



Infor Global Human Resources

Turn HR into a strategic lever for your business

Leading organizations are transforming their Human Resources functions from administrative support to a key enabler for achieving strategic objectives. For all businesses, talent is a resource that needs to be actively analyzed and managed to meet shifting business and market needs. Infor® Global HR provides you with a powerful, highly scalable, modern solution with broad and deep capabilities to help you leverage the key data related to your workforce to drive decisions about your most important asset.

Today's "do more with less" paradox mandates that you extract the highest possible value from your workforce. That's why, more than ever, Infor Global HR solutions make so much sense. With Infor, your organization is positioned to optimize your human capital and match the right person with the right role for the right business result.

Automate and integrate key activities

In a multitude of ways, large and small, Infor can add strategic value to your workforce and your organization. Besides helping you actively manage a highly productive workforce, Infor Global HR solutions can transform tedious, time consuming everyday tasks into intelligent, efficient processes that drive business insight.

Need a better way to track and respond to employee attendance issues? Infor Absence Management assists you in effectively monitoring your workforce, even if you have very complex time off policies. You can take swift preventive, corrective, or compensatory actions in real-time to reduce the significant financial impact associated with unplanned absences and replacement costs.

Infor Global HR solutions can help you manage your workforce like the strategically important asset that it is, positioning each employee to be a vital contributor to achieving your organization's key objectives.

Managing benefits has become progressively more difficult, but it doesn't have to be that way. Infor Global HR Benefits provides built-in comprehensive business planning modeling, flexible rule based management, and approvals to automate managing the entire employment benefit life cycle—like joining an organization, life events, and departure from an organization. Each new hire activates the notification and enrollment process, including payroll deductions setup, based on specific eligibility criteria. Many administrative tasks previously handled by your HR department can be delegated to individual employees via Infor self-service. Besides assuming control of their own benefits enrollment, employees can make plan changes, add or change dependents and beneficiaries, manage flexible spending accounts, view retirement account information and more.

Today's marketplace requires a nimble workforce. The Time Entry feature offers a complete and integrated workforce solution that leverages automated processing, e-mail notifications, approvals, and interfaces with employee absence management, payroll functions, and the employee/manager self-service from a single data source for tracking hours and making decisions.

Managers, administrators, and employees have easy access to recurring processes in a simple, configurable, role-based tool that includes calculations, pay rates, individual, group, holiday scheduling; calendars, and reports to streamline and manage redundant time entry related tasks.

Interoperability plays a key role in Infor Global HR solutions. A prime example: When the decision is made to hire a candidate, employment and personal information gathered during the recruiting and interview phases automatically populates the new employee's HR record. Eliminating or reducing the need for duplicate data entry may contribute to additional cost savings, along with less likelihood of data errors.

Track and manage employee information

Can you readily locate information about an individual employee or group of employees? How easy is it to make updates to this information?

For most large organizations, tracking employee information, managing promotions and transfers, and keeping data current are huge logistical challenges—not to mention a major time constraint for your HR department and managers. In fact, the larger your workforce, the more you'll appreciate the kind of assistance you get from an automated solution like Infor Global HR.

You must track a wide range of essential workforce data, such as emergency contacts, work restrictions, and talent profiles, and Infor Global HR provides fast access to this information. It can help simplify other everyday activities as well, from following up and reporting on work-related injuries to managing employee relations events.

Within Infor Global HR is a powerful Position Budgeting Management component. This functionality provides a complete picture of your workforce, tracking attributes of each position. It allows you to budget for current and future openings—even create “what-if” scenarios with preliminary budgets for open positions, current employees, and labor.

Empower your employees and managers

Employees who are given more control over their own careers are more likely to be satisfied and to remain with your organization for a longer tenure. In other words, you're less likely to lose the knowledge and expertise you've developed over time.

Infor Global HR includes highly flexible self-service capabilities that allow employees to manage a broad range of information and tasks, from updating personal

Infor Global HR:

- Person system of record (employees and non-employees)
- Reporting structure
- Supervisory structure
- Positions and jobs
- Competency framework
- Work assignments
- Employment history
- Absence management
- Benefits administration and enrollment
- Time entry
- Position budget management
- Employee relations
- Occupational health
- Employee safety

data in their talent profile and enrolling in benefits, to checking on open positions and registering for needed training with an intuitive HTML5 web-based interface on any mobile device such as a tablet or smartphone.

Managers also benefit from Infor self-service functionality. From their desktop or mobile device, they can monitor critical information about their teams and initiate personnel actions.

In addition, employees and managers can receive automatic notifications in advance of license and certification expirations, ensuring that renewals are completed on a timely basis.

Tasks completed through Infor self-service applications trigger updates to the appropriate Infor Human Capital Management solutions.

The advantages of Infor Global HR extend well beyond the employees and managers who use it. HR staff are relieved from many routine administrative tasks and paperwork, allowing them to focus on more strategic activities.

Get access to business intelligence... and beyond

But there's more, much more to Infor Global HR than simply automating and integrating routine activities.

By joining Infor Global HR with the Infor Human Capital Management Suite, you gain access to business intelligence, as well as analytical and reporting tools, to help you manage your human capital for maximum strategic impact.

What if executives, managers, and employees could be automatically notified whenever events occur? And what if this same system delivered relevant, filtered data, along with links to allow immediate action and collaboration?

For instance, you may want department managers to receive early notification when key positions are filled or eliminated. Personnel actions of this nature usually affect multiple areas of the organization, potentially creating new opportunities—or impediments—to work in progress.

Of course, bringing issues to their desired resolution necessitates appropriate protocols and processes. By utilizing Infor ProcessFlow, you receive the confidence that every requirement has been met.

In short, Infor helps you create an environment where decision makers are enabled with the insights that they need to align your workforce with strategic objectives. Infor Global HR simplifies the execution of administrative tasks across today's complex operating environments while leveraging your workforce data for business agility and competitive advantage.



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About Infor

Infor is fundamentally changing the way information is published and consumed in the enterprise, helping customers in more than 200 countries and territories improve operations, drive growth, and quickly adapt to changes in business demands. To learn more about Infor, please visit www.infor.com.

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