



HROnline Earns High Marks From Asbury Theological Seminary

University Finds Ideal HRIS Solution



Client Profile

Client Information:

Asbury Theological Seminary

Number of Employees:

230+

Number of Locations:

2

Headquarters:

Wilmore, Kentucky

Industry:

Higher Education

Web Site:

www.asburyseminary.edu

Asbury Theological Seminary, located on the outskirts of Lexington, Kentucky, has been training individuals to become pastors and spiritual leaders for more than 78 years. With an additional campus in Orlando, Florida and a new virtual campus, the school serves more than 1,600 students. In addition to investing in the education of its student body, Asbury Seminary invests in its own faculty and staff, relying on HROnline from PeopleStrategy to help manage its human resource department.

Eliminate Redundant Data Entry

Until four years ago, the seminary was using a largely paper-based system for managing the busy human resource department. A new HR Director proposed a move to an automated, comprehensive HRIS (Human Resource Information System). "We were spending a lot of time and energy moving files around, entering data in our payroll software and then reentering much of the same data in our own files," recalls Barbara Antrobus, manager of payroll and benefits for Asbury Seminary. "We looked at several systems, and ultimately selected HROnline."

Antrobus says that a big factor in the seminary's decision is the fact that HROnline is a hosted HRIS. "We wanted to provide fast, secure access to the system, across our multiple buildings and different campuses. A hosted system makes that task much easier."

Simplify Time And Attendance

HROnline has transformed the way Asbury Seminary handles time and attendance tasks. Non-exempt staff members access the secure HROnline self service portal and enter their daily time. All staff members access HROnline to request time off and check the number of available hours for both sick and vacation time. "We used to use paper timecards and then enter the data into our payroll software," says Antrobus. "Now, approved time sheet data is exported from HROnline directly into our payroll system. There's no paper involved."

Empower Your Employees

The self-service portal provides a central location for staff members to view and manage many aspects of their employment. "They can change their withholding, personal contact information,

CHALLENGE

Asbury Theological Seminary required a powerful and flexible HRIS software solution to replace an inefficient paper-based system.

SOLUTION

HROnline is the Web-based solution Asbury Seminary selected to streamline operations and reduce paper and manual data entry.

RESULTS

Paper surrounding time collection, open enrollment, benefit management, and attendance tracking tasks has virtually been eliminated. Hours of redundant data entry are no longer necessary.

PeopleStrategy Background

PeopleStrategy's HROnline is designed to meet the needs of today's mobile business environment and the changing role of Human Resources. HROnline is custom-tailored to fit your HR workflow processes.

Automate your HR functions from benefits to compensation to performance to learning with industry-leading resources while providing your employees secure 24/7/365 self-service access through any Internet connection. But that's only the beginning. HROnline gives small and mid-size businesses the risk management services and workforce productivity tools that were previously out of reach to all but the largest enterprises.

add dependents and emergency contacts, and view the school's organization chart and employee handbook," say Antrobus.

Open enrollment is a busy time in the HR department of Asbury Seminary. But HROnline allows employees to enter their own benefit information online and saves the seminary hours of administrative time.

Antrobus says the streamlined automated process saves her department hours of manual data entry from paper forms into a separate HR system. "Before, open enrollment was a paper-intensive task," Antrobus recalls. "Now it's completed entirely online; no paper involved. Plus, we can monitor the process, detect those who have not completed their enrollment, and send out reminder messages, all from within HROnline."

Tailored Benefit Management

HROnline adeptly supports Asbury Seminary's various benefit accrual plans, calculating the accruals automatically at the end of each pay period. "When we hire someone new, we simply assign them to the correct accrual plan, and the software does the rest," Antrobus says. Antrobus says the staff appreciates that HROnline displays a handy calendar that shows an employee by week throughout the year what their accrued hours will be. "It helps them with vacation planning, and it eliminates a lot of questions to our department," she says.

Powerful, Flexible Reporting

Compliance and employment reporting are vital tasks, and HROnline helps streamline their execution. In addition to meeting state and local reporting requirements, Asbury Seminary must provide information about its faculty and students to various education associations.

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"Developing custom reports to meet these specific needs is very easy and straightforward in HROnline," says Antrobus. "I can include any information in any format. Just recently our insurance brokerage firm needed a report in order to give us a quote for employee health coverage. I was able to create it easily."

Secure Sensitive Data

Security is a prime concern when handling sensitive payroll and human resource data, and Antrobus is confident in the ability of HROnline to keep the seminary's data safe. "We assign a role to each individual, such as Employee, HR Clerk, or Manager that allows us to control what information each individual can see and change. For example, supervisors can see only their own employees' information," she explains. "We're very happy with HROnline, it works extremely well for us."



PeopleStrategy
614 West Main Street
Suite 6000
Louisville, KY 40202
Toll Free: 1-877-315-9851
www.PeopleStrategy.com