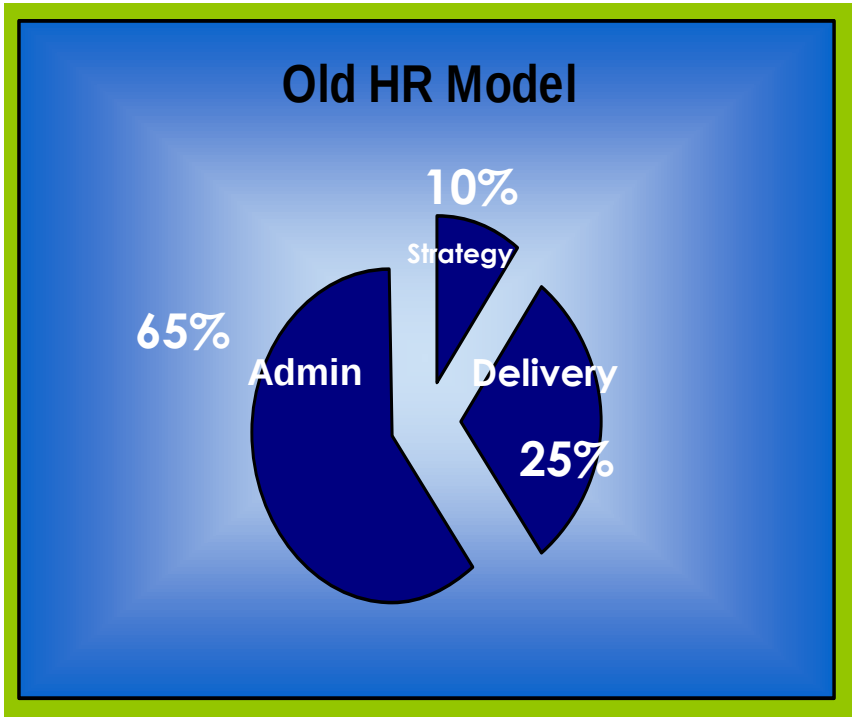
Cleveland Metroparks

Human Resource Information System Upgrade and Enhancements

December 2013

Technology and Business Changes Drive Need for HR Change



Current State of Human Resource Information System (HRIS)

- Automatic Data Processing (ADP) – 2006
- Database management system
- Server housed at Cleveland Metroparks
- Limited functionality (primarily transactional)
- Various manual processes still utilized
- Human Resources ADP data interface with Payroll ADP is limited

Business Case for Change

- The current business environment requires enhanced reporting capabilities and decision-making support
- The proposed upgrade will better align talent with the mission and vision of the organization
- The available new technology will Increase efficiency by automating many existing manual processes (e.g. employment application)
- The new system will be hosted by the vendor – reducing server cost and system administration tasks
- The upgrade is eco friendly – reducing paper usage and the carbon footprint
- The current ADP version will no longer receive technical support after June 30, 2014

Proposed HRIS Upgrade Elements

- Web-based employee portal
- Employee and manager self-service
- Recruitment, selection and applicant tracking capabilities
- Talent Management – succession planning, compensation administration and performance evaluation modules
- Benefit Administration Services – electronic open enrollment and eligibility compliance
- Automated COBRA Administration

Web Based Employee Portal

- One Stop Shopping – integrated system to connect employees, managers, third-party carriers and payroll
- Employee portal allows communications with employees on a wide array of employment matters
- Serves as the main informational communication platform between the organization and employees
- Employees gain direct access to pertinent HR and payroll information and documents
- 24/7 Employee Self-Service - allows employees to electronically update personal HR related information without assistance
- Creates linkage to other websites relevant to employee benefits

Model Employee Portal

Welcome, Karen Stone
Edit page content More Information...
Language | Company Directory | Log Off
Search Company Directory

Employee | Home | Time & Attendance | Pay & Taxes | Personal Information | Benefits | Career

What's New

Welcome to Cleveland MetroPark's Self Service Portal!!!

Cleveland Metroparks is as diverse as its employees and the over 195 jobs performed year-round. Positions encompass a wide range of titles from engineer to animal keeper, and mechanic to ranger. Interns also join the staff throughout the year as they enhance their education through hands-on training.

Diversity
Cleveland Metroparks
Strengthening Human & Natural Resources

Recommended Links

I have an issue!
Click here to Contact a Service Center Professional
FAQ's - Company Policies and Procedures
Click here to access your Time Card

Message Center at a Glance

Click the following link(s) to access messages and information pertinent to you.

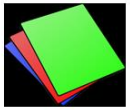
Benefits News

Come Explore the Possibilities!

Cleveland Metroparks has fun, educational and diverse opportunities for volunteers at various locations throughout the Park District! Consider joining the hundreds of individuals that comprise the Cleveland Metroparks Volunteer Team! Opportunities are available for individuals (16 years and older), community groups, student projects, scout groups, school groups and more!

Cleveland Metroparks is committed to offering strategies that involve citizens and ensure meaningful and effective engagement of our communities. This philosophy is supported by the mission of Cleveland Metroparks Volunteer Services which is to "promote community involvement through rewarding volunteer opportunities that support the needs and mission of Cleveland Metroparks."

Forms Library



Employee Referral
Associate Survey
Proof of Credentials
Relocation Checklist
New Hire Orientation Checklist
Security Badge Access Request for LOA
Recognition Award Nomination
Retirement Checklist
Travel Request
Tuition Reimbursement Request

Employee and Manager Self-Service

- The web-based portal allows employees and managers to securely update HR data anytime from an internet connection
- View and update personal profile information
- Access up to 3 years of historical pay statements and W2's
- View and update annual benefit elections, dependent relationships, accrued leave balances, and holidays
- Monitor and update online resume details (education, languages, skills, training, licensing, and certificates)
- Search and apply for internal job postings

Recruitment, Selection & Applicant Tracking

- Creates an on-line employment application with automated communication features
- Automates internal job requisition and approval processes
- Available data analytics and metrics enhance the hiring process
- Includes a dynamic position control feature
- Increases utilization of social media communities with the use of more efficient tools
- Engages job candidates with a branded career portal
- Improves employee engagement via the on-boarding process
- Has an advanced candidate search feature which creates efficiencies during peak hiring seasons

Talent Management

- Automates the performance evaluation process
- Provides strategic compensation administration support
- Modules are available to assist in succession planning and training processes
- Ensures cross-organizational goal alignment and the ability to view key performance indicator dashboards
- Drives accountability at all levels

Benefit Administration Services

- Provides secure 24/7 Online employee benefit open enrollment capability
- Processes employee census data changes
- Proprietary rules based engine automatically calculates employee eligibility
- Eligibility and premium reporting - eligibility data electronically reported to carriers in the HIPAA-834 format via secure transfer portal
- Decision Support Tool educates employees in plan selection and the benefits of FSA to drive additional tax savings for Cleveland Metroparks
- Auditing and Invoicing tools reduce financial leakage
- Provides automated Leave of Absence administration

COBRA Administration

- Real-time web access to health plan information, rates and payment data
- Processes election forms and carefully tracks all key dates to help ensure compliance
- Reports timely COBRA enrollment and termination data directly to carriers
- Archives and secures documentation, as required by law
- Self-Service - allows COBRA participants to manage their services via the web
- Ensures COBRA and HIPAA compliance

Next Steps

- **Finalize vendor negotiation**
- **Projected costs:**
  - **Implementation (one-time) $125,000**
  - **Total annual recurring costs $225,700**

    (current annual cost $143,000)
- **Phased implementation to begin on or about 1st quarter, 2014**