



# ORMED | MIS Human Capital Management

*Handle with care*

## HUMAN RESOURCES

It is crucial that frontline managers have available at their fingertips key employee and position information they can collect and analyze in an organized manner to make timely and cost-effective decisions.

Five ORMED | MIS human resources applications allow you to easily manage complex scenarios with employees working in multiple positions and multiple unions: Employee Manager, Position Manager, Recruitment, Applicant Tracking, and Labor Relations.

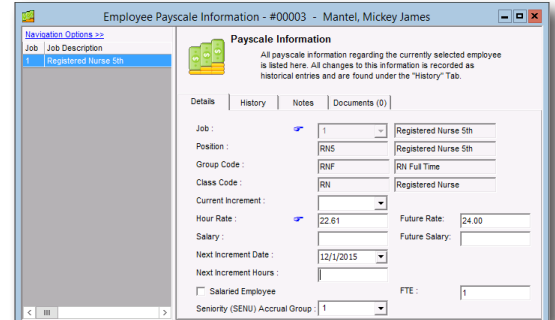
### HR EMPLOYEE MANAGER *Employee Information at Your Fingertips*

ORMED | MIS Employee Manager was designed for complex organizations where employees:

- May have multiple jobs
- May hold multiple positions or work in multiple capacities
- Float across multiple departments
- Work in multiple facilities
- Belong to one or more unions or collective bargaining units
- Are impacted by multiple pay rates
- Earn diverse combinations of benefits

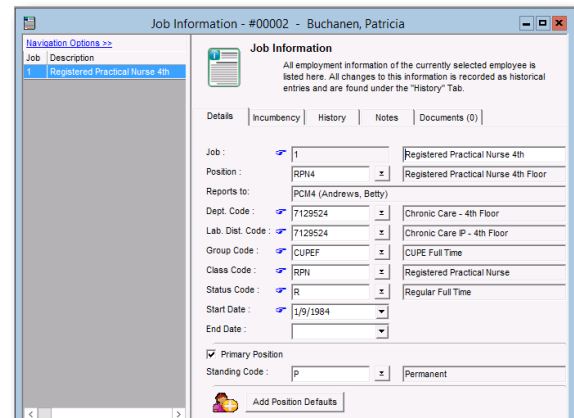
The heart of our human resources system, HR Employee Manager relies on shared data files that can be updated and edited from multiple points within the system to put crucial employee information on the desktops of the managers who need it. Manual intervention is minimized, and decision-making confidence is increased.

- Track complete employee job history
- Store unlimited contact information (*phone numbers, addresses, etc.*)



*New entry for an employee's payscale record.*

- Build New Hire checklists to monitor competency and compliancy
- Easily generate regular and ad hoc reports in seconds
- Hassle-free document and image attachment in a single step
- Attach photos to display directly on employee profile
- Track professional development and training
- Ensure occupational health and safety compliance
- Organize performance and salary reviews



*An employee's primary position*

- Track employee skills
- Administer benefit claims
- Track short- and long-term disability
- Record emergency contacts and dependents
- Track extended leave and termination
- Manage employee benefits

- Activate an optional feature that allows effective-dated adjustments of key tables independent of current payroll
- Increase workflow ease by allowing HR professionals to create or edit employee records without fear of impacting payroll
- Store incumbent positions an employee is eligible to fill
- Select one position as an employee's primary position for reporting and tracking purposes
- Record and track tangible and intangible organizational property

## POSITION MANAGER

### *Build and Manage Positions*

ORMED | MIS Position Manager helps you develop, maintain, and easily access well-defined position defaults and reporting structures that are key to ensuring budgets are accurate, job performance is maximized, and new openings are quickly filled with qualified candidates.

The graphical, online organization charting tools help you create a position framework for managing vacancies and controlling costs.

Emplno	Job	Fullname	First Shift In Period	Last Shift In Period
00002	1	Buchanan, Patricia	8/14/2007	11/21/2008
00005	1	Johnson, Beth	9/17/2007	11/14/2008
2222	1	Johnson, Maria	8/14/2007	8/17/2007

*Employees who have worked in a certain position during a chosen time frame.*

- Build graphical organization charts that are easy to read and understand at a glance
- Effortlessly control position coding with standard default values for key fields
- Attach required skills, certifications, and education to positions
- Changes to position defaults are automatically propagated to employee files
- Assign employees to positions and monitor variances
- Analyze competencies by position, FTE surpluses/deficits, certification, and skill requirements
- Query assignments over a specified time frame

Execute large scale reorganizations and restructuring with mass update tools

## RECRUITMENT

### *Create New Standards of Efficiency While Recruiting*

Want to save time when recruiting the right people? Look no further than ORMED | MIS Recruitment. This module facilitates fully integrated, position-driven recruitment and timely response to recruitment needs. ORMED | MIS Recruitment allows you to:

- Create position-driven forms with weighted, user-specific questions for routine activities such as interviews, reference checks, and performance reviews
- Create new job postings in seconds, including submission instructions, notes, and documents
- Specify requirements for a posting, such as skills, tests, certifications, or education
- Track recruitment costs like advertising and applicant expenses to determine the most efficient and cost-effective recruitment methods, and support total financial disclosure of the recruitment process
- Use resume keyword searches to locate and rank applicants relevant to an open posting
- Easily maintain records throughout the recruitment lifecycle
- Facilitate consistent interviewing and post-interview candidate analysis
- Identify best methods for recruitment through analysis of the methods employed (*recruiters, job boards, newspapers*) and comparing it to the method of applicant referral
- Generate at-a-glance metrics such as Dats-to-Fill measurements using pre-built report templates







## APPLICANT MANAGER

*Use Smart Software to Hire Smart People*

Breeze through the entire hiring process with ORMED | MIS Applicant Tracking's New Hire Wizard. You can expect to:

*New Hire Wizard takes you step by step through the employee setup process*

- Easily create and maintain a complete record for internal or external each applicants
- Attach important documents such as resumes, references, and certificates
- Use the Attribute Wizard to select skills, memberships, and certifications to find applicants and employees based on those criteria
- Make offers to applicants and create offer letters
- Log communication between HR consultants and the applicant during the offer process
- Hire successful applicants—all relevant information from the applicant record transfers to the employee record
- Ensure new hires are properly set up in the system with ORMED | MIS's New Hire Wizard which takes you effortlessly through all relevant data entry screens, ensuring a smooth and seamless transition from applicant to employee
- Reduce costs by keeping the hiring process in-house
- Reduce reliance on external consultants and agencies
- Eliminate data re-entry while providing a complete profile of each potential employee
- Track the optimum and most cost-effective methods of recruitment

## LABOR RELATIONS

*Get a Grip on Grievances and Disciplinary Issues*

ORMED | MIS Labor Relations module supports user-defined, step-driven management of discipline and grievance processes. This ensures responsiveness and completeness, aids organizations in meeting their legal requirements, and encourages positive relations with union representatives and members. You will be able to:

- Professionally manage disciplinary issues and grievances
- Attach and access any important documents to grievance or discipline records
- Analyze trends and summarize activities using customizable report templates
- Quickly view and track the history of any discipline or grievance record
- Track related costs
- Securely store communication logs for an accurate audit trail of actions, correspondence, and communication

HR professionals no longer have to worry about struggling to manage employee records, no matter how complex the employment situation. Administrative tasks are streamlined, employee information is quickly accessible and updateable, and collecting and analyzing employee information has never been easier.

### ORMED | MIS HEALTHCARE MANAGEMENT INFORMATION SYSTEMS

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