

# Fundamental HRIS Deliverables

Microsoft® Excel platform

One hard, one soft HRIS copy

HRIS build upon client-furnished data

4 hour training session

Small user layout, larger user capability

Typical data fields include:

Employee number  
Four comment areas  
Achievement rating  
Annual pay  
Birth date  
Cost center  
Department name  
EEO Information  
Hire date  
Job code  
Job date  
Job grade  
Last evaluation date  
Last increase percent  
Last pay increase date  
Last-first-middle name  
Next appraisal date  
Next pay increase date  
Pay "compa" ratio  
Pay range maximum  
Pay range midpoint  
Pay range minimum  
Potential rating  
Present primary strengths  
Primary development needs  
Proposed increase amount  
Proposed Increase percent  
Proposed new annual pay  
Recommended next position  
Title  
Type of increase

Large HRIS evaluation/recommendation

Additional and expanded  
HR services are tailored  
for specific client needs

**PHRST**  
& Company, Inc.  
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800-285-8380-code-14 or 386-439-6341

## Human Resource Information Systems (HRIS)



PHRST offers *a la carte* human  
resource management through select  
Professional Human Resource  
Service Teams

est. 1984

# Human Resource Information Systems (HRIS)

## What Is Needed

Many organizations do not have the resources to acquire a commercial HRIS product to maintain data. Yet key employee data is critical to effective organization management. PHRST provides a valuable alternative in a simple spreadsheet format to serve the needs of organizations.



## State-of-the-Art

PHRST's HRIS retains data and presents it in a clear database format which lends itself easily to information analysis and decisions via spreadsheet manipulation. The HRIS delineates organization structure, organization/job service, demographics, performance ratings, etc. Managers can use the HRIS to plan and budget pay adjustments, remind of evaluations, highlight birthdays, calculate turnover and other key HR planning operations. We build the HRIS and train management in its use.



## Knowledge, Skill & Ability

PHRST's HRIS team is staffed by human resource specialists and led by certified senior professionals in HR management. We combine a thorough understanding of best practices, information requirements and professional standards with technical expertise to deliver business focused, easy to use solutions in a final format which you easily install and manage. We evaluate and suggest other systems.

## When, Where & For How Much

Typically project completion requires 15 work-days. Depending on client need, our professionals work at client locations, designated sites, or HRO offices. The basic service fee is \$4,000, comprising a \$3,000 initiation fee and a \$1,000 final charge. Expenses are documented and billed at cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

# About PHRST

## Strategic Human Resource Management

**PHRST** stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

**PHRST** works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.