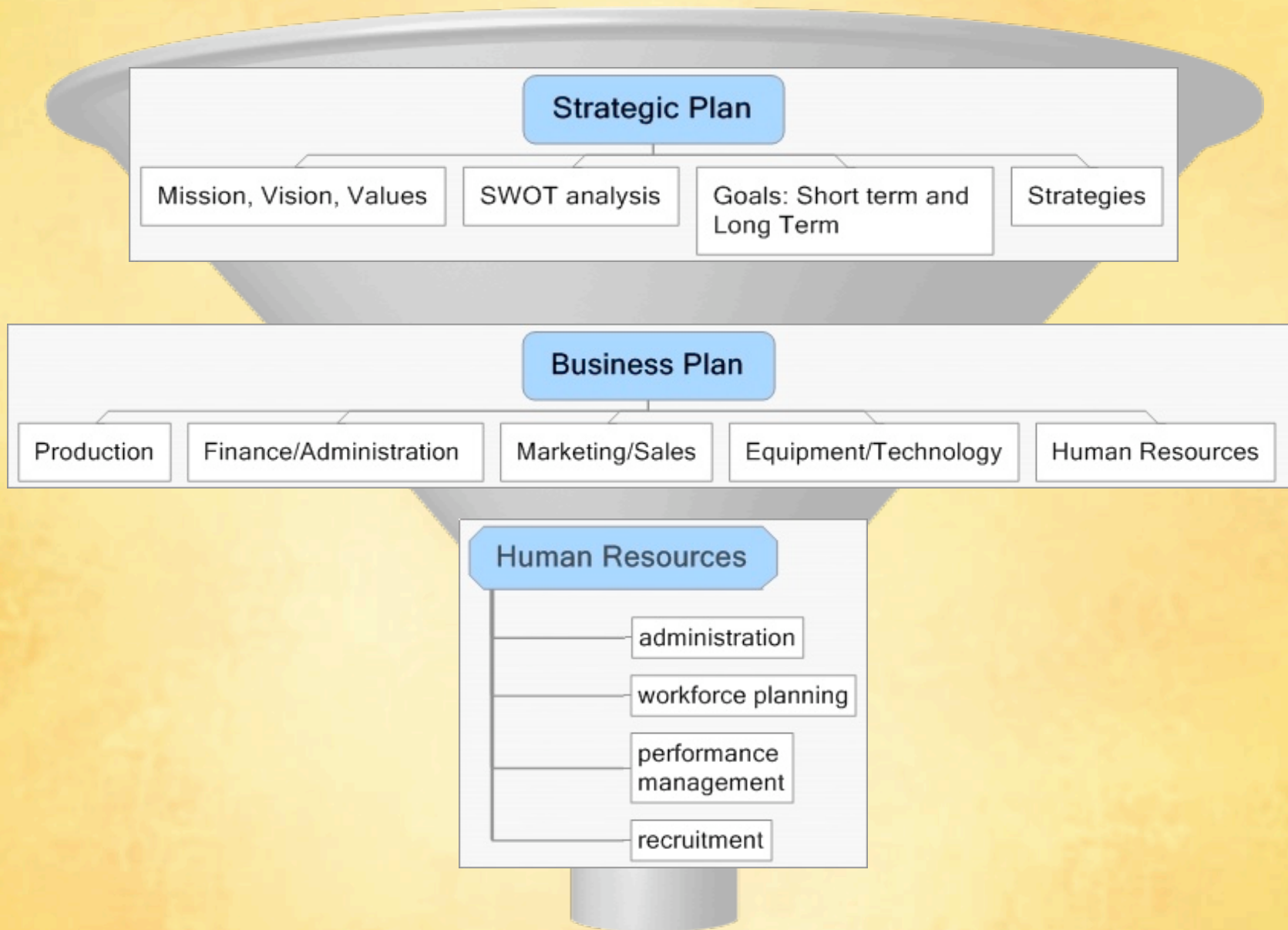


Human Resource Systems: Saving You Time and Money





Human Resources

administration

HR policies

personnel files

payroll

benefits

statistic tracking

reporting

workforce planning

performance
management

recruitment

Administration

HR policies

- compensation
- discipline
- employee records
- expenses and allowances
- harassment
- hiring
 - recruitment and selection
 - probation
 - orientation
 - employment of relatives
- holidays
- hours of work
- overtime
- leaves
 - bereavement and compassionate leave
 - general leave, education leave
 - maternity leave, parental leave
 - sick and personal leave
 - time off to vote
- occupational health and safety
- pay administration
- performance management
- privacy
- recognition and reward
- retirement
- termination
- vacation
- whistle blower

personnel files

payroll

benefits

statistic tracking

reporting

Administration

HR policies

personnel files

date of hire
accepted offer letter
performance reviews
vacation records
training records
discipline/kudos
job application
letters of reference
government documents
emergency contract info
signed safety notification
medical conditions
work related injury or illness
benefits tracking
attendance records
transfer or promotion requests

payroll

benefits

statistic tracking

reporting

Administration

HR policies

personnel files

payroll

payroll data entry

ROE

remittances

year end filing t-4

t-4 summary

reconcile payroll
accounts

cash advances

salary/wage payments

benefits

statistic tracking

reporting

Administration

HR policies

personnel files

payroll

benefits

processes enrollments

verifies benefit coverage

communicates employee benefit changes to carriers

reconciles benefit statements with employee accounts

makes taxable benefit adjustments

remits monthly premiums to carriers

maintains employee benefit accounts

statistic tracking

reporting

Administration

HR policies

personnel files

payroll

benefits

statistic tracking

turnover rates and costs

position

by supervisor

line

shift

injury rates and costs

position

by supervisor

line

shift

wcb

time lost

type of injury

salaries

HR costs per unit of product

training costs as a factor in productivity improvement

reporting

Administration

HR policies

personnel files

payroll

benefits

statistic tracking

reporting

confirm who wants what info and for what purposes and when

software programs

Human Resources

administration

workforce planning

Workforce planning policy

implications of business goals on HR

set HR priorities based on Business plan

environmental scan

gap analysis

identify HR strategies

SUCCESSION PLANNING

key areas

key positions

identify capabilities

identify interested employees and assess against capabilities

develop succession and knowledge transfer plans

evaluate effectiveness

performance management

recruitment

Human Resources

administration

workforce planning

performance management

inventory of existing skills

training needs assessments

job analysis questionnaire

organizes training

skills and technical training

benefits training

leadership training

problem solving

conflict management how to discipline

how to accept feedback

performance evaluation how to provide feedback

cultural competency

interviewing techniques

buddy training

onboarding

management support

Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.

recruitment

Human Resources

administration

workforce planning

performance
management

recruitment

building relationships in community with
employee target market

foreign worker recruitment and settlement

consistent interviewing techniques

Assists department managers with the selection

employee selection committee

employee referral program

RESOURCES

- <http://humanresources.about.com/od/policysamplesoq/g/files.htm>
- http://www.hrsdc.gc.ca/eng/workplaceskills/noc/employers/emplr_handbooks.shtml
- <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/pdf/JobDescriptions.pdf>
- <http://www.uoguelph.ca/hr/download/CUPEques.PDF>
- <http://www.brightfutures.ca/successionplanning/tools.html>
- [download.microsoft.com/download/d/6/c/d6c35d7e-a4e6-4d9d-ba5f-59624b91be7c/
GP_reports_HumanResources.pdf](http://download.microsoft.com/download/d/6/c/d6c35d7e-a4e6-4d9d-ba5f-59624b91be7c/GP_reports_HumanResources.pdf)