

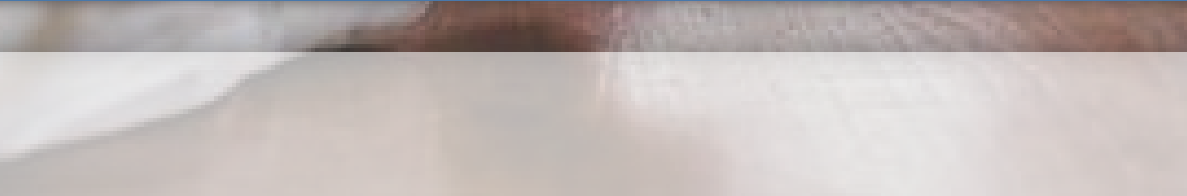


**Microsoft**  
Business  
Solutions

**FOCUS**

on your most valuable assets.

MICROSOFT BUSINESS SOLUTIONS FOR  
**HUMAN RESOURCE MANAGEMENT**—GREAT PLAINS



Microsoft® Business Solutions–Great Plains® for Human Resource Management

# Equip HR and payroll professionals to focus on their most important responsibility—managing people in line with business goals.

Microsoft Great Plains' flexible capabilities adjust to the way you work, with customizable schedules, pay rates, and hiring processes. You can access all the information you need to make key HR decisions quickly and efficiently, enabling you to work effectively with your staff, process payroll, and ensure you offer employees better services and programs.

Powerful integration, routine task automation, and instant availability of all employee data maximize efficiency, reduce costs, and make it easy to comply with government reporting requirements. Managers and employees also can use the self-service capabilities of the HRM Self Service Suite for Microsoft Business Solutions Business Portal to access and manage crucial HR information through a convenient, personalized Web portal.

When you attract the employees you want and equip them to do their best, you equip your business for success.

Microsoft Business Solutions for Human Resource Management makes it possible.



## Solutions

for Pursuing Your Business Vision

Microsoft Business Solutions–Great Plains offers integrated capabilities for financial management, distribution, manufacturing, project accounting, human resource management, business analytics, and customer relationship management. By delivering deep access to decision-driving information, a rapid return on investment, and expert, dedicated customer service, Microsoft Great Plains helps you grow and manage your business better.

## **Microsoft Business Solutions for Human Resource Management includes:**

### **Human Resources**

Manage every aspect of employee resources. From attracting and retaining top talent to managing a wide range of employee information that supports informed, consistent decision-making, Human Resources provides powerful tools that help you strategically manage your organization's most important business asset—your employees.

### **Payroll**

Empower employees to handle complex and changing payroll situations quickly and accurately while reducing overhead costs. Payroll helps you streamline your data entry to save time and reduce errors, provide quick answers to employee questions about personal or financial information, comply easily and efficiently with government requirements such as period-end reports, and more. Payroll includes the following:

- Payroll Connect: Transfer payroll information from ADP payroll systems directly into your general ledger, to eliminate unnecessary re-keying of data, save time, and ensure accuracy.
- Direct Deposit: Offer your employees reliable, confidential payroll direct deposit. Direct deposits may be made to unlimited accounts and financial institutions, and deposits can be split between multiple bank accounts.
- Federal Magnetic Media: Help maintain full compliance with government reporting requirements by generating federal magnetic media files.

### **HRM Self Service Suite for Microsoft Business Solutions Business Portal**

Enable managers and employees to view and update appropriate HR information through a personalized, role-based Web portal. The HRM Self Service Suite for Microsoft Business Portal streamlines human resource management, empowers employees to view and update personal information from any Web browser, and gives managers the tools to manage their teams more effectively. Seamless integration with Microsoft Great Plains Human Resources and Payroll modules means employee-specific data will be available to each employee. Authenticated access control keeps personal information confidential. The HRM Self Service Suite includes:

- Employee Pay
- Employee Profile
- Time and Attendance
- Recruitment
- Skills and Training

# Give your top talent the tools to realize their full potential

Microsoft Great Plains Human Resources helps your business increase competitive standing and business agility, equipping your HR staff to attract and retain employees whose potential aligns with your organizational goals.

