

# Human Resource Management

## BENEFITS

**Comply with regulated licensing requirements.** Automate tracking of expiration dates for licensing and certification requirements, so that you never miss a renewal again.

**Empower employees to stay current.** Using Microsoft Business Portal, employees and managers can see which certifications and license and training requirements have been assigned to them, and when they need to be renewed.

**Track health and wellness data thoroughly and easily.** Monitor tests and immunizations utilizing categories, codes, and results, including incident date, results, and renewal dates.

**Automate follow-up tasks for injury and illness records.** Assign next steps. Create a single record for multiple employees affected by the same incident.

**Provide flexibility in employee setup.** When creating employee-level records, create benefit and deduction setup records with delayed effective dates.

## Advanced Human Resources for Microsoft Dynamics GP

Fuel your business success—attract the employees you want and equip them to do their best. Advanced Human Resources for Microsoft Dynamics™ GP tracks critical health and wellness information to monitor the well-being of your employees and ensure government compliance. Manage employee certifications and license and training requirements to help your employees meet their potential and maximize the value they bring to the organization.

Advanced Human Resources empowers you to strategically manage your organization's most important business asset—your employees.

The screenshot shows the 'Certification Entry' form in Microsoft Dynamics GP. The form fields include:

- Employee ID: BARR0001
- Department: INST
- Position: TEC
- Certification Code: HAZMAT
- Certification Number: 987-18740-1384931
- Issued By Agency: IDNR
- Original Issue Date: 1/1/2006
- Date Renewed: 1/1/2006
- Expiration Date: 1/1/2007

Below the form is a table titled 'Skills and Training' with the following data:

Status	Certification	Certification Code	Issued By	Orig Issued	Expiration Date	Renewed Date
Active	CERT1	123456	AGENCY1	1/1/2005	1/1/2006	1/1/2006
Inactive	CERT2	987654321	AGENCY2	1/1/2005	1/1/2007	1/1/2006
Expired	CERT3	567893445	AGENCY3	1/1/2005	1/1/2007	1/1/2006
Expired	HAZMAT	987-18740-1...	IDNR	1/1/2006	1/1/2007	1/1/2006

*EASILY MAINTAIN  
employee certification  
information.*

*EMPLOYEES AND MANAGERS  
CAN VIEW certification and  
license information.*

## FEATURES

## ADVANCED HUMAN RESOURCES

<b>Certification, License, and Training Information Management</b>	Add to employee safety and legal compliance. Increase productivity and reduce expenses. Store certification, license, and training information with your other employee data instead of tracking it separately.
<b>Advance Notification of Expiration and Renewal Dates</b>	Use SmartList Builder to provide your team with the tools they need to prevent overlooking renewal and expiration dates associated with licensing, certification, and training.
<b>Departmental Compliance Tracking</b>	Maintain certification, license, and training requirements by department and position. Report on how your department's and employees' positions comply with government and corporate requirements.
<b>Integration with Business Portal for Managers and Employees</b>	Empower your employees and managers by providing them with access to view their personal certification and training information through Business Portal, which allows them to promote timely completion of all upcoming requirements.
<b>Health Tests and Immunization Tracking</b>	Categorize flexible tracking of employee-required tests and immunizations to fit your business and reporting needs.
<b>Injury and Illness Follow-Up</b>	Create templates with multiple tasks for various types of incidents, and assign tasks to follow up on injury and illness records. Assign multiple employees affected by an incident to a single incident report to track trends and comply with government regulations.
<b>Automated Historical Tracking</b>	Capture your changes automatically, and track full historical views of any certification, license, training, test, immunization, or other health-related records you decide to maintain.
<b>Benefit Lifecycle Management</b>	Create Human Resources Benefit, Payroll Benefit, and Payroll Deduction setup records that are not immediately effective at the time you create employee-level records or run payroll in Microsoft Dynamics GP. Activate the future effective setup records at the appropriate time, while tracking your past setup records in history.
<b>Full Microsoft Dynamics GP Product Benefits</b>	Advanced Human Resources for Microsoft Dynamics GP is fully tested, documented, and supported by Microsoft. All planned upgrades are available, as well as robust support from the award-winning Microsoft Support Services Team.

For more information about Advanced Human Resources for Microsoft Dynamics GP, visit [www.microsoft.com/dynamics/gp](http://www.microsoft.com/dynamics/gp).