

Session 15 - Human Resources: General HR and Salary Management



Date: Friday, April 15, 2022

Time: 10:00am – 12:30pm

Anthology

Evaluator’s Name: _____

	Functionality	Comments
Salary Management Functions:		
14.	Demonstrate the ability to project the cost of potential salary changes, e.g., annual increases, including additional compensation for individuals, such as longevity, etc. Ability to project salary by different budget codes and show split by budget code.	
1.	Demonstrate the ability to assign stipends or bonuses.	
40.	Demonstrate the ability to assign overtime and shift differential eligibility per SRJC Contractual agreements.	
43.	Demonstrate the ability to make retroactive salary adjustments on a global or selective basis and per reporting requirements by the retirement agencies (STRS and PERS).	
15.	Demonstrate the ability to set-up an employee to be paid in equal installments over a period of time, e.g., twelve months, that is different from the period of time that is worked, e.g., ten months. Demonstrate how Deferred Net Pay works.	
16.	Demonstrate the ability to assign varying levels of compensation, e.g., vacation time, sick time, retirement benefits, to different kinds of positions and/or employee groups. Demonstrate how mid-year changes are implemented (change in classification/leave group automated).	
38.	Demonstrate how HR system is connected to Scheduling system. Is it integrated? Show how data is shared and availability of reporting. Ability to run load reports and connect with payroll and scheduling for step advancement for adjunct instructors. Counting of semesters taught at a certain load percentage.	

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7.	Demonstrate how the system is integrated with the student registration system to verify minimum unit enrollment for student employment.	
17.	Demonstrate how system tracks longevity increases and manages compounded percentages	
21.	Demonstrate how the system handles dual retirements systems	
8.	Demonstrate processing assignments and hours for payroll for non-positional employees	
18.	Demonstrate pay calculation options for employees who are not 12 month employees, but assigned various days per fiscal year to work over 12 months	
32.	Demonstrate Calendar setups for Academic and Non-Academic Personnel	
19.	Demonstrate the salary schedule setups for monthly, annual, and hourly basis	
33.	Demonstrate how system calculates retirement bases for retirement reporting	
13.	Demonstrate how the different employee leaves would be processed for pay including differential pay based on ED Code requirements and contractual agreements for Certificated and Classified Personnel	
Tracking Functions:		
2.	Demonstrate the ability to track employee status, position assignments, department, location, bio/ demographic data.	

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36.	Demonstrate ability to receive notifications when changes are made to the employee's record, such as address changes.	
3.	Demonstrate the ability to track faculty who are in a tenure process and classified and management who are in a probationary period.	
22.	Demonstrate the ability to track employee evaluations including scheduled reminders. Demonstrate integration with performance evaluation submission system and/or functions available within existing system for performance evaluation submissions, and group survey evaluations while maintaining confidentiality.	
34.	Demonstrate the ability to track employees with employment authorization expiration dates.	
23.	Demonstrate the ability to track employees who are on performance improvement plans.	
24.	Demonstrate the ability to track history of progressive disciplinary actions.	
4.	Demonstrate the ability to track employee, education, certifications, etc.	
25.	Demonstrate ability to push out additional training to some/all employees beyond initial onboarding – continuing professional development.	
26.	Demonstrate the ability to track employee completion of training programs, e.g., new hire orientation, sexual harassment prevention, etc.	
5.	Demonstrate the ability to track an employee's entire employment and job history.	
39.	Demonstrate the ability to track an employee's comp time, vacation, release time, overtime, etc.	

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41.	Demonstrate the ability to track employee FMLA and other leave types.	
6.	Demonstrate the ability to track retirees remaining on benefits and receiving other post-retirement benefits, including the ability for retirees to make automated payments for benefit premiums.	
9.	Demonstrate the ability to track number of hours and days in paid status during a fiscal year. Demonstrate the ability to track days and hours worked for non-positional employees for PERS eligibility	
20.	Demonstrate the ability to track eligibility of all employees for step advancement based on defined rules and contractual agreements.	
30.	Demonstrate the separation/off-boarding process	
31.	Show how exit checklist and interviews are supported.	
HR Reports:		
34.	Demonstrate the ability to produce HR IPEDS reports.	
27.	Demonstrate the ability to produce gender, age, ethnicity, years of service reports.	
28.	Demonstrate the ability to produce hires, transfers and terminations (voluntary and involuntary) reports. Ability to track reasons for terminations.	
29.	Demonstrate the ability to produce benefit enrollment and dependents/beneficiaries reports for employees, retirees and surviving spouses that includes the cost of their health insurance premiums.	

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42.	Demonstrate the ability to produce ACA benefits eligibility, based on hours worked for different classes of employees, some based on their timesheets, some based on their class hours plus office hours plus lab hours (adjunct) and some based on their FTE that is entered in the HRIS, including reporting of individuals who work in multiple classifications to show combined FTE for ACA eligibility purposes.	
44.	Demonstrate the ability to produce multiple workplace report for EDD – number of employees per campus and salary paid to each location	
45.	Demonstrate the ability to produce transparent California report – wages, overtime, all benefits paid to all employees each calendar year. Demonstrate ability to generate the GCC report for the controller’s office	
35.	Demonstrate how faculty load and compensation calculations/processes are performed,	
10.	Demonstrate use of document imaging for existing paper-bound personnel files.	
11.	Demonstrate the ability for employee self-service to update data fields, see pay stubs, W-2s and leave balances, opt in/out of data sharing, etc. Does the system allow for employees to change their benefits using self-service during Open Enrollment?	
13.	Show how an employee can upload documents – e.g., certifications, vaccination records, etc.	

