



DATATEL COLLEAGUE  
HR

**/// DATATEL.**

How higher education does business.



## Datatel Colleague HR

At the heart of every higher education institution, you'll find people—employees, faculty, and staff who embody the principles and mission of your college or university. Human Resources is there every step of the way, from the moment applicants make contact with your institution, to the time they separate employment.

Datatel® Colleague® HR helps you and your staff manage the entire employment lifecycle more effectively, from recruitment to retirement. As an integrated human resource management system, Colleague HR improves the performance and operations management of an institution—a vital part of the Strategic Academic Enterprise™ addressing the complete business and academic needs of an institution and its people. With the help of Datatel, you can attract the most qualified candidates, retain high performing employees, and improve productivity every day.

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## Provide a Thriving, Productive Environment

You want to provide an environment and culture where your highest performing employees can thrive and prosper—and stay. Colleague HR with Datatel ActiveCampus® Portal helps you build a strong collaborative campus community where your employees feel that they belong.

On the ActiveCampus Portal, your employees find everything they need to perform day-to-day activities right at their fingertips—improving productivity and collaboration across departments and throughout the campus. With ActiveCampus Portal, you and your staff can:

- Create unique, personalized work spaces with direct links to all information in Colleague HR and other 3rd party applications
- Improve communication and collaboration with team sites
- Increase productivity with convenient access to calendars, email, and To-Do lists
- View key performance indicators to keep you on track for strategic targets

The Portal and Colleague HR's automated workflows help you and your staff reduce paperwork and minimize, or even eliminate, administrative, transactional tasks. This provides your HR staff with more time to focus on the institution's mission—ensuring employees can help students achieve their educational goals.

Colleague HR also includes analytic reporting capabilities, so that you can address a complete range of business challenges, letting you take action and get the most out of your top performers for years to come. You can project for the next budget cycle the cost of your employer-paid payroll taxes and benefits in addition to increases in base wages and salaries for human capital from incumbent positions, new positions, and vacancies.



*With the ActiveCampus Portal and Colleague HR, your employees will have direct access to all the information they need to be more productive and efficient.*

## Recruit the Most Talented Professionals

Finding and attracting the best job candidates can be a daunting process that consumes time and energy. Datatel offers a higher education specific online job posting and applicant tracking solution that can help you efficiently fill positions with the most qualified applicants.

- You can securely track and route job applicants online
- Qualified applicants can easily submit applications with resumes and curriculum vitae online
- Employment applications are tailored to meet your institution's unique criteria so each type of application—faculty, student, and staff—can be specific to each position type
- Flexible security parameters and workflow process enable you to create unique review paths
- Hosted or in-house solutions give you the ultimate in choice to meet your institution's technology goals

*“Colleague HR has saved us a lot of time and money. Thanks to these savings, we have been able to change our focus in HR to provide more value-added services. Datatel is helping us be more strategic in meeting our institutional goals.”*

Anne Ciolek  
Payroll Manager  
St. Bonaventure University

## Retain Your Institution's Most Precious Resource

As an HR professional, you know that employee expectations and demands are at an all-time high. In today's fast-paced work environment, employees need immediate, convenient access to relevant information. They also want to be able to securely access and manage their employee benefits online. Making all this happen is key to high morale and productivity. With Colleague HR, you can:

- Gain immediate access to work-related information and submit data via the Web
- Access benefits information and update records, 24x7
- View pay information
- Submit and view time history, leave, and accrual balance

Colleague HR and ActiveCampus Portal deliver real-time, secure access to important information to all authorized users, when and where it is needed. You can immediately improve customer service, while managing costs more effectively and increasing overall productivity.

## Leverage Datatel's Experienced Professional Services Team

Datatel's Professional Services Team is comprised of business experts and higher education consultants with real-world experience in HR management. In fact, most of our HR solutions experts have spent a considerable portion of their careers working at academic institutions just like yours. They offer the knowledge and methods to implement best practices successfully, with a focus on a high return on your investment. Institutions demanding on-time and within budget implementations select Datatel as their strategic business partner.

## *experience* | PERFORMANCE

*"Datatel's commitment to regular client dialogue, understanding of emerging trends and issues in the human resource profession, and eagerness to respond with viable technology solutions have been invaluable to our institution during a period of rapid growth."*

Kim Sherfesee  
SPHR, Director of Employment and Compensation  
Coastal Carolina University

With Colleague HR, you can build the perfect solution for your institution, implementing the precise level of functionality you need to accomplish your strategic goals. It is designed to help you attain maximum return on your investment, while enabling you to overcome everyday challenges, capitalize on new opportunities, and best prepare for the future.

Colleague HR is just one of Datatel's many technology and services solutions that form the Strategic Academic Enterprise—addressing the complete business and academic needs of your institution. With Datatel and the Strategic Academic Enterprise behind you, your school experiences enhanced student life, stronger communities, and increased job satisfaction.

For more information about Colleague HR, or to see a demonstration, please call 1.800.DATATEL or visit [www.datatel.com](http://www.datatel.com).



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