

# Human Resource Management Solution

eHRMS: The most efficient way to manage your most valuable assets



**GHG Corporation's eHRMS is a Human Resource Information System (HRIS) that will have a positive impact on your profitability by automating all critical HR functions. Vital personnel data, including compensation, benefits, contract/work histories, performance reviews, training documentation, certifications and security clearance statuses are stored in a central database and are available to HR, managers and employees via the Internet. Access to employee information, coupled with eHRMS' substantial ad hoc reporting capabilities, enables immediate responses to government, management and employee requests for information and reports.**

## Central repository of employee data

A central repository greatly enhances data accuracy and management oversight, which results in reduced administrative costs. All vital personnel information needed to respond immediately to government, management and employee requests is stored in a core database. eHRMS automates tracking and reporting on all HR-related tasks, including:

- New hire processing
- Job assignment
- Employee status
- Benefits enrollment and administration
- FMLA facilitation
- Emergency contacts
- Employee history
- Performance/salary reviews
- Compensation planning
- Terminations
- VETS-100
- EEO-1
- Department of Labor surveys
- Visa status tracking

eHRMS enables you to access all critical employee information instantly. It also produces ad hoc queries and reports that give HR and managers the power to investigate and monitor trends proactively and to take corrective action as required.

## Complete, accurate and easily accessible employee data frees you to focus on core HR issues

eHRMS provides seamless access to accurate, up-to-date information on employee data and benefit plan choices. The time required to address inquiries regarding benefit plans, employee information and other tactical HR issues is dramatically reduced. eHRMS's built-in security features support multi-tiered access to data by field; therefore, general managers, payroll and benefit professionals can access various levels of employee information as directed by HR. This facilitates the distribution of employee requests across the organization, providing fast, interactive responses to all employee needs.

Using an Internet browser, employees can view and/or update their personal information, reducing the administrative burden on your HR and payroll departments. eHRMS utilizes encrypted passwords to ensure data security and control the level of access for each user.

### **Intuitive and easy-to-use search functions facilitate rapid report generation**

With an ever-increasing array of government regulations and reporting requirements, the ability to generate accurate reports in a timely manner is imperative. eHRMS provides quick, easy access to accurate employee data to make this a reality. Intuitive, user-friendly, multi-level search capabilities, allow users to define and save multiple sort fields for future search/reporting needs. Users can choose to display, save and export in a variety of file formats, including Microsoft® Excel. Flexible search capabilities are a powerful, timesaving tool for generating reports, trend analysis and continuous improvement. The ability to save queries is a great time-saver and ensures consistency in reporting.

### **Benefit management is greatly simplified**

eHRMS streamlines the process of managing, maintaining and reporting on all company benefits plans. Enhanced benefit management capabilities support you in offering and tracking a variety of benefit plan options to meet the needs of your diverse employee base with ease. eHRMS will enhance benefit management by providing:

- Rapid benefit start-up
- Streamlined communication between benefits administration and payroll
- Efficient benefit rollover, eliminating the need for manual entry

### **Quick payback for your investment in eHRMS**

Automating your company's HR processes with eHRMS will reduce administrative costs,

increase data accuracy and simplify government reporting. The benefits your company will realize include:

- Improved data integrity due to having a central database for all HR/benefits information
- Limited need for tedious data entry, improving accuracy
- Greatly reduced time required to handle employee support calls
- Less time spent researching answers to employee HR/benefits questions
- Streamlined government response generation through advanced search/reporting capabilities
- Automated communication between benefits administration and payroll
- Increased efficiency of your benefit rollover process

### **Industry standard architecture for seamless integration**

GHG developed eHRMS with industry standard cross platform technologies, including Enterprise Java Beans, Java Server Pages, Relational Database and Secure Socket Layer (SSL) to ensure the privacy of sensitive employee data. Our commitment to platform independence protects your hardware and software investments, and it helps ensure a smooth migration to new software releases. Industry standard technology means eHRMS can be integrated easily with your existing accounting solutions. Your business will realize faster, more accurate HR, payroll, benefits and government reporting.

### **eHRMS: replaces the paper quagmire with seamless human resource management**

To learn how eHRMS can provide you more time to devote to your core HR issues, increase management control and reduce administrative costs, call GHG Corporation at 281-488-8806 or visit us online at <http://www.ghg.com>.



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