GTM HRIS
Human Resource Information System

Designed and implemented to integrate with GTM's other HR, benefit and payroll services, HRIS dramatically reduces your workload.

NOTED FEATURES

HR & BENEFITS MANAGEMENT
Managing all aspects of employee HR and benefit information in one centralized location will increase efficiency and accuracy as well as reduce workloads for you and your employees.
- Manage benefits through extensive and custom eligibility rules.
- Rule based security for multiple levels of access.
- Populate fillable PDFs with census or demographic information from system.

ONLINE ENROLLMENT
Through the real-time secure system, employees can manage and enroll online for all their benefits as a new hire and annually.
- Benefits eligibility rules ensure that employees can only view and enroll in the appropriate benefits.
- Employees can compare and analyze costs prior to benefits enrollment.
- Greatly increases the accuracy of benefits and other HR-related information.

AUTOMATIC NOTIFICATION & ALERTS
System automatic notification makes it possible for you to efficiently track and manage tasks. The dashboard helps you standardize processes and track work flow across departments and individuals.
- New hire alerts remind you of benefit eligibility, training schedules and probation periods.
- Termination alerts come standard to ensure the same process is followed and all necessary steps are taken after a termination.
- Automatic alerts and workflows can be designed and added as your needs change.

ADVANCED REPORTING
All data within the system is accessible through our advanced reporting options. Advanced reporting provides configuration tools for exporting specific elements of information from the system on a scheduled basis, allowing for easy integration with other systems.
- A large library of one click reports makes accessing and analyzing information simple and convenient for you.
- Custom ad hoc reports can be generated using the system report writer.
- Generated reports can be printed or exported to a variety of common formats, including Microsoft Excel, CSV or PDF.

24/7 Online Access

Personalized Advice

Trusted Expertise

EMPLOYEE SELF SERVICE

Allows employees to view plans from different benefit providers, and provides them with a total compensation benefits summary report that includes the coverage they selected and the associated costs.

- It can easily be configured to include the features and content most relevant to your company; including, documents and a links library for employees.
- Employees enter life event changes such as marriages, births or address changes directly into the system.
- Allows employees to view available PTO balances and request time off; subject to approval.

TIME OFF TRACKING

Time Off Tracking is a simple, yet powerful mechanism you can use to define how employees earn time off and track the usage of it.

- Lets your employees easily make time off requests and view available time off balances directly from the Employee Portal.
- Automatically routes time off requests to the appropriate manager for approval.
- Allows for better tracking of time off and ensures consistency across all your employees.

PERFORMANCE MANAGEMENT

Performance Management is much more efficient by allowing you to automate the employee review process and eliminate the need for paper-based review forms.

- Makes it easy for you to track historical reviews against your employees, including pay and position tracking.
- Lets you assign measurable goals to your employees that are visible to others, and allows you to easily monitor employee progress against the goals you set.
- Easily track training, skills, professional licenses and memberships.

APPLICANT TRACKING

Applicant Tracking allows you to easily manage the talent acquisition process through one centralized location.

- Provides your applicants with a professional-looking site for searching and applying for jobs.
- Keeps track of your interviews, and allows you to track applicant status from start to finish.
- Once an applicant is hired, you can convert them to an employee and they are ready to be enrolled in benefits.

WELLNESS TRACKING

Wellness Tracking allows you to easily and efficiently administer employee wellness programs.

- An important tool to help improve the overall health, wellness and productivity of your employees.
- Lets you and your employees print reports that illustrate goals, progress and results.
- Permits you to create programs that promote and monitor employee nutrition, exercise, and health.

Call
518.373.4111
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