## **Recruit and hire the best and brightest**

Critical to your business success, the Human Resources module gives you the means to identify and attract top talent. It streamlines and standardizes the interviewing process and enables equitable treatment for all applicants and hires. HRM makes it easy to maintain information regarding skills, work history, education, and more, with query tools that enable you to match candidates with the criteria for open positions.

For example, you can create and use as many custom interview forms as you need, and easily rate candidates with standardized criteria. You can completely automate processes for sending candidate acknowledgements, invitations, offers, and rejection letters.

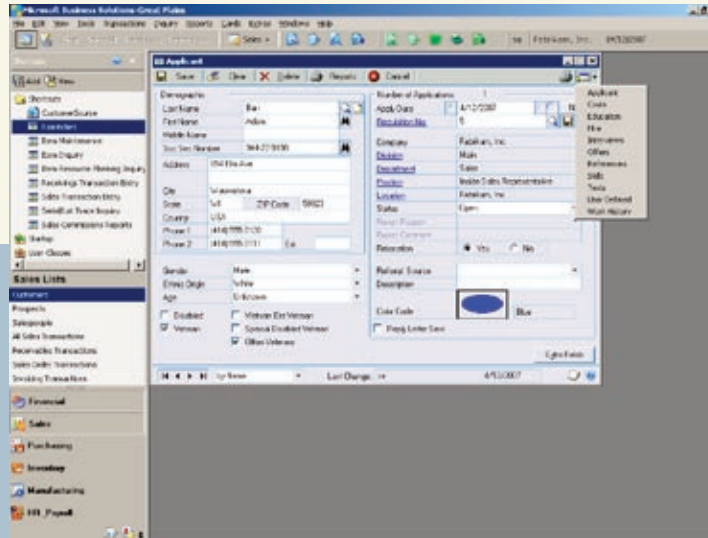
## **Manage human assets and track employee information**

Record, track, maintain, and work with any data pertaining to an employee, including:

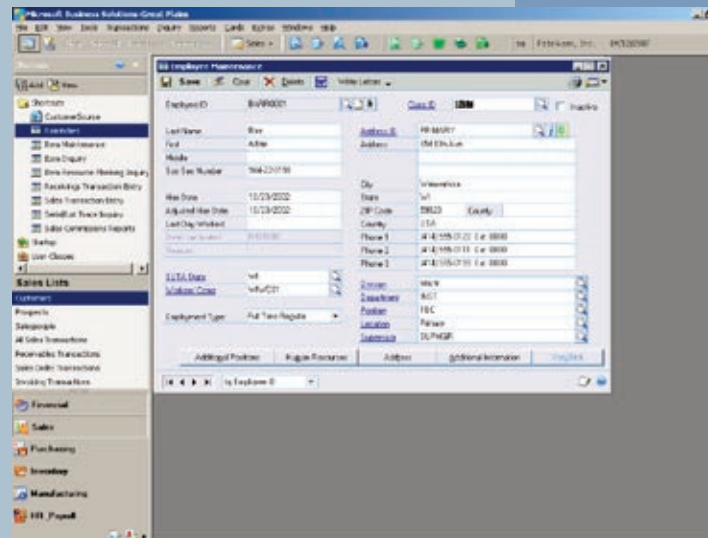
- Attendance
- Merits, demerits, and disciplinary plans
- Salaries and promotions
- Trainings, classes, and skills
- Performance reviews including scheduling
- Weighting, scoring, and supervisory input

Human Resources also includes comprehensive reporting capabilities that help you meet government requirements, such as employment eligibility and injury reporting. You can automate routine reports and other processes to focus better on the tasks that need immediate managerial control.

