The Human Resources application in MEDITECH’s Human Resource Planning solution assists executives and employees in the areas of staff planning, recruitment, compensation, staff development, employee relations, benefits administration, and reporting. Using our roles-based desktops, you can centrally manage all employee tasks, electronically sign off on leave of absence and other requests, and readily maintain employee health and training records. Human Resources can also generate email notifications to staff and/or supervisors for impending license and skill expiration. An automated and integrated workflow helps streamline processes, while a web-based employee portal provides staff with convenient and effortless access to information and self servicing capabilities — whether from a desktop, tablet, or smartphone.

Streamline Workflow with Roles-based Desktops

Human Resources helps HR departments, department managers, and employees better organize and manage their workloads through roles-based desktops and worklists. Flexible event-driven triggers help manage crucial events, dates, expirations, automated email reminders, and more. From their desktops, staff can:

- Electronically sign off on personnel action forms — such as leave of absence and job openings — and receive notifications, if rejected.
- Access an organizational chart to establish a chain of command for reporting and routing.
- Submit email notifications to staff for license and skill expirations.
- Quickly determine which tasks need to be addressed using online worklists.
- Communicate confidentially between departments.

Electronically Post Positions and Receive and Process Applications

Online recruiting and applicant tracking capabilities help Human Resources staff and department managers recruit, identify, and hire the most qualified staff. Online features enable staff to:

- Submit job openings to the appropriate hierarchy for approval.
- Initiate a new Opening Request Personnel Action Form from their desktops.
- Post fully editable openings online and receive electronic application submissions.
- Easily see which positions have applicants for their departments and drill into applicant files.
- Review applicants for open positions, including resumes, employment/educational history, and any additional information captured through Customer-Defined screens.
- Match applicants to positions using specific search criteria — such as work experience — and based on the requirements of the job opening.
- Scan, store, and index documents, such as resumes and references.
- Schedule and plan interviews with internal and external applicants.
- Perform schedule conflict checking for rooms, interviewers, and candidates, and receive automated interview reminders for both the interviewers and candidates.
Human Resources also enables external applicants to create their own web accounts to apply for future job openings, including the ability to record education work experience, resume, and cover letter.

**More Efficiently Manage Employees and Their Information**

Human Resources staff and department managers have access to a comprehensive, centralized record of vital information collected throughout an employee’s career, which enables them to:

- Access employee demographic and employment information, such as benefits, evaluations, records of discussion, skills, licenses, emergency contacts, and staff.
- Capture and manage health insurance information for the employee and any dependents as part of the benefits enrollment process and to support 1095-C/1094-C reporting.
- Transmit a 4010 or a 5010 version of the EDI 834 file to their insurance entities.
- Review employee training history.
- Schedule recurring single- and multi-day trainings and enforce prerequisites.
- Track employee health and safety records, such as immunizations and physical exams.
- Restrict access to sensitive employee information, such as social security number.
- Complete electronic performance reviews.
- Store any scanned documents.
- Maintain a history of base rates and positions.
- Mass edit information for a group of employees, such as base rate, position, and withholdings.
- Capture and store I-9 documentation.
- Review and electronically sign off on leave of absence forms and other time off requests.

**Provide Your Employees with a Convenient, Web-based Self Service Portal**

MEDITECH provides your employees with convenient, web-based access to their information from any device - desktop, tablet, smartphone, etc. Our Internet for Staff Portal is designed with intuitive icon-based navigation and conforms to device screen size for optimal viewing. From any standard browser, employees can effortlessly access and maintain their demographic, benefit, payroll, training, and employment information as well as view and print W-2s and modify Direct Deposit options. Former employees can access their historical payroll information (e.g., pay advices and W-2s) and also update their demographic information. The portal enables your staff to:

- View and request updates to demographic information online, such as address and marital status, emergency contacts, and tax exemptions.
- Perform online benefits enrollment and request changes to benefits.
- Request time off, including vacation or sick time or a leave of absence.
- Sign up for training classes and receive reminders, including the ability to review class schedules, instructors, seating eligibility and class requirements.
- Review payroll and benefits history.
- View and apply to job openings currently posted online.
- Submit open enrollment and life change events for insurance (e.g., adding a dependant).
- Review a compensation statement about the entirety of their benefit and compensation package.

**Report on All Aspects of Human Resources**

Comprehensive, standard reports allow managers and Human Resources staff to monitor and analyze a wide scope of data. For example, audit trail reports chart a history of changes made to employee information, indicating the user, date, and time stamp of the change and the previous value(s). Just a few of
the standard reports provided with our system include:

- Out-of-Step Report
- EEO reports
- Status Change Report
- QTD and YTD Registers
- Contract Seniority Report
- 941 Report
- Scheduled evaluations and review reports
- Employee benefit statement, status, and enrollment reports
- Labor comparison reports
- Turnover Analysis.

**Realize the Benefits of Integration**

Human Resources not only shares an integrated employee file with MEDITECH’s Payroll, but also provides exchange capabilities with other MEDITECH applications. Integration benefits include:

- Scan and store documents (e.g., resumes and employee W-4s) via Scanning and Archiving.
- Share employee data with General Ledger, such as benefits, base rates, and withholdings.
- Send employee information to Quality and Surveillance to track injuries.
- Exchange core competencies and benefit information with Staffing and Scheduling.

For more information, contact a MEDITECH Marketing Consultant.