

HUMAN CAPITAL MANAGEMENT (HCM)

BEST Advantage System – HCM offers benefits such as **position control**, **personnel data integration**, and **online employee self-service** that HCM (Payroll/HR) managers and all end-users appreciate.

HCM provides...

a new virtual payroll system



The new BEST HCM payroll system allows you to:

- Online Paystubs and W2s: Easily view, read, and print through the Employee Self-Service (ESS) Portal
- Easily manage benefits, leave, skills, education
- Reduce your pay cycle time with integrated timekeeping and the ability to automatically calculate sophisticated payments

HCM provides...

integrated data across applications



The new BEST Advantage-HCM application has mandated Position Control. HCM allows seamless access across core components of other BEST Advantage System applications. This facilitates more efficient analysis by utilizing a single source of data:

- HCM → FIN = Payroll Accounting Management (PAM)
- HCM → BUD = Salary & Benefit Forecasting (SBFS)
- FIN → BUD = Budget Formulation

HCM provides...

easy access to your own data



HCM allows you to access:

- Positions filled and vacant
- Employees' personal and work-related details
- Payroll data including: who was paid, how they were paid, and what they were paid
- UPDOCS to use the Timesheet Adjustment, One-Time Pay, Leave and the One-time Deduction documents

HCM provides...

reporting to support business areas

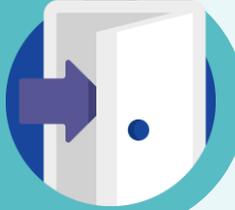


HCM provides a reporting repository to support various business areas including:

- Position Control
- Employee Assignments and Information
- Credentials, Competencies, and Training
- Deductions and Benefits
- Time and Leave
- Payroll Processing
- Payroll Accounting Management
- Regulatory Reporting

HCM is accessible ...

through BEST Authentication



The BEST Advantage System will be accessed via BEST Authentication, the single point of entry to the system. Your security role will determine which application(s) (Budget, Financial, Human Capital Management, infoAdvantage) you can access.



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Additional Benefits and Details

UPDOCS

UPDOCS makes data entry more efficient

- UPDOCS makes it possible to enter a transaction (such as a stipend) for 100s of employees at a time vs. one at a time.
- This is a major process improvement for districts/agencies who have part-time faculty that they process a number of one-time type transactions on, including manual entry of the regular payroll.
 - For example, to process payments on a supplemental cycle, you can use the UPDOC functionality to load a spreadsheet of multiple entries.
 - You can also load regular payroll transactions for C5 payroll
- Access to UPDOCS allows HCM users to use the Timesheet Adjustment (TADJ), One-Time Pay (OTPAY), Leave (LEAV) and the One-time Deduction (OTDED) documents.
- The UPDOC functionality also allows agencies to maintain workflow approval rules as well.