**ATTRACT AND RETAIN TOP TALENT** by identifying the best applicants and staying on top of every hiring situation.



**CAPTURE AND STORE** a comprehensive record of details for each employee.



# Focus on employee satisfaction and everybody wins

By enabling you to define employee benefits, manage your workforce in line with business goals, and make strategic compensation decisions, Human Resources helps increase efficiency and lets your employees derive the utmost value from their compensation.

## **Provide comprehensive benefits administration**

Manage complex and variable benefits plans easily and effectively. Because Human Resources information is integrated across Microsoft Great Plains, any newly entered benefits information will immediately be reflected in Microsoft Great Plains Payroll.

- Set up cash accounts from medical and child care expenses.
- Track attendance accrual options such as seniority-based Paid Time Off.
- Set up and manage employee and employer contributions for 401K retirement accounts.
- Create overtime and double-time pay rates.
- Enroll employees in health and life insurance, and retirement plans.
- Create and send COBRA letters and maintain proof of notification.

## **Align your workforce with business requirements**

Retrieve any information about applicants and employees at a moment's notice. You can scan internal and external applicants for skills to match open positions, identify skills shortages, and design your workforce to best suit business needs.

## **Manage compensation strategically**

Gain full executive insight to manage employee compensation and make decisions pertaining to it. You can test changes by running them through what-if scenarios, and plan for compensation adjustments for group of employees in the company.

# The information you need, the way you want it

With Microsoft Great Plains, you can help ensure not only that employees and employee groups are compensated equitably—an important factor in employee retention and satisfaction—but also that decision makers have access to reporting information that drives critical staffing and human resource management decisions:

- Crystal Reports® 10.0 Professional enables you to import data from multiple sources, then build and maintain customized, presentation-quality reports in virtually any format you need.
- Report Writer equips you to create, update, and modify all reports and forms in your organization, then schedule them for publishing in a wide range of formats.

Extensive reporting capabilities are also available from within Human Resources, Payroll, and the HRM Self Service Suite for Microsoft Business Portal.

## **Chart your course**

Even small changes can have significant implications. For example, if you need to assess the potential consequences of a salary adjustment for a certain employee group, you could set up a what-if scenario through Compensation Management to preview the possible financial implications of the projected change.

## **Connect information in meaningful ways**

Fast, easy reporting and what-if scenarios are only a few avenues within Microsoft Great Plains for working with information about people. You can also use powerful query functions to answer any questions. Want to know who applied for a certain opening or how their skills match up? Run the Skills Query in Human Resources and find out immediately. The same query can help you plan future training and recruiting efforts.

## **Put your information to work**

Follow transactions back to where they began, establishing an instant and complete online audit trail. Use analysis views to dig for the information you want at the most granular level of detail, without printing a report. Microsoft Great Plains Human Resource Management ensures that you can put the wealth of personnel data in your organization to work. And because Great Plains is an integrated business solution, data collection and reporting can expand to include information from across your entire business.

# Payroll functionality that works for your bottom line

Maintain tight control over all aspects of payroll processing with powerful automation and full integration across Microsoft Great Plains applications, including General Ledger, Bank Reconciliation, and Microsoft Business Portal HRM Self Service Suite.

## **Payroll**

Manage complex payroll functions in a changing business environment efficiently and accurately, without adding to your overhead.

- Streamline data entry and reduce errors with simplified employee record setup and the ability to create and track detailed, customized records of pay, benefits, and deductions.
- Respond quickly to employee questions with intuitive query windows that provide immediate access to detailed information.
- Meet specific information needs for multiple companies with comprehensive reports and automatic downloads for updated tax tables.

## **Payroll Connect**

Payroll Connect is a turnkey solution that integrates with Microsoft Great Plains General Ledger and ADP/PC Payroll for Windows®. You do not need to learn how to configure files to bring data from ADP/PC Payroll for Windows into General Ledger, because Payroll Connect automates that process for you, without requiring any additional effort or redundant data entry on your part.

## **Payroll Direct Deposit**

With Payroll Direct Deposit, an automated process adds payroll funds to employees' bank, savings and loan, or credit union accounts through an Automated Clearing House (ACH) file. There is no limit on the number of accounts or financial institutions for any employee's payroll.

