

hr Jenzabar
Human Resources

Put people first

Take care of your most valuable assets—your people. Today's employees expect fast, self-service access to important resources like pay and tax statements, time off requests, and benefits. Delight your employees and free up your HR professionals to focus their attentions on providing better employee satisfaction, retention services, and recruiting strategies with Jenzabar® Human Resources.

Offered on an industry-leading Microsoft® technology, Jenzabar Human Resources is easy to use. This system streamlines your operations and optimizes your HR processes. Whether authorized users are utilizing the Employee Hub, Supervisor Hub, or Administrator Hub, they share real-time information to manage fast, accurate HR transactions. From hiring to benefit tracking, from payroll processing to compensation, Jenzabar Human Resources handles it all.

At a Glance

Jenzabar Human Resources is a multi-functional information system optimized for higher education.

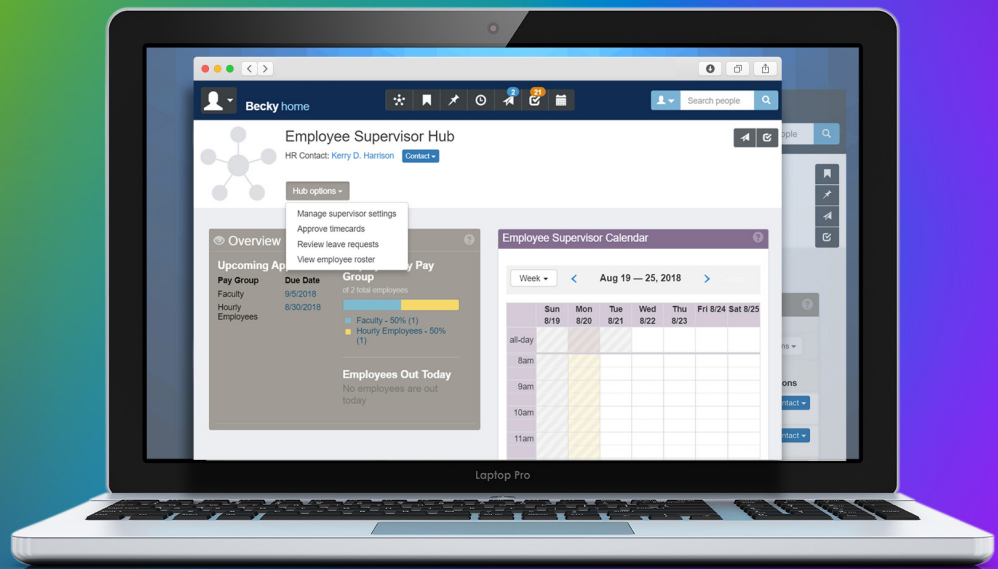
The Personnel module is the heart of your employee recruiting and retention program. With just a few clicks, staff can manage applications and evaluate candidates with ease.

The Payroll module processes and stores employee data, manages payroll and benefits administration, and supports regulatory and legal employment requirement compliance.

Advantages

- ▶ Shared database eliminates duplicate work
- ▶ Powerful self-service tools provide friendly end-user access to essential information
- ▶ Essential reporting for regulatory compliance
- ▶ Accurate and secure data sharing
- ▶ Recruiting workflows streamline hiring process

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Available Modules

- Personnel
- Payroll

Jenzabar one

A flexible, cloud-ready platform exclusive to higher education. Our powerful suite of technology products and services provides your campus with mobile-friendly solutions for both student and institutional success.

an Analytics

el eLearning

en Enrollment

fi Finance

fa Financial Aid

fr Fundraising

hr Human Resources

rt Retention

st Student

Create an outstanding HR program

Jenzabar Human Resources streamlines processes, empowers employees, and facilitates safe, accurate data flow across your entire institution.

Personnel

Give your human resources staff, your managers, and your employees a single place to manage all their HR, recruiting, and staffing needs. Track applications for open positions and aid search committee reviews of candidates with automated workflows, including notifications, tasks, and messages.

- ▶ HR master calendar
- ▶ Application tracking
- ▶ Hiring process workflows
- ▶ Open and filled position tracking and classification
- ▶ Notifications, tasks, and messages
- ▶ Supports multiple positions per employee and appropriate tracking and reporting
- ▶ View open positions
- ▶ Self-service on any device
- ▶ Reporting and analytics
- ▶ Manage and track benefits
- ▶ Multiple work shift and accrual methods, including rates and differentials
- ▶ Seamless interface with Jenzabar Financial Aid and Jenzabar Student

Payroll

Improve efficiency, reduce compliance concerns, and save time and money when processing your payroll. The Payroll module gives you all the tools you need to make payroll a snap, such as easily managing multiple positions per employee, including appropriate tracking and reporting. To minimize workload, staff can use default times for hourly employees. Managing federal and state wage and tax reports is no longer a daunting task. The solution maintains master information, including position and salary history and unlimited benefits. This means staff can handle multiple work shifts and accrual methods, including rates and differentials, with ease.

- ▶ Process payroll
- ▶ Manage time and attendance
- ▶ Electronic forms, pay statements, W-2s, 1095-Cs
- ▶ Benefit accruals, time, vacation, salary, and more
- ▶ Manage positions and time approvals
- ▶ Leave request workflow
- ▶ Automatic overtime calculations
- ▶ Self-service on any device
- ▶ Reporting and analytics
- ▶ Federal and state wage and tax reports
- ▶ Maintain and track compensation adjustments
- ▶ Seamless interface with Jenzabar Financial Aid and Jenzabar Student

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