

# Sovera® Human Resources

## SOVERA® HUMAN RESOURCES AT WORK

### Captured elements streamline workflow

Sovera Human Resource's Capture application along with enterprise forms helps you transform paper documents into easy-to-view electronic pages. Human resources can quickly obtain applicant and personnel information, including—but not limited to—resumes, applications, personnel action requests, 403B forms, name/address change forms, bank change forms, and personnel leave requests.

As hard-copy documents arrive, they are scanned for use in the application. In addition to paper documents, Sovera HR captures documents through electronic files or electronic forms, eliminating the need to first print and manually scan documents. Documents received electronically are automatically indexed by the system.

### Instant retrieval elements speed processes

Sovera HR's retrieval module provides a highly flexible, personalized folder retrieval process. Users with appropriate security can view one or multiple employee or applicant folders online. The solution enables:

- Printing or faxing file documents
- Setting up personalized notebook tabs for sorting and organizing documents
- "Zooming in" or magnifying displayed document images and viewing dual images
- Sorting the information in a file as well as sorting folders in a queue based on specific hospital-defined criteria
- Navigating through a file, and querying for and viewing related files
- Defining customer file tabs and frequently (or rarely) viewed documents
- Generating and signing applicant letters and forms
- Completing documentation

### Applicant tracking fosters efficient hiring process

Sovera HR provides online applicant tracking and workflow that allows hiring managers and recruiters to track applicants throughout the hiring process.

Hiring managers initiate the recruiting process by defining or opening jobs using Sovera HR. Once a job position is opened by a hiring manager and the necessary skill sets required for that job are defined, a notification is automatically sent to the human resources department to notify it of that job opening so a job posting or advertisement can be created.

Once applications and resumes (paper, faxes, or electronic files) are received, they are digitally scanned or electronically fed into Sovera HR. Hiring managers throughout the enterprise can search the online applicant pool using a variety of search criteria, including skill set, job class, applicant's name, date the application was received, and more.

Using Sovera HR, hiring managers can review an applicant's credentials, reject candidates, schedule interviews, and make hiring decisions, while recruiters check online



## BENEFITS FROM A PAPERLESS ENVIRONMENT

Sovera HR minimizes human resources paperwork challenges, enabling you to focus on employee and applicant potential. The solution delivers many benefits:

- Improves access to applicant and employee information throughout the enterprise, resulting in improved customer service
- Eliminates misfiled or misplaced documents
- Reduces correspondence backlog
- Recovers filing space
- Eliminates filing and refiling of applicant and employee folders
- Creates a precise audit trail and automated monitoring of critical dates
- Expedites the hiring process with easy-to-use applicant-tracking and workflow tool
- Interfaces with external job applicant and payroll systems

for the status of an applicant. Notification is automatically sent to the human resources department once a hiring manager requests that an offer be made to a candidate, and the next set of hiring actions can be logged and tracked. An e-mail is automatically sent back to the hiring manager from the human resources department once a candidate accepts or rejects an offer.

Hiring managers no longer need to ask the human resources department whether any new resumes have been received for a particular job posting or if a candidate has accepted an offer.

**Queue: Offer Requests**

**Name:** TEST, TEST E  
**SSN:** 555-55-5555  
**Status:** In Negotiations (Offer In progress)  
**Document:** Permanent Application  
**Suspend Reason:**  
**Last Updated:** 01/29/2008 01:58 PM  
**Offer Requested By:** Administrator, System  
**Entry Date:** 01/29/2008 01:28 PM  
**Preferred Start Date:** 01/30/2008  
**Position Offered:** 79001  
**Starting Salary:** \$7900  
**Department:** Government\_Education Mgmt  
**Job Class:** Job Class 1  
**Comments:**  
**Notes:**

**Action:** [Dropdown Menu] [OK] [Cancel]  
 Applicant Declined Offer  
 Recruit Offer  
 Applicant Accepted Offer  
 Request Hiring Manager to Resubmit Offer

**Applicant Demographics:**  
**Name:** TEST, TEST E  
**SSN:** 555-55-5555  
**Last Appl Date:** 01/29/2008  
**Last Update Date:** 01/29/2008  
**Overall Status:** In Process  
**Internal Employee:**  
**Applications:** 1  
**Offers Requested:** 0  
**Interviews Sched:** 0  
**Offers in Progress:** 1

**Offer Details:** [General] [Routing] [Skills/Licenses] [Eligibility]  
**Birth Date:** [Field] **Sex:** [Field]

**Medical Report (V046434825-EMERGENCY ROOM REPORT):**  
**NAME:** Kums, Annie E  
**DOB:** 02/16/1993  
 Irrigated with 1 liter of normal saline. There is no foreign body. Interrupted sutures with 5-0 PDS well approximated.  
**COURSE IN THE DEPARTMENT:** Dress: hard sole shoe.  
**DISCUSSION:** A 12-year-old female hyperextending her toe after striding that have been closed as described. No evidence of bony abnormality.  
**CLINICAL IMPRESSION:** Toe laceration. The patient was discharged. She is given a prescription immediately if any fever, discharge, fever, vomiting, etc. with regular provider for sutures of this. The patient is discharged and management plan for this patient.  
**DICTATED BY:** Candace DiRozza, MD  
**CO-SIGNED BY:** Stephen C Altman, MD  
**D:** 02/12/2006 9:22 P **T:** 02

**Navigation Bar:** Search, Desktop, Print Fax, App Workflow, Queue, Recruit, Suspend Notes And Resubmit, Letters, Reassign, Online, Quit, Queue Item Document, Print

## OFFER PROCESSING SCREEN

HR managers use the offer processing screen to document offers made to and conversations had with applicants.

