HRACUITY

HR Acuity - How to Implement HR Acuity for your Organization

Welcome to HR Acuity!
The following instructions will step you through the process of configuring HR Acuity for your organization and completing new user adoption training.

Step 1 – Initial Set Up
Your primary contact will be set up as a Super Administrator to configure your HR Acuity site. They will receive a system generated email with instructions on how to log into HR Acuity.

The HR Acuity Support Center has documentation and recorded videos available to the Admin to help configure your HR Acuity site and step your users through the training and adoption program.

Step 2 – Configure and upload your Employee Data File
Configure and generate a .CSV file of employee data to import from your HRIS to HR Acuity. Please see the Employee Data File module for additional information, and watch this video to configure and upload your Employee Data File. If your organization cannot configure and Employee Data file, not to fret. Users can always enter employees manually as you create cases. There is more information on this 'how to' in the Employee Data file Module.

Step 3 – Configure and set up your HR Acuity users.
HR Acuity users can be set up with specific permissions in terms of what types of cases they can document, view and report on. Please refer to the User Permissions Module and watch this video to configure and set up your HR Acuity users.

Step 4 - Training and Adoption
HR Acuity recorded training is available in the Support Center to step your users through the training and adoption process. Training videos include:

a. Overview and How to Document and Employee Relations Case
b. Dashboards Overview
c. Insights Analytics Center Overview
d. Insights Analytics Center - How to filter data
e. Insights Analytics Center - How to add charts and graphs

Step 5 (Optional) – Configure and upload your HR Acuity Groups and Location.
Groups and Locations are the primary data elements that will be used for reporting and analytics. Watch this video to configure and upload your Groups and Locations.

Step 6 – On-going Support
HR Acuity Customer Support is available by emailing support@hracuity.com Monday through Friday from 8:00 am to 6:30 pm ET.