
Information Technology Policy

Human Resources Applications Policy

<i>ITP Number</i> ITP-APP023	<i>Effective Date</i> March 23, 2009
<i>Category</i> Recommended Policy	<i>Supersedes</i>
<i>Contact</i> RA-itcentral@pa.gov	<i>Scheduled Review</i> April 2015

This Information Technology Policy (ITP) establishes enterprise-wide standards and policies for human resources applications as part of the Commonwealth's Enterprise Resource Planning (ERP) system.

1. Purpose

The purpose of this Information Technology Policy (ITP) is to establish enterprise-wide standards and policies for Human Resources Applications. Establishing standards will provide guidance to agencies as they plan for new application development projects or make investments in existing applications.

2. Background

Human resources software enables organizations to effectively manage information about the people in their business through organization management perspective, personnel development, time evaluation, and payroll. Human resource facilitates the planning, analysis, and operation of the human resources management functions.

Human resources software provides the following capabilities:

- Model a business hierarchy
- Establish the relationships of employees to various business units
- Provide a reporting structure among employees
- Provide functionality that focuses on employees' skills, qualifications, and career plans

- Process attendance and absences, gross salary and tax calculations, and payments to employees and third party vendors.

3. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor’s jurisdiction. Agencies not under the Governor’s jurisdiction are strongly encouraged to follow this ITP.

4. Policy

Agencies requiring new or updating existing human resource applications are to leverage the human resources solution available from Integrated Enterprise Systems (IES) when the IES human resources solution meets the agencies’ business requirements. Current standards and product availability are in sections 5 and 6 of this ITP.

Agencies are to analyze their human resources business requirements and assess the business value of integration and exchange of information with the Commonwealth’s Enterprise Resource Planning (ERP) system. ERP applications include financial, human resources, customer relationship management, supplier relationship management, platform life cycle management, supply chain management, and material management enterprise applications.

Agencies are to analyze their human resources data warehousing and business intelligence requirements and assess the business value of utilizing the Commonwealth’s ERP data warehouse and business intelligence platform.

5. Standards

CURRENT STANDARDS

(These technologies or products meet the requirements of the current architecture and are recommended for use.)

Technology	Platforms	Technology Classification
<p>SAP Enterprise Resource Planning (ERP) Financials</p> <p>Strategic Enterprise Management</p> <ul style="list-style-type: none"> ▪ Stakeholder Relationship Management ▪ Strategy Management ▪ Performance Measurement ▪ Strategic Planning & Simulation ▪ Business Consolidation ▪ Business Analytics ▪ Financial Analytics <p>Accounting</p> <ul style="list-style-type: none"> ▪ Financial Statements ▪ General Ledger/Sub- ledgers ▪ Revenue & Cost Accounting 	<p>All</p>	<p>Current</p>

Technology	Platforms	Technology Classification
<ul style="list-style-type: none"> ▪ Order & Project Planning Self Service <ul style="list-style-type: none"> ▪ Financial Manager Self Service Corporate Services <ul style="list-style-type: none"> ▪ Real Estate Management ▪ Travel Management ▪ Treasury & Risk Management Public Sector - Funds Management Tax and Revenue Management 		

CONTAIN

(These technologies or products no longer meet the requirements of the current architecture and are not recommended for use. They are to be phased out over time. No date has been set for their discontinuance.)

Technology	Platforms	Technology Classification
--	--	Contain

RETIRE

(These technologies or products are being phased out. Plans are to be developed for their replacement, especially if there is risk involved, such as lack of vendor support. A date for retirement has been set.)

Technology	Platforms	Technology Classification
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EMERGING / RESEARCH

(Emerging technologies or products have the potential to become current standards. At the present time, they are to be used only in pilot or test environments where they can be evaluated. Use of these technologies is restricted to a limited production mode, and requires approval of a waiver request. Research technologies are less widely accepted and time will determine if they will become a standard.)

Technology	Platforms	Technology Classification
--	--	Emerging / Research

6. Product Availability

Enterprise Resource Planning (ERP) Product Availability	
Product/Module	Status
SAP ERP Human Capital Management (HCM)	
Transaction Management	
Personnel Administration	In Production
Time Management	In Production
Benefits Administration	In Production
Compensation Management	In Production
Organizational Management	In Production
Self-Services	
HR Employee Self Service	In Production
Expert Finder	Available
HR Manager Self Service	In Production
Life Cycle Management	
Recruiting	Available
Personnel Cost Planning	Available
Training & Event Management	Available
Personnel Development	In Production
Performance Measurement	Available
Management by Objectives	Available
Analytics	
KPI Reporting	Available
Balanced Scorecard	Available
Payroll Processing	In Production
BSI Engine for U.S. Payroll Tax Processing	In Production

7. Related ITPs/Other References

8. Authority

- Executive Order 2011-05, Enterprise Information Technology Governance

9. Publication Version Control

It is the user's responsibility to ensure they have the latest version of this publication. Questions regarding this publication are to be directed to RA-itcentral@pa.gov.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	3/23/2009	Base Document
	10/25/2010	ITB Refresh
	4/2/2014	ITP Reformat; Merged GEN-APP023B, STD-APP023A into ITP