SMART HR

SMART Human Resources (SMART HR) is structured as a series of modules that allow the district to decide what to implement to meet their needs. Since SMART HR is an integrated database, all users within a district must understand the uses of various data fields and ascertain that consistency is maintained across the modules. Security levels by user are established to protect confidentiality of information. A key feature of SMART HR is the "date effective" entry of data. This allows the user to record entries and changes when received, knowing they will not take effect until the date is reached. The district's Payroll and Human Resource Departments can then work from the same database without disrupting the workflow of either area and provides a historical record of change.

Module Descriptions:

The Personnel Module provides the functions that are needed to track employees throughout their tenure - starting with hiring and ending with retirement or separation. All functions are grouped by "events" that allow the human resource department to manage its workflow as a by-product of its day-to-day activity. Events are provided for recording relevant employee information, from name/address changes to recording training events. Property Assignments for things such as keys, iPads and credit cards can be tracked using this module. Events can also be entered and tracked online through SMART eR. Recordkeeping associated with a Leave of Absence, Non-Renewals and Unrequested Leaves, which typically need Board approval, are handled through this module.

Events are provided for administering programs such as OSHA and workers compensation. The module automates the task of completing the Supervisor's Report of Accident (SRA), First Report of Injury (FROI), the OSHA Form 300 log and the OSHA Form 300A Summary that is posted each year.

The Personnel Module can be used to track employees' education, licensure, seniority, training, skills and other credentials. The MDE provides SMART HR with Minnesota education license information which is used for local inquiry and reporting. The module will maintain licensure as required by each position in the district and will allow a district to compare an employee's licensure and/or capabilities with the requirements of the job.

The Employee Management Module delivers a way to manage FTE's and daily assignments for employees outside the payroll process in an easy and effective manner. In addition to tracking bargaining units and seniority levels, SMART HR can create assignments in groups based on the UFARS account code built on the employee record. The Employee Management Module also will create Employee Contracts or Notice of Assignments which can be viewed and electronically signed in SMART eR.

Another part of this module is **Permissions**. It uses assignment detail to assign employees to the correct manager. The process creates a hierarchy of all employees in the district so managers only see employees they manage. In addition, it provides the ability to secure data by account code. Employees will only be able to see the specific account codes for which they are provided access to.

The Payroll Module performs all the functions related to paying people and then reporting this information to the various agencies. It performs all standard pay, deduction, board benefit and tax calculations. Payroll calculations are performed on a real-time basis with the capability to recalculate and review the payroll results as many times as necessary before any payments or reports are ever printed. The system prints the complete payroll check on plain check stock and also provides for direct deposit with the option of on-line deposit notices through SMART eR online employee self-service portal. SMART HR integrates with Aesop and TimeClock Plus for time card processing. SMART systems also automatically transfers demographic records to Aesop and TimeClock Plus.

TimeOff Module allows the district to define the various types of leaves and accrual methods. Absence data is entered as time permits and is not required to be done as a part of each payroll cycle. If desired, absence information can be printed on the pay stub or direct deposit notice. TimeOff information can also

be viewed on-line through SMART eR online employee self-service portal. SMART HR integrates with Aesop and TimeClock Plus for absence reporting through an export / import process.

The Benefits Module assists districts with areas such as the Affordable Care Act (ACA) compliance and COBRA. Retiree and COBRA Insurance is intended to address many of the recordkeeping requirements associated with the continuation of health, dental and life insurance coverage as prescribed by the COBRA law and the associated regulations. This module will generate personalized documents, track the decisions made and create accounts receivable entries.

ACA Administration is intended to assist you in tracking the hours for your employees in an effort to determine their employment status, determine whether your company is a large or small employer, and determine if an employee should be offered insurance. The Measurement Period, Administrative Period, and Stability Period are tracked to support the determination if an employee is eligible for insurance and should be offered insurance. If reporting is required for your district, the system will create the 1094/1095 forms. Employees can consent and view their forms online through SMART eR. The ACA Filing page in SMART eR is used to transmit the 1094/1095 information to the IRS.

The Budgeting Module provides districts with the ability to create and run one or multiple scenarios for personnel budgeting. The approach takes the relevant data out of the SMART HR production database and puts it into a new budgeting database shell. The budgeting database allows the district to perform "what if" scenarios, to roll up steps and lanes, modify salary and benefit schedules, and to adjust pay, benefits and distribution codes. When the results are verified, the user can either run another scenario or transfer the budget information into SMART Finance. A budget import process is also available.

Features Include:

Ease of Use
- *Windows Based*
- *Online Real Time Data Entry & Lookup*
- *Spreadsheet Integration*
- *Data Extractions*
- *Attachment of Supportive Documentation*

Agency Reporting
- *TRA & PERA*
- *DEED*
- *STAR*
- *Flex/Cafeteria/Section 125 Plans*
- *New Hire Report*
- *941 Reporting*
- *First Report of Injury & OSHA 300*
- *ACA Forms & Compliance Reporting*

Reports
- *Viewed Online or Printed*
- *Exported as Spreadsheets or PDF*
- *Customized for Districts*
- *Payroll Registers*
- *Agency Reports*
- *STAR Reports*
- *General Ledger Reports*
- *Reconciliation Reports*
- *TimeOff Reports*
- *Employee Status & Demographic Reports*
- *Employee Labels & Envelopes*
- *Pay Detail & Assignment Information*
- *EDRS Reporting*
- *ACA Measurement Analysis Reports*

Functions
- *Multi-Level Security*
- *"Date Effective" Controls*
- *Immediate Update of Employee Data*
- *Descriptive Pay Codes*
- *Numerous Deduction/Benefit Codes*
- *Multiple Distribution Codes*
- *Direct Deposit - Checking/Savings*
- *Laser Checks with Signatures*
- *Account Code Transfers*
- *Online Reconciling*
- *Multiple Banks*
- *Access to Multiple Periods*
- *Access to Multiple Years*
- *Interfaces with SMART Finance & SMART eR*
- *Integrated TimeOff Module - yet independent of payroll processing*
- *Integrates with Aesop and TimeClock Plus*

Services
- *Software Support & Training*
- *Unlimited Telephone & Email Support*
- *Payroll Support & Training*
- *STAR Support for State Reporting*
- *W-2 Electronic Reporting to Agencies*
- *Auditor Access if Authorized*
- *Auditor Training*
- *Database Backup and Security*
- *Software Releases*
- *Shared Server / In-house Server*

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serving over 250 Minnesota school districts for more than 35 years.***