Springbrook

Online Applications

Springbrook Software

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Applicant Tracking Overview

Summary

The Applicant Tracking online application is a government jobs portal that allows citizens to search job openings and submit applications online while HR department clerks track, evaluate and hire applicants to fill open positions.

This document provides a general overview of the elements that must be set up in order to use the Applicant Tracking online application.

Step by Step

1 Configure the general system side of the Applicant Tracking online application.

- The **SS Applicant Tracking Setup** window (SS> Web Application Setup> Applicant Tracking) is used to configure the general system side of the Applicant Tracking online application. Here you can specify details such as how open position information is displayed online.

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2 Configure the HR side of the Applicant Tracking online application.

- The **HR Applicant Tracking Setup** window (HR> Utilities> Applicant Tracking Setup) is used to configure the Human Resources module side of the Applicant Tracking online application. Here you can specify details such as which user profile and career information should be collected online.

3 Set up the web defaults.

- The **Web Setup** window (SS> Web Application Setup> Web Setup) is used to specify the online applications' subdomain and the number of unsuccessful login attempts that will be allowed before a user is locked out of Applicant Tracking.

4 Set up the HR Position that will be filled through the applicant tracking application.

- There are a number of elements associated with an open position that will need to be set up in order to take full advantage of the Applicant Tracking application. These details are associated with the position on the Position Maintenance window (HR> Maintenance> Position).

- Some of the additional details that will need to be specified include:
    - Areas of Interest (HR> Maintenance> Area of Interest).
    - Position Description Headings (HR> Maintenance> Position Description Heading).
    - Types (HR> Maintenance> Type).
    - Type Codes (HR> Maintenance> Type Code).
    - Plans (HR> Maintenance> Plan).
    - Questions (HR> Maintenance> Question).
    - Application Sections (HR> Maintenance> Application Section).

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5 Set up the application process elements.

- There are a number of application process elements that will need to be set up in order to take full advantage of the Applicant Tracking application.
    - Résumé Categories (HR> Maintenance> Résumé Category).
    - Rejection Classes (HR> Maintenance> Rejection Class).
    - Rejection Reasons (HR> Maintenance> Rejection Reason).

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6 Process applicants through the Applicant Screening batch process.

- The **Applicant Screening** process (HR> Applicant Screening) allows you to evaluate and hire internal and external applicants for an open position.

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Business Licensing Overview

Summary

The Business Licensing online application is a web-based business licensing portal that allows business owners and license holders to renew licenses and pay fees online.

This document provides a general overview of the elements that must be set up in order to use the Business Licensing online application.

Step by Step

1 Configure the Business Licensing online application.

- The **Business Licensing Setup** window (SS> Web Application Setup> Business Licensing) is used to configure the Business Licensing online application. Here you will set up Business Licensing details such as page explanations and which license types are available for online payment and renewal.

2 Set up the web defaults.

- The **Web Setup** window (SS> Web Application Setup> Web Setup) is used to specify the online applications' subdomain and the number of unsuccessful login attempts that will be allowed before a user is locked out of Business Licensing.

3 Generate web keys for license holders.

- The **Generate Web Keys** tool (LP> Utilities> Generate Web Keys) is used to generate random web keys for LP license holders. These web keys are then used by those license holders to access the Business Licensing online application.

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Business Licensing and Tax Overview

Summary

The Licensing and Tax online application is a web-based business licensing and tax portal that allows business owners and license holders to renew licenses, file business tax returns and pay fees or taxes online.

This document provides a general overview of the elements that must be set up in order to use the Licensing and Tax online application.

Step by Step

1 Configure the Licensing and Tax online application.

- The **Licensing and Tax Setup** window (SS> Web Application Setup> Licensing and Tax) is used to configure the Licensing and Tax online application. Here you will set up Licensing and Tax details such as specifying which tax types and license types are available for online payment and renewal.

2 Set up the web defaults.

- The **Web Setup** window (SS> Web Application Setup> Web Setup) is used to specify the online applications' subdomain and the number of unsuccessful login attempts that will be allowed before a user is locked out of Licensing and Tax.

3 Generate web keys for business owners.

- The **Generate Web Keys** tool (BT> Utilities> Generate Web Keys) is used to generate random web keys for Business Tax customers. These web keys are then used by those customers to access the Licensing and Tax online application.

4 Generate web keys for license holders.

- The **Generate Web Keys** tool (LP> Utilities> Generate Web Keys) is used to generate random web keys for LP license holders. These web keys are then used by those license holders to access the Licensing and Tax online application.

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Code and Contact Management Overview

Summary

Online Code and Contact Management is a web-based code enforcement portal that allows citizens to submit, track and resolve code infractions online. This application features an interactive map to ensure pinpoint issue accuracy and a powerful search tool that allows users to map a filtered list of existing issues and track their own issues until they are resolved.

This document provides a general overview of the elements that must be set up in order to use the Online Code and Contact Management application.

Step by Step

1 Configure the Contact Management online application.

- The **Contact Management Setup** window (SS> Web Application Setup> Contact Management) is used to configure how the Online Code and Contact Management application is set up. Here you will configure details such as how issues and maps are displayed online and how CM clerks will process submitted issues.

