Criterion HCM

ICAN Software Solutions

Human Resource Information

Criterion HCM is a cloud based solution accessible from anywhere using any browser or mobile device. It's a single platform that supports all business processes of Human Capital including Recruiting, HR, Benefits, Time & Attendance, Payroll and Performance Management.

Designed to help you create the modern HR of today. Criterion HCM provides the tools and solutions to manage your complete human resource process. Strategically it enables employee alignment with corporate goals and objectives. It provides the platform for communications with employees to stay engaged and more.

The role of HR is rapidly changing and requiring more strategic input. Achieving this goal requires a single modern HCM platform that eliminates manual tasks and provides strategic analytics to support corporate alignment, meeting talent demand, fostering innovation and employee engagement.

Criterion HCM provides a position centric model that supports position control, management and budget. Positions are also dynamic and reporting relationships can be defined at position level eliminating administrative work when employees change positions. Additionally, it supports employees with multiple positions with different pay rates, tasks with different rates or percentages. This also supports dynamic graphical views of the organization.

Criterion HCM will help you achieve your short term and strategic objectives by providing an easy to use and understand human resource Information System. All of your employee data can be accessed via the web anytime, anywhere, 24/7.

Imagine a world where you are free to analyze information and not have a need to worry about the data administration functions that are inherent in manual or cumbersome systems. Your time will be spent providing management with strategic business information that will help you achieve the future success of your organization.

Criterion HCM comes with hundreds of pre-configured reports that analyze every aspect of your employee information and will help you point out potential shortfalls in your human capital needs to management before they occur.

You and only you will be in a unique position to recommend strategies that can avoid costly mistakes in hiring, promoting, benefits management and terminations. All this while reducing the amount of time you and your department spend on data entry and administration. With Criterion HCM the system performs all of the routine tasks and stores your information in a single database and eliminates costly interfaces.

Criterion HCM designed for middle market companies like yours.
Our clients have been able to achieve these goals:

▸ Eliminate manual and disparate systems containing duplicate employee information.

▸ Allow for single entry of employee information to HR and Payroll systems.

▸ Comply with government reporting requirements such as EEO, OSHA and ACA.

▸ Manage salary administration and budgeting with easy to use tools for analysis and distribution of information to departmental managers.

▸ Reduce time for benefit enrollment, benefit reconciliation and benefit analysis.

▸ Answer management's requests for information in a timely and professional manner from a totally secure environment.

▸ Report on and help reduce excess absenteeism and respond to employee requests for information about vacation balances.

▸ Improve employee development and maintain critical information about employee skills and improvement programs.