- Process payment flexibly with split disbursements and two types of direct deposit accounts.
- Increase payroll efficiency by printing check and earnings statements the way you want them.
- Enhance your business process with flexible, extensive reporting options and easy check reconciliation.

## **Federal Magnetic Media**

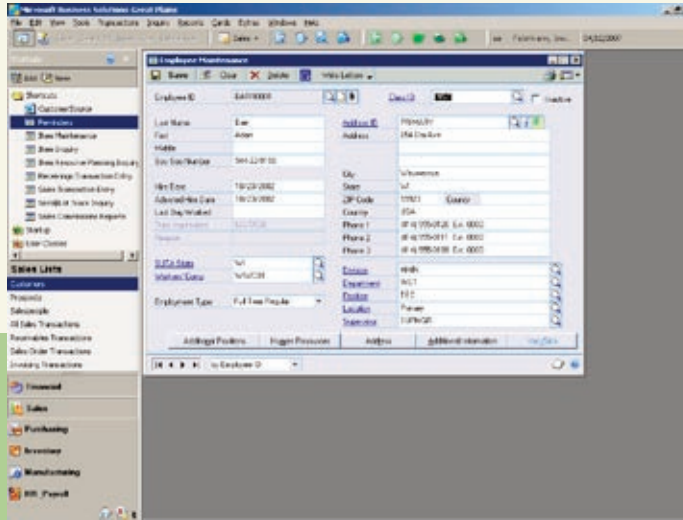
Help maintain full compliance with government reporting requirements by generating federal magnetic media files.

## **Web-Based Time Reporting**

Streamline entry and approval processes for timesheets with online applications delivered through Microsoft Business Portal. Automated transfer of information to Payroll helps eliminate paper-based systems and reduce data re-entry, freeing staff to focus on higher priorities.

### STREAMLINE DATA ENTRY

with simplified employee record setup that saves time and reduces errors.



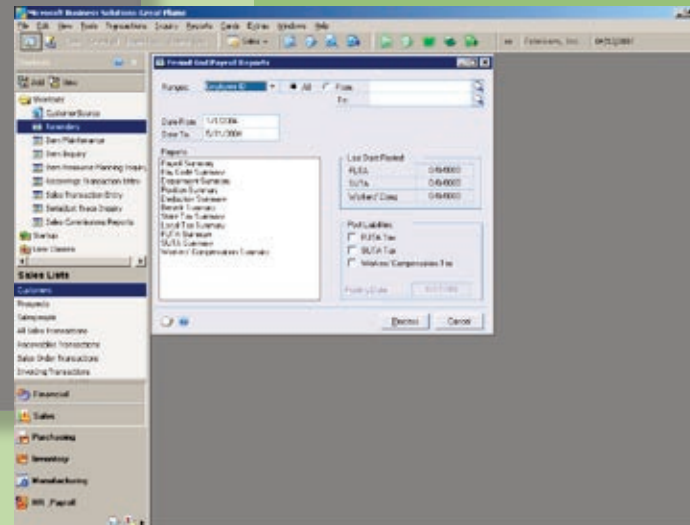
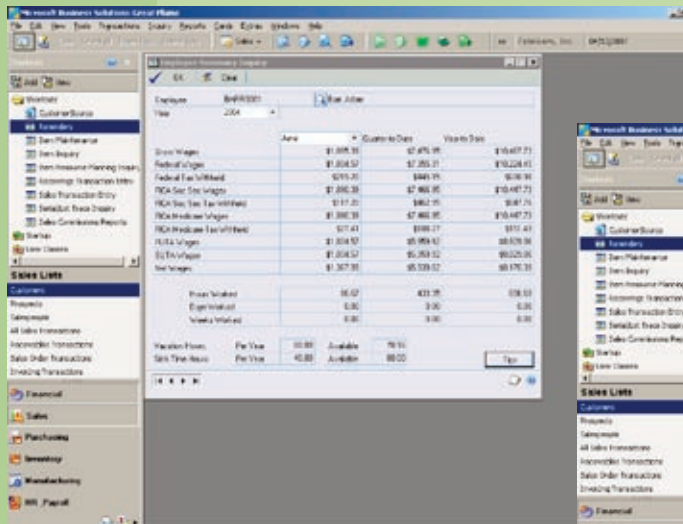
### COMPLY EASILY AND

### EFFICIENTLY with

government requirements such as period-end reports.

