1.1.2 Executive Summary

Hermes (known as essiHRMS through version 1.9) is a Human Resource Management System. Hermes was created by E.S. Systems, Inc. (ESSI) located in Springfield, Missouri to fill a need by local home health care providers to manage their ever increasing paper work on nursing staff. Hermes provides for storing employee data records and important additional employee data such as available vacation and sick time, available benefits, or payrate history. Additionally, Hermes is a flexible time and attendance system. As a time and attendance system it allows for managing employee attendance via a PC based time clock or via wall-mountable time clocks to collect clock in and clock out events. As a time management system it allows for managing employee time spent on projects, tasks, or out of office visits.

Hermes was first installed as version 1.0 on September 24, 2000 at Community Hospices of America in Springfield, Missouri.

Hermes is now a scalable system that is currently in use to manage:

- over 500 employees and their patient visit times for healthcare agencies located in more than 30 locations in some 10 states.
- over 150 employees and their attendance records for a retail store chain with more than 12 locations.
- project time for a professional services company that tracks time by multiple project codes for their clients.

Hermes is scalable. It can

- operate as a stand alone software product on a single workstation.
- operate in a client-server environment utilizing a central enterprise database server and multiple client work-stations.
- operate to generate payroll data based on collected time entry records.
• operate to generate detailed billing reports for customer billing.

Hermes is NOT a financial system. It has an interface to various systems that can be used to generate payroll entries.
• Integrate with QuickBooks® Financial Software to generate payroll entries and/or to generate invoices for customer billing purposes.
• Export data for ADP Payroll Software.
• Export data for Ceridian Payroll Software.

Hermes utilizes SQL Server 2000, MSDE, SQL Server 2005, or SQL Server Express as the back-end data storage. Hermes was originally built using VB6 but more and more modules are being replaced using the latest .NET technologies.

Among the many features that are included in the current version:
• Manage employee records, images, emergency contacts, historical notes on performance reviews, reprimands, general discussions.
• Manage medical benefits, date information such as hire date, termination date, and various expiration dates such as when a professional driver license expires.
• Manage available vacation, personal time or sick time, and holidays. Including quick overviews of vacation /sick time accrued or taken.
• Manage employee pay rates by location, department, job description or shift period. Including quick overviews of historical pay rates.
• Manage multiple company locations, job descriptions and job titles.
• Manage company holidays and company events.
• Generate weekly, bi-weekly, or monthly payroll entry reports.
• Generate weekly, bi-weekly, or reports by date range for time entry reports for billing purposes.
• Generate reports for cost reporting by job description or task code.
• Generate summary reports to provide to an accountant for payroll purposes.
• Collect employee time by task code and total time spent.
• Collect employee time by task code and start and stop time.
• Collect employee time by employee clock in and clock out events.

Strengths and Limitations:
• Flexible to configure various task codes that allow for a multitude of ways to collect time and consequently provide cost reporting.
• Flexible to configure job descriptions and pay rates to generate payroll entries.
• Intuitive and easy to use user interface to get to the employee information you need quickly.
• Intuitive and easy to configure security user groups to prevent access to sensitive employee information.
• Scalable to use for one company location or multiple company locations.
• Implemented via standards and an open architecture to facilitate integration with third party applications.
• Works with stand alone time clock modules for point of need data collection.
• Validate employee clock in and clock out events by password entry, MSR badge, proximity reader, or biometric features to reduce buddy punching.
• Easily generate reports that can be used by an accountant to produce payroll.
• Hermes is not a financial system. Therefore you must have a third party application or accounting office generate payroll documents.

New features currently in development:
• A more flexible system to record historical notes on employees.
• A more flexible way to manage company events.
• A more flexible way to manage employee reimbursements.
• An employee and asset scheduling module.
• An add-on module to the time clock to manage access control.
• An add-on module to the time clock to capture an image via an embedded camera during exception entries. For instance, someone forgets their badge and uses a password to clock in. The system will capture an image to store with the exception so that management can validate the person entering the code.
1.2 The User Interface

Hermes has an intuitive user interface that requires minimal training.

The main program entry screen provides for a quick overview of available tasks and upcoming company and employee events.
The Employee maintenance form provides for a quick overview and access to key employee data and statistics.
The project code administration screen provides for a way to create detailed project/visit/work codes that allow you to specify how time is collected.

- Time can be collected by employee clock in and clock out events
- Time can be collected by visit code for generic tasks such as "patient visit"
- Time can be collected by detailed project code such as:
  - Cost Category: E.S. Systems
  - Project Code: Develop Hermes help system
The time log edit screen provides for quick way to enter time by project, task, or visit code. Additionally, it gives the user a quick overview of daily and weekly totals.
The stand alone PC time clock application provides for an intuitive user interface to capture employee clock in and clock out events. As well as some management functions to preview and sign off on time logs, or enter employee special tasks such as vacation time when an employee is absent or drive time. The time clock program allows for flexible employee identification methods such as:

- Employee pass-code
- Employee badge with magnetic strip code (MSR)
- Employee badge with rf_id for proximity readers
- Employee biometric feature such as a finger print.
Upon employee clock in the system will confirm the entry and momentarily display the status. Then return to the welcome screen to prepare for the next employee event.
The Unitech MR650 pictured below provides for a stand alone, wall mountable, time & attendance module that has integrated proximity and biometric readers (finger print)

- This module has additional ports that would allow the unit to double as an access control unit. For instance, the unit can open a door when biometric validation passes.
- This module has an integrated camera that can take a snap shot during certain events.