Criterion HCM HR
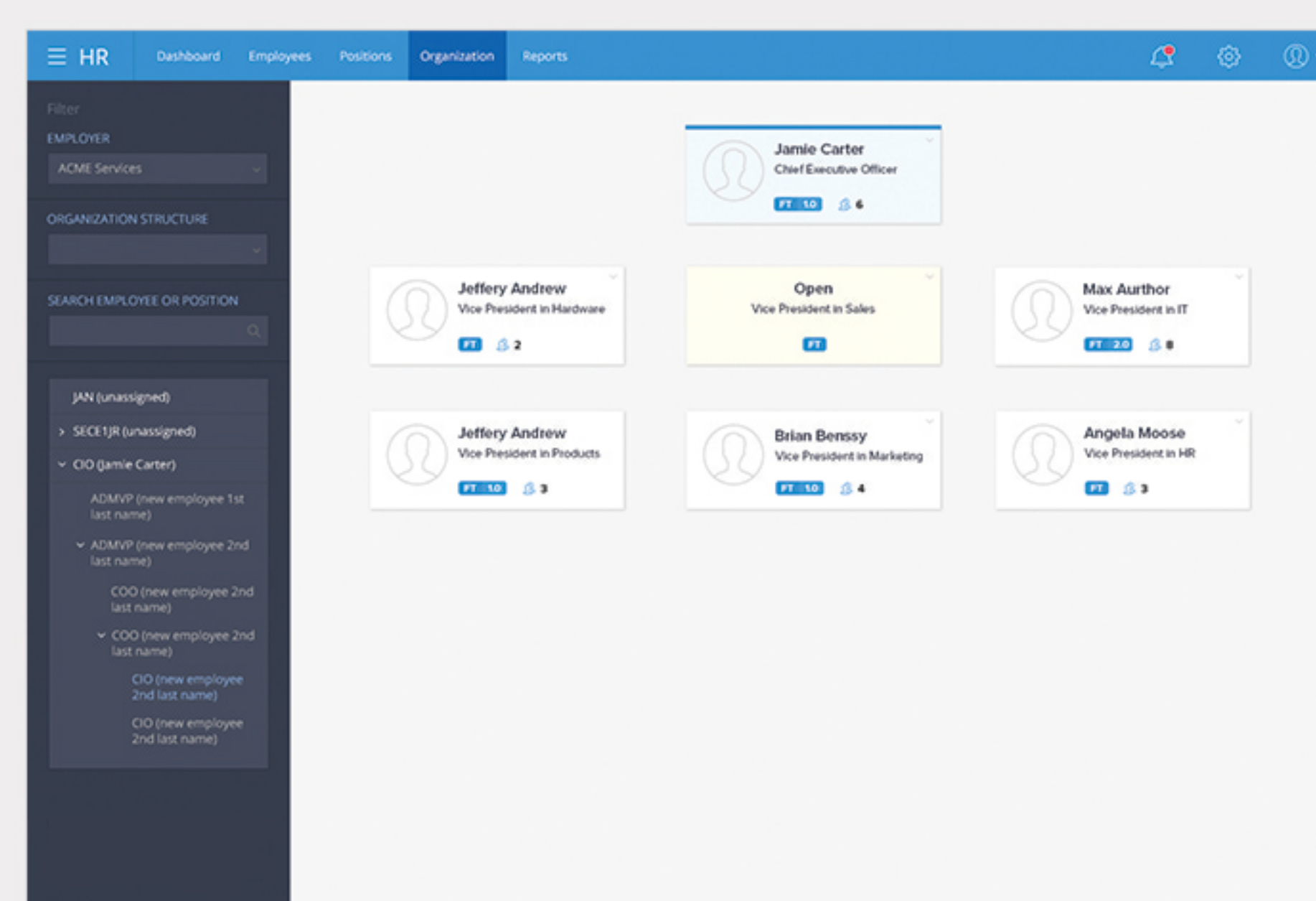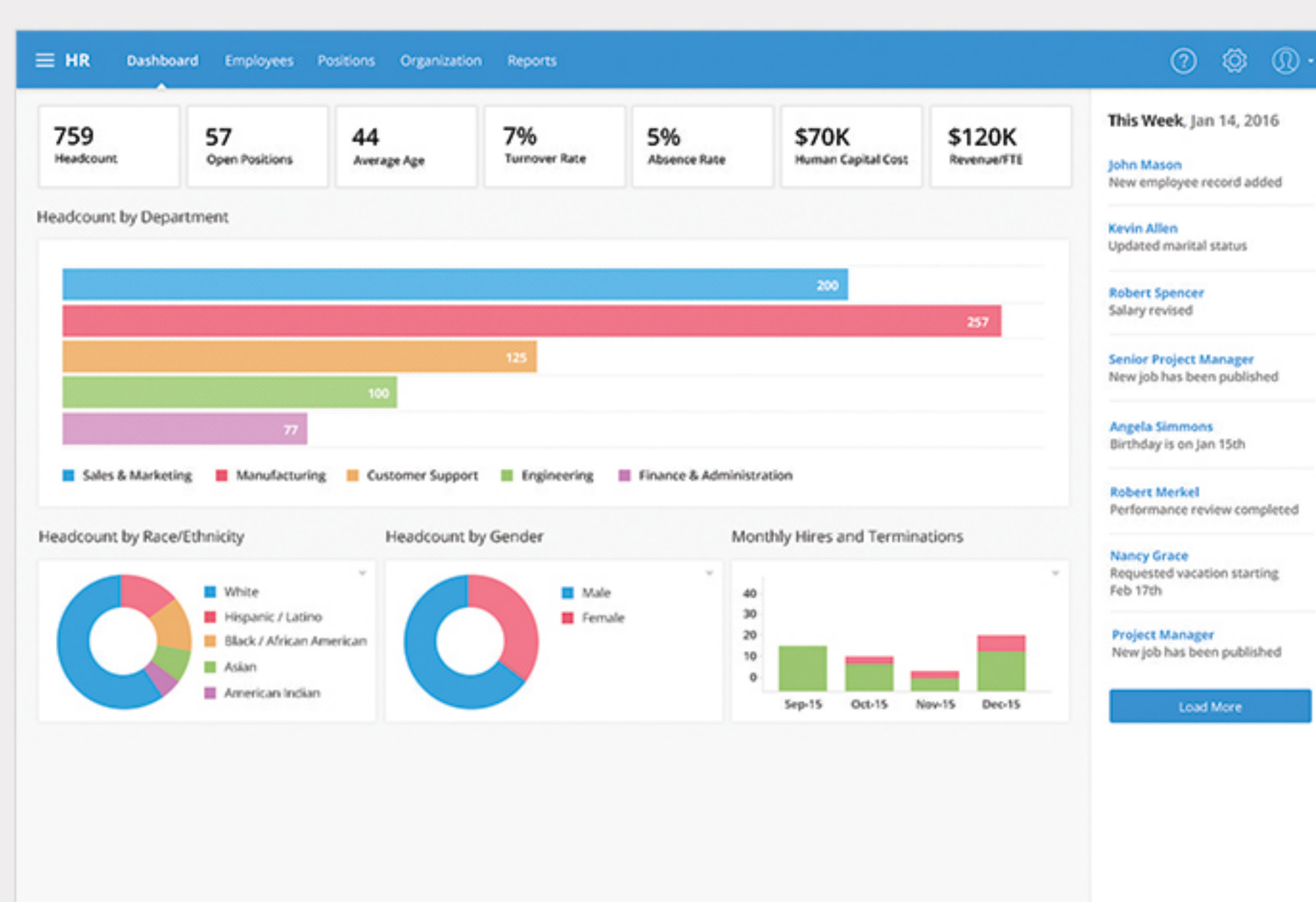
Employee and Dependent Demographics

