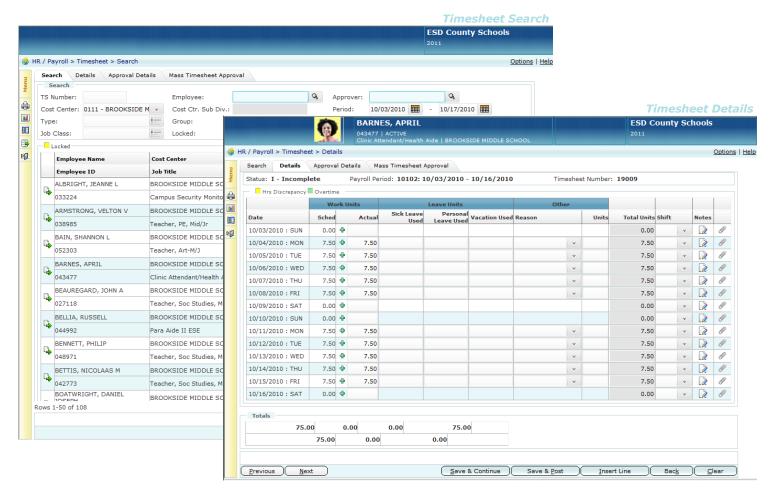
ESD .NET 2.0 enables you to conduct the full range of processing tasks equivalents using full-time HR budgeting rules, including g o v e r n i n g 📴 those reclassification, budgeting, assignments. solutions allow you manage organizational and budget structures separately, simplifying the task of creating position budgets.

Along with basic information, users are provided the capability to attach documents with a variety of human resources transactions, resulting in greater data availability and a reduction in time spent filing For example, paperwork. Letters of Intent, Background Information. Reference Letters, Transcripts, and Certifications can be attached to the application record of employee where potential they will be easily accessed by all individuals involved in the interview and approval processes.



Time and Attendance

Most districts currently use several means of collecting time and attendance information, many of which require large amounts of manual effort and paper documents. In most cases the employees fill out paper time cards which are hand entered into the system by clerks at each cost center. With ESD .NET 2.0 the district's employees will be able to enter and review their time posting information via the web based employee portal. For those areas where internet access may be limited, ESD .NET 2.0 also supports the entry of this information via a centralized person at each cost center but management approvals can still be accomplished via the portal.



Import/Export Capabilities

The ESD Human Resources and Payroll application provides capabilities to export data from online screens to an Excel spreadsheet. The export features along with extensive online search capabilities is just one of the ways the Human Resources and Payroll departments are able to produce their own ad-hoc reports and perform data analysis without going to the Information Technology Department. The application also provides the capability to import transaction data from an Excel spreadsheet to various input screens in the Human Resources and Payroll components. To make these tasks easy, the format (layout) for export/import is the same. And users can easily export the data to an Excel spreadsheet to work offline and then import it back into the system.

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Payroll

Distribute your paychecks through direct deposit or as an actual check. Payroll works seamlessly with ACH-Direct Deposit software to assure your employee paychecks are always accurate. Unlimited benefit and deduction types give your payroll incredible flexibility. The payroll control parameters provide you with the granularity to meet the need of even the most demanding of payroll schedules. Below are just a few of the payroll section criteria:

- Employee Type
- Job Title
- Pay Cycle
- Deduction Cycle

- Deduction Code
- Tax Cycle
- Accounting String
- Attendance Category

Simplified Reporting

With the time gained through the efficiencies of ESD .NET 2.0 Human Resources and Payroll, department staff can all take advantage of unique reporting capabilities provided with this solution. ESD has developed the tools and methodology to support simplified ad-hoc reporting and data extraction. With these, individuals with the proper security can quickly pull together divergent data, providing the information needed by administrators to make sound business decisions for the district. These tools also provide the ability to quickly query the database for the information that can be used to generate mail merges, labels and to mass populate many of the data entry panels within the ESD application itself.

Simplified reporting is also supported through the 'Print' capability on all pages. The report is not a screen print, but a well formatted multi-page report of the selected data on the screen with totals. This alone will reduce many of the report requests from the district departments.

Services

In many districts most of the human resources and payroll business processes in the district were defined and put into practice based on the capabilities of the existing software applications. With the implementation of the ESD suite of applications, district offices will have the opportunity to review these and see how they can take advantage of the new technologies. ESD's subject matter experts can provide you with input on the best practices from districts across the country to help define the best practices for your district.

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