### GIVE EMPLOYEES BETTER

SERVICE by providing quick answers to questions on personal or financial information.



# Anytime, anywhere access to information and processes

Controlling sensitive human resources information and processes is one of the top challenges organizations face. This information must be guarded carefully, which usually means employees and managers must contact the HR department for even the simplest of requests. These requests eat up time across the board, and can reduce efficiency and increase your cost of doing business.

The HRM Self Service Suite for Microsoft Business Portal enables managers and employees to view and update appropriate HR information through a personalized, role-based Web portal. Seamless integration with Microsoft Great Plains Human Resources and Payroll modules makes employee-specific data available to each employee. Access is controlled by users logging on, so personal information remains confidential.

## **Take the hassle and expense out of common HR tasks**

Avoid paperwork log jams and improve workforce satisfaction by allowing your employees to control personal information, including changing addresses, phone numbers, and emergency contacts; submitting timecards and time-off requests; and viewing pay stubs and benefits information. Updates and transactions route automatically to managers and HR staff for review, to help ensure information will be reviewed and approved.

## **Equip managers to work more effectively with staff**

With expanded access to multi-level direct reports information, managers can view training history, evaluate team skills, check internal applicant status, and evaluate compensation and performance history when needed. Having faster access helps them plan effectively and make critical staffing decisions. And with the ability to approve timecards and time-off request online, they're freed from tedious tasks to focus on their jobs.



# A comprehensive, integrated solution

HR management continuously crosses the boundaries of skills, disciplines, and responsibilities. One minute you need to design a compensation policy that is fair to all employees. Then you have to address performance issues and track employee histories. While you're in the middle of dealing with that issue, you receive a request for monthly payroll reconciliation reports.

## Take hold of one solution that meets many needs

Because Microsoft Great Plains is an integrated solution, you'll find it easy to find the information you need and devise a plan of action. Here are a number of integration points of great value to HR professionals.

- A common database connects Microsoft Great Plains applications; information entered once is reflected across your solution.
- The HRM Self Service Suite for Microsoft Business Portal gives managers immediate insight into employee skills and availability, and lets employees view and update personal information from their Web browser.
- Payroll applications integrate with General Ledger, posting payroll expenses, taxes, and other transactions immediately.
- HRM integration with Payroll helps ensure prompt delivery of paychecks to employees.
- Payroll Connect updates General Ledger with data from ADP PC/Payroll for Windows.
- Payroll Direct Deposit integrates with Payroll and Bank Reconciliation, simplifying check reconciliation.

## Count on Microsoft integration to simplify the way you work

Microsoft Great Plains ties in with other Microsoft applications to increase productivity and streamline processes.

- The System Manager can use Microsoft Visual Basic® for Applications (VBA) to add business-specific functions into data entry and inquiry windows.
- Create, display, and save data views from across your business using Smart List inquiries, and then easily export inquiries to Word or Excel for use in mass mailings or for further analysis.
- View Great Plains data directly from within Microsoft Office applications, using smart tags to speed access to customer, vendor, and employee information.
- General Ledger can export and import budgets to and from Microsoft Excel.



Realize your business vision now.

Microsoft Business Solutions offers a wide range of business applications designed to help small and midmarket segment businesses become more connected with customers, employees, partners, and suppliers. Microsoft Business Solutions applications automate end-to-end processes for enterprise resource planning, customer relationship management, and business analytics.



More information about Microsoft Business Solutions can be found at

<http://www.microsoft.com/BusinessSolutions>

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