



# Ellucian Colleague Human Resources

Save time and effort with an intuitive, all-in-one HR and payroll solution designed for higher ed

From robust self-service options to an intuitive administrative user experience, Ellucian Colleague® Human Resources was built to make HR and payroll management easier for all your employees and human resources staff.

## Easy access and self-service for employees

Individual users can easily access their personnel information—including compensation, payroll, time and attendance, benefits, workload, and scheduling—anytime, anywhere. Colleague Human Resources also includes self-service options for routine inquiries, changes to personal information, and payroll questions.



"Working with Colleague HR helps our team gain efficiencies through several HR processes. We love that it's designed for the needs of our institution and has education-specific features."

**ASHLEY LOTTS SCHAD**  
HRIS Specialist, Shenandoah University

## With the solution's user-friendly interface, employees can:

- Update addresses
- View and update benefits
- Update biographic information
- Complete timesheets
- View payroll and job history
- View paycheck and direct deposit stubs
- View year-end tax statements
- Request time off in advance
- View faculty assignments
- View stipend history
- Maintain banking information for payroll, tuition refunds, and expense reimbursements
- View a statement of total compensation

That's efficient for your employees, and saves your HR administrators time, too. Instead of updating employee records and answering routine benefit questions, your staff can focus on delivering specialized service employees with unique needs.

## Why Colleague Human Resources?

When you're managing human resources across your institution, it pays to have a complete solution that was built specifically for higher ed.

Colleague HR includes tailor-made details to help you manage faculty assignments, multiple positions, and adjunct time tracking. In the United States, Colleague HR also helps you manage IPEDS reporting and time tracking for Affordable Care Act compliance, and it provides seamless integration between payroll and financial aid for federal and college work study.

## An all-in-one solution for your HR staff

Colleague Human Resources is packed with time-saving tools to help your human resources offices enhance:

- Benefits administration
- Compensation administration
- Employment administration
- Faculty assignments
- Payroll adjustments and history
- Payroll calculation
- Position budgeting
- Position management
- Self-service for employees
- Time and attendance reporting



Increase efficiency of day-to-day functions, including personnel, payroll, and benefits administration



Ensure compliance with tax laws and regulations



Get the insights and regulatory reporting you need



Predict and plan for future staff and management needs



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