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2 Set up the web defaults.

- The **Web Setup** window (SS> Web Application Setup> Web Setup) is used to specify the online applications' subdomain and the number of unsuccessful login attempts that will be allowed before a user is locked out of Contact Management.

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3 Create Issue Types for online use.

- When a new infraction is submitted, it must be based on an available issue type. For example, an issue type that is used to generate graffiti or destruction of public property issues could be titled Vandalism.
- Issue types are created and maintained on the Issue Type Maintenance window (CM> Maintenance> Issue Type).

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Employee Self Service Overview

Summary

The Employee Self Service (ESS) online application is a web-based Human Resources portal that allows your employees to manage many of their HR tasks at their own convenience. Once an employee has set up an ESS account, they will be able to update personal and dependent information, view historical documents such as W2s and pay stubs, request time off and even submit timesheets.

This document provides a general overview of the elements that must be set up in order to use the ESS online application.

Step by Step

1 Configure the ESS online application.

- The **Employee Self Service Setup** window (SS> Web Application Setup> Employee Self Service) is used to configure how your employees use the application. Here you will set up ESS details such as default contact and approval roles, what employee information is required to create an ESS account, and the help explanations that will be displayed on each page.

2 Set up the web defaults.

- The **Web Setup** window (SS> Web Application Setup> Web Setup) is used to specify the online applications' subdomain and the number of unsuccessful login attempts that will be allowed before a user is locked out of ESS.

3 Create Web Announcements and Web Quotes.

- The **Web Announcements Maintenance** and **Web Quotes Maintenance** windows (HR> Maintenance> Web Announcements and Web Quotes) are used to create and maintain the announcements and quotes that appear on the ESS home page.

4 Generate web user accounts for your employees.

- The **Generate Web Users** window (HR> Utilities> Generate Web Users) is used to generate web user accounts for your employees. This tool can be used to generate accounts for individual employees, entire departments, or entire organizations.

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Open Enrollment Overview

Summary

The Open Enrollment online application is part of the Employee Self Service (ESS) online application. The Open Enrollment application allows employees to research, enroll and update their benefit enrollment status at their own convenience.

This document provides a general overview of the elements that must be set up in order to use the ESS and Open Enrollment online applications.

Step by Step

1 Create the Deductions, Benefits, Deduction/Benefit Groups and Enrollment Plans.

- Before you can offer online open enrollment to your employees, you need to confirm that the appropriate deductions, benefits, deduction/benefit groups and enrollment plans have been created and configured for the Open Enrollment process.
  - Deductions and benefits are created and maintained on the PR Deduction/Benefit Maintenance window (PR> Maintenance> Deduction/Benefit).

- In order for a deduction or benefit to be used with the Open Enrollment process, the deduction or benefit must include at least one revision step (PR> Maintenance> Deduction/Benefit> Calculation tab> Step Revisions section).
- Existing deductions and benefits are configured for the Open Enrollment process on the HR Deduction/Benefit Maintenance window (HR> Maintenance> Deduction/Benefit). Here you will be able to create enrollment eligibility questions and attach explanatory documents to the deduction or benefit.
- Deduction/Benefit Groups are created and maintained on the Deduction/Benefit Group Maintenance window (HR> Maintenance> Deduction/Benefit Group). Here you will be able to group deductions and benefits and specify the default deduction that will be used if an employee waives coverage.
- Enrollment Plans are created and maintained on the Enrollment Plan Maintenance window (HR> Maintenance> Enrollment Plan). Here you will be able to set plan caps, specify eligible employees and associate deduction/benefit groups with the plan.

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2 Configure the ESS online application.

- The **Employee Self Service Setup** window (SS> Web Application Setup> Employee Self Service) is used to configure how your employees use the ESS application. Here you will set up ESS details such as default contact and approval roles, what employee information is required to create an ESS account, and the help explanations that will be displayed on each page.

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3 Configure the Open Enrollment online application.

- The **Open Enrollment Setup** window (SS> Web Application Setup> Open Enrollment) is used to configure the documentation and explanations available on the Open Enrollment application.

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4 Set up the web defaults.

- The **Web Setup** window (SS> Web Application Setup> Web Setup) is used to specify the online applications' subdomain and the number of unsuccessful login attempts that will be allowed before a user is locked out of ESS and the Open Enrollment process.

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5 Create Web Announcements and Web Quotes.

- The **Web Announcements Maintenance** and **Web Quotes Maintenance** windows (HR> Maintenance> Web Announcements and Web Quotes) are used to create and maintain the announcements and quotes that appear on the ESS home page.

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6 Generate web user accounts for your employees.

- The **Generate Web Users** window (HR> Utilities> Generate Web Users) is used to generate web user accounts for your employees. This tool can be used to generate accounts for individual employees, entire departments, or entire organizations.

7 Create an Open Enrollment batch.

- Once the Open Enrollment application is set up and the employee accounts have been generated, an Open Enrollment batch (HR> Open Enrollment) must be created.
- On the Settings step of the Open Enrollment batch process you will specify the dates for the open enrollment period and the enrollment plans that will be available during that period. Once these details are specified, your eligible employees will be able to access the Open Enrollment application, research their enrollment options and enroll in the desired plans.