



Human Resources

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 integrated 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.

Employee Manager

Employee Information at Your Fingertips

Virtuo MIS Employee Manager was designed for complex organizations where employees:

- May have multiple jobs
- May hold multiple positions
- Are located in 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
- Work multiple rotations
- Work multiple shifts on any given day

The heart of our human resources system, 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...)
- Build New Hire checklists
- Easily generate regular and ad hoc reports in seconds
- Hassle-free document and image attachment
- Store photographs and create ID cards

- Access employee vacation, sick, overtime, and seniority bank information
- Review historical time cards and pay slips
- Track professional development and training
- Ensure occupational health and safety compliance
- Report on WCB incidents
- Organize performance and salary reviews
- Track employee skills
- Administer benefit claims
- Track short- and long-term disability
- Store incumbent positions an employee is eligible to fill
- Record emergency contacts and dependents
- Track extended leave and termination
- Manage employee benefits
- Manage employee-specific earnings and deductions
- Activate an optional feature that allows effective-dated adjustments of key tables independent of current payroll
- Set up security access so that only users with appropriate rights can approve or cancel pending records
- Assign an effective date to pending records, which determines the order in which records are processed
- 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

Virtuo MIS Position Manager helps you develop, maintain, and easily access well defined position descriptions 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.

- Build graphical organization charts that are easy to read and understand at a glance
- Effortlessly control position coding
- Quickly and easily create and update job descriptions
- Attach required skills, certifications, and education to position descriptions
- Changes to position defaults are automatically propagated to employee files
- Assign employees and monitor variances
- Analyze competencies by position, FTE surpluses/deficits, certification, and skill requirements
- Query assignments over a specified time frame

Recruitment

Create New Standards of Efficiency While Recruiting

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

- Define mandatory testing for applicants
- Create position-driven forms with weighted, user-specific questions for routine activities such as interviews and performance reviews
- Create new job postings in seconds
- Include job posting details like submission instructions, notes, and documents
- Specify any requirements for an applicant to apply 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 provide total financial disclosure of the recruitment process
- Easily set up evaluation criteria to search for applicant resumes
- Track important information by creating reports for areas such as recruitment costs Employees who have worked in a certain position during a chosen time frame.
- Easily maintain records throughout the recruitment lifecycle
- Facilitate consistent interviewing
- Facilitate consistent 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

Applicant Manager

Use Smart Software to Hire Smart People

Breeze through the entire hiring process with Virtuo MIS Applicant Tracking. This module streamlines the short listing and selection process because you can automatically search for resumes using key words that identify applicants who closely match specified job requirements. You can expect to:

- Easily create and maintain a complete record for each applicant
- 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
- Record and track all offer information
- Log communication between HR consultants and the applicant during the offer process
- Make offers to applicants and create offer letters
- Place applicants in a pending state before hiring them
- 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 Virtuo MIS's New Hire Wizard
- 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 employee
- Track the optimum and most cost effective methods of recruitment

LABOR RELATIONS

Get a Grip on Grievances and Disciplinary Issues

Virtuo MIS Labor Relations supports user defined, step-driven management of individual and group 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:

- Manage employee grievances
- Attach and manage any important documents to grievance or discipline records
- Attach reports and launch them from within the software
- Quickly view and track the history of any discipline or grievance record
- Track all grievance or discipline-related costs
- Professionally manage disciplinary issues
- Securely store communication logs for an accurate audit trail of actions, correspondence, and communication
- Link a single grievance file to a group grievance

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.

About MediSolution

Founded in 1974, MediSolution, a wholly-owned subsidiary of Harris Computer Systems, is a leading information technology company, providing ERP software, solutions and services to healthcare and service sector customers across North America.

Over 400 healthcare, public and service sector organizations rely on MediSolution's systems to maximize their operational efficiencies, lower their costs and improve the delivery of services.