

NuView Systems is a leading provider of Human Resource Information Systems (HRIS). Our innovative product suite provides functionality to help you manage people, process & strategy throughout the enterprise. NuViewHR will streamline your HR processes through advanced workflows, provide information when and where it is needed through Self-Service portals and help you develop HR strategy that better aligns with the corporate goals.

HR & Benefits Administration

Maintain core demographic data, including job, salary, benefit elections, skills, emergency contacts and other information centrally for easy access & reporting.

Features/Functions:

- Flexible benefit eligibility calculations
- Automatic premium calculations
- Supports “cafeteria” benefits, FSA/HSA’s
- Employment history with effective dating
- Property/asset tracking
- COBRA administration with letters
- Carrier interfaces
- Absence tracking, FMLA
- Corporate organizational chart w/pictures

Recruiting Management

Transform paper resumes or electronic applications into an automated tracking system. Applicant data is automatically created and populated. Find the best match for jobs using either job or position control methodologies. Provides tracking & cost analysis on your recruiting efforts.

Features/Functions:

- Resume scanning, loading and parsing
- Auto populates key data fields
- Prior employment and skills
- Correspondence and interview tracking
- Job postings and job skills
- Budgeted & scheduled cost of requisitions
- One click hire feature – no re-keying!

Candidate Self-Service

Job applicants develop a more positive image of your company and don’t feel ignored in the review process.

- Review openings & submit resume on-line
- Check current status in the review process
- Update resume as needed
- Submit resume for other job openings

Training Administration

Employee development & learning is a key component in company success. Training Managers can define the course list and programs, enroll employees, track credits, certifications, training costs and tuition reimbursements.

Features/Functions:

- Maintain course list
- Track certificates and course credits
- Perform mass or individual enrollment
- Define prerequisites
- Generate notifications and confirmations

Succession Management

Succession helps you identify, prepare and develop your future leaders and managers.

Features/Functions:

- Organizational chart (multiple views)
- Identify backup candidates
- Competency & gap analysis
- Individual development plans

Employee Self-Service (ESS) Manager Self-Service (MSS)

Self-Service allows Employees and Managers to access HR & Payroll information anytime, from anywhere. This provides significant benefits in the form of reduced administrative overhead, “paperless” transactions, more accurate data, faster response times, increased productivity and more efficient workflow.

Features/Functions:

- Benefit open enrollment
- Life event changes
- Total benefit statements
- PTO requests and authorizations
- Performance evaluations
- Position requisitions
- Salary change request
- Multilingual Profiles

Metrics

Companies track and analyze key variables, by role and business need, as the basis for measuring strategic effectiveness. Using roll-based logins, Managers and Executives compare their results against company goals and objectives, as well as industry standards.

Metrics can be implemented at all levels of the company, starting with basic data and progressing to more complex metrics, including data external to our HRIS.

Features/Functions:

- Performance Management, by role
- Comparison against company average
- Comparison against industry standard
- Roll up (and drill down) capabilities
- Integration of third party benchmark data

Performance Management

Automate the review process in a less threatening, meaningful and actionable format, while gaining efficiencies and reducing administrative overhead.

Features/Functions:

- Employee self-review
- Manager and 360 reviews
- Ratings and free form questions
- Strongest skills / accomplishments noted
- Goal setting and objectives
- Outcomes and due dates

Reporting

Key to any system is the ability to access your data easily, when you need it.

- Over 170 standard reports
- All compliance reports (i.e. EEO, VETS)
- Point-in-time reporting
- Ad hoc report writer
- Import/Export capabilities

Time Entry

Track work hours and exceptions easily.

- Allocate work hours to projects/depts.
- Track vacation/sick/personal days
- Approvals; Export to payroll



**155 West Street – Suite 8
Wilmington, MA 01887**

978-988-7884

www.nuviewHR.com

info@nuviewinc.com