## A better way to manage the hiring process

Human resources improvements are often at the lowest tier of priority application upgrades. Yet, once hiring demands increase, human resources assumes critical importance.

As a leading provider of enterprise content management (ECM) for both the public and private sectors, CGI can help. The Sovera® Human Resources (HR) solution supports your human resources department by facilitating the efficient processing of applicant and employee files by converting paper documents to electronic images and by providing automated workflow that tracks the life of an applicant from the time a position requisition is made until an offer is accepted.

Sovera HR can reduce your human resources department's dependency on the flow of paper used to process transactions and requests related to applicants and personnel, such as job and offer requests, payroll changes, name and benefit changes,

- Lack of organization of the hard-copy file folder
- Misplaced files or files maintained in a separate building
- Dependency on the manual transfer and routing of documents to process an application or personnel action
- Informal processes used by hiring managers to request candidates and hiring actions
- Multiple tracking systems for negotiations with applicants

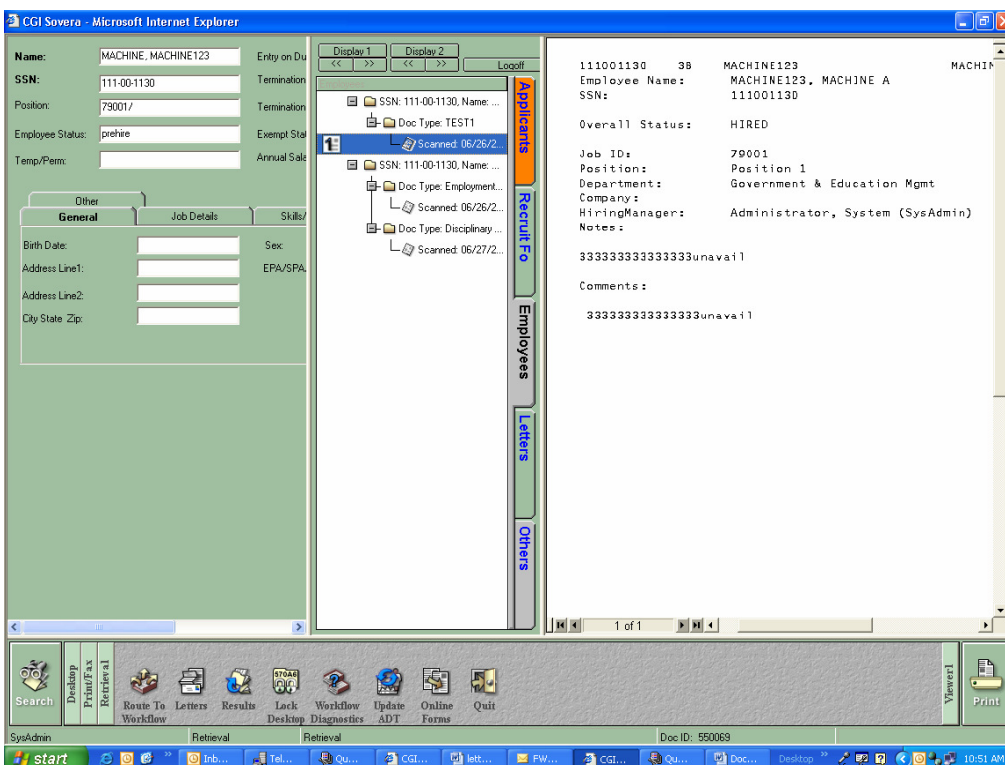
## Improve efficiency and flexibility in a secure setting

Sovera HR offers unmatched flexibility. Users define how to maximize workflow with true-to-life folder navigation that offers a consistent, easy-to-use interface-allowing important applicant, employee, and recruit documents to be located efficiently.

Users can also view documents within applicant and employee folders according to their own preferences. For expedited workflow, Sovera HR gives secure, simultaneous access to multiple users—from the office, home, or any Internet-capable location. Security is robust and can be defined at the user and document levels.

## EMPLOYEE RETRIEVAL SCREEN

Demographic information regarding an employee is noted on the left side of the screen and employee documents are



## Maintaining your systems with ease

Sovera integrates with your existing systems and is designed to grow with your workload. Its proven, web-based architecture makes system enhancement easy and affordable. Your system administrator can even make modifications from a central server.

Technical highlights include:



- IBM FileNet ECM platform
- Content Connector Interface Engine for joining disparate data and applications
- Library of standard productivity reports that can be used with Business Objects or other third-party reporting applications
- MS Windows desktop platform, Oracle DBMS, and outsourcing options
- Support for IBM pSeries server environment with high-availability options

### Contact:

For more information contact us at [eHealth@cgi.com](mailto:eHealth@cgi.com).

Website: [www.cgi.com/healthcare](http://www.cgi.com/healthcare)

## ABOUT US

At CGI, we're in the business of satisfying clients. For more than 30 years, we've operated upon the principles of sharing in clients' challenges and delivering quality services to address them. As a leading IT and business process services provider, CGI has approximately 25,500 professionals operating in 100+ offices worldwide, giving us the competitive advantage of close proximity to our clients. Through these offices, we offer local partnerships and a balanced blend of global delivery options to ensure clients receive the combination of value and expertise they require.

## SOLUTIONS FOR THE HEALTH OF HEALTHCARE™

In the healthcare sector, CGI couples extensive industry expertise with a full range of services and delivery options. CGI understands healthcare industry trends and is a leader in developing innovative business and technology solutions that help healthcare payers, providers and government departments harness the power of technology to lower their costs and enhance productivity while improving the quality of care.