

# Texas Municipal Power Agency



When Texas Municipal Power Agency (TMPA) decided to purchase Microsoft Business Solutions - Great Plains, the decision was made to bring payroll back in-house. With this decision came the determination that a powerful, automated HR system was needed. Prior to HROffice, the HR department at TMPA was paper-based with the occasional use of Excel spreadsheets.

Mike Howe, computer services manager at TMPA, was directed by the general manager and human resources manager to research possible HR software solutions. TMPA management recognized the fact that an automated HR system could greatly benefit the agency and its employees. The staff knew that they could provide the agency with substantial time and cost savings through the automation of HR and benefits management.

## **HR solution had to integrate with Microsoft Business Solutions - Great Plains**

TMPA wanted software that centralized all HR and benefits information. They also wanted a solution that could create benefits statements so HR could compare their in-house data against their carrier bills. Most importantly, the software had to integrate with Microsoft Business Solutions - Great Plains.

Howe discovered HROffice through a search on the Internet in October 2003. He installed a free demo of the solution and explored its features and functionality. Howe, management, and TMPA's personnel administrative assistant - Linda Hughey - visited a colleague in Houston, Texas that used the software. The TMPA staff was impressed with HROffice's ease-of-use and by the references with whom they had spoken. TMPA purchased the software in December 2003 and implemented it in March 2004.

## **Three day implementation completed in just three hours**

Howe comments, "The consultant who helped us evaluate and implement Great Plains was not familiar with HROffice. However, as soon as they saw HROffice, they loved it." Howe continues, "The integration between Great Plains and HROffice was simple, painless, and seamless. The consultant planned for three days of set-up and implementation. After just three hours, the integration was complete!"

HROffice was installed and employees were trained on the basics. Since the initial implementation, TMPA staff has participated in advance training sessions to ensure they are fully utilizing the entire functionality of HROffice. TMPA's primary HROffice user, Linda Hughey jokes, "HROffice is extremely user-friendly. If I'm not afraid of breaking it and can easily use it, anyone can."

Hughey continues, "The Ascentis support system is fantastic and unreal. In the event that I do have a question, they always call me back right away if I don't catch them live. When I first started using HROffice, Ascentis Professional Services assisted me in setting up a benefit plan in 30 minutes. I couldn't believe that it was that easy or that painless to set up a benefit plan." Once a benefit plan is set up in HROffice, it's simple for Hughey to conduct a batch enrollment and attach the right plan to the right people.

TMPA now boasts a centralized system for all employee and HR information. For example, TMPA utilizes the custom tabs in HROffice to track safety, training and keys issued for all employees. Hughey illustrates, "Before HROffice, I would have to make a single payroll change in every paycode which seemed to be in 49 different places with no audit trail to track changes made. There was so much room for human



error. With HROffice, once you have completed whatever you're working on, you can print out a report and check your work right there on the spot."

**An all day payroll process now completed in mere minutes**

HROffice Payroll Connect transfers HR and benefits information from HROffice to Great Plains Payroll so everyone (both HR and Payroll) is on the same page. This means Payroll always has the most up-to-date information on all employees. Hughey can transfer information from HROffice to Great Plains with the click of one button. She comments, "It used to take me almost an entire day to get ready for payroll. Now, I'm done in ten minutes depending on the amount of changes."

**Next steps for TMPA**

The next step for TMPA is to scan all employee reviews into HROffice as attachments. Hughey explains, "Once we have all reviews imported into HROffice, the evaluation process for supervisors will become easier. Right before a review, a supervisor can easily look up an employee's past year's review notes. This helps the supervisor easily prepare for the meeting and respect the time of the employee."



Ascentis Corporation  
PO Box 53330  
Bellevue, WA 98015  
Tel: (425) 462-7171  
Fax: (425) 462-1313  
Sales: (800) 229-2713  
[www.ascentis.com](http://www.ascentis.com)  
[hinfo@ascentis.com](mailto:hinfo@ascentis.com)