- Name and Address
- Multiple Phone Numbers
- Multiple Addresses
- License Certifications
- Union Identification
- Gender and Marital status
- Citizenship
- Hire and Rehire Dates

Manages Salary and Job History

- Salary Administration
- Job Analysis
- Workers Compensation
- Organization Planning
- Salary History
- Job History
- Position Control
- Electronic DOL Handbook

Manages Benefits

- Benefits Administration
- Plan Definition
- Cost Analysis
- Premium Reconciliation
- Self Service Open Enrollment

Career Development

- Skills Tracking
- Education
- Skills Development
- Org Charts
- Certifications
- Development

Government Compliance

- EEO and AAP
- COBRA
- OSHA Tracking
- I-9 Tracking
- Workers Compensation
- ACA

Miscellaneous

- Grievance Tracking
- Mass Salary, Job and Benefit Updates
- Full Database Security

Position Control

- Open and maintain jobs
- Fill open position from existing work force or applicants
- Create open positions for terminated employees
- Maintain FTE information for all open positions
- Maintain organization structures including open position

Custom Design

- Customize screens
- Create user defined fields
- Define Benefit Rules
- Define Attendance Accruals
- Modify Standard Reports
- Create custom code tables

Standard Reports

(Over 200 Included) using Crystal Reports

- Email Delivery Option

Employee Basic Information

- Census, Alphabetic
- Name List
- Age Listing
- Birthday Listing
- Employee Profiles
- Emergency Contact List
- Home Address List
- Phone Directory
- Anniversary List

Workers Compensation

- Claim Cost Analysis
- Log of Claims
- OSHA 200 Worksheet

Absence/Attendance

- Visual Calendar View
- Accrued and Used Days

Benefits

- Coverage by Employee
- Enrollment by Plan
- Premium Totals by Plan
- Census Report
- COBRA Billing and Census
- Dependent Listing
- Employee Benefit Letter

Succession Planning

- Event List
- Organization List
- Service List (Longevity)
- Skills & Education Profile
- Skill Retrieval

Govt / Affirmative Action

- EEO-1 Summary and Detail
- EEO-4 Summary and Detail
- 1-9 Citizenship Verification
- Veterans
- OSHA

Compensation

- New Hires
- Terminations
- Ranked Salary List
- Reviews Due List
- Review Forms
- Salary Analysis
- Compensation Analysis
- Salary History
- Increase Analysis

Financial Planning

- Headcount Analysis
- Budget Report
- Vacation and benefits Costs

Additional Solutions

- Criterion Employee Self Service
- Criterion Payroll
- Criterion Goals & Performance