

Higher education institutions, such as universities and colleges, manage complex workforces including tenured faculty, adjunct instructors, administrative staff, and researchers, requiring tools for grant-funded budgeting, faculty development, accreditation compliance, academic scheduling, and performance tracking aligned with tenure processes. Interact HRMS has been deployed in more than 35 countries across all key industries, including higher education, making it ideal for institutions with sophisticated needs in payroll, time & leave, talent management, compliance, and resource optimization. Interact SSAS is designed from the ground-up as a highly configurable, policy-based and parameter-driven enterprise application with self-service at its heart. It is designed to reduce the administrative workloads of HR & payroll departments across large organizations and free up their time to focus on optimizing resource allocation, talent development and employee satisfaction. Below are some of the key functions that specifically address needs in higher ed.



## Position Budgeting / Payroll Budgeting / Budget Planning & Control

### Departmental Position Budgeting

Academic departments need position-based budgeting to control hiring within fiscal constraints.

Interact's Position Budgeting and Control module provides a structured approach to managing staffing budgets by enforcing position-based hiring, ensuring that organizations hire within predefined budget allocations; during the budgeting period, department heads submit position budget worksheets outlining manpower needs, which HR and finance teams review and approve before creating position slots with detailed compensation attributes such as earnings, benefits, and bonuses.

### Institutional Financial Budget Planning

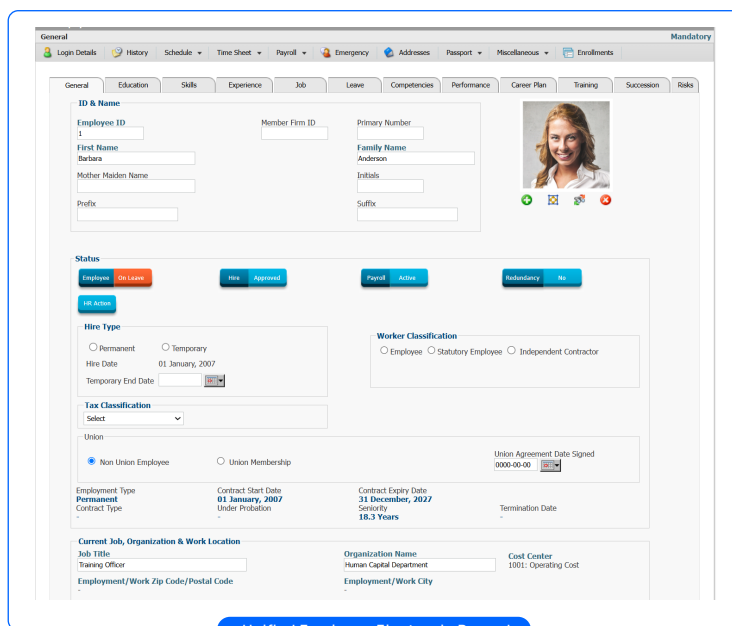
Universities require multi-year budget planning with variance tracking for fiscal accountability.

Interact's Budget Planning and Control module provides organizations with a structured financial management framework, integrating Budget Planning, Budget Control, and Budget Amendments to support effective budgeting; allows organizations to forecast revenues, expenses, assets, and liabilities over flexible budget periods, including annual, quarterly, and multi-year plans; budgets are created by the departments or organizations, which are asked to submit their budget requests, using self-service, by completing pre-configured budget worksheets.

### Payroll Budget Oversight for Faculty/Staff

Managing payroll against budgets, especially for grant-funded or adjunct positions.

Interact's Payroll Budgeting and Control module helps organizations manage payroll expenses efficiently by setting and monitoring payroll budgets for defined periods, ensuring alignment with financial goals and preventing overspending; enables real-time budget control, comparing actual payroll expenses against the approved budget and alerting users to discrepancies.



Unified Employee Electronic Record

## Payroll / Time / Leave / Labor Costing / Grants

### Comprehensive Payroll Management for Complex Academic Workforce

Higher education institutions manage diverse payroll scenarios including tenured faculty, adjunct lecturers, grant-funded researchers, and administrative staff, often across multiple funding sources and contracts.

Interact's Payroll Management module provides a highly configurable, rules-driven payroll engine capable of handling complex compensation structures, multiple earnings and deductions, retroactive adjustments, and multi-entity payroll processing; integrates seamlessly with time, leave, and grants management to ensure accurate payroll costing and compliance; supports academic-specific payroll needs such as employees holding multiple roles (primary and secondary positions) with separate compensation structures and funding sources (e.g., teaching, research grants, or administrative duties), as well as stipends, overload payments, and contract-based compensation, while ensuring full auditability and statutory compliance.

### Time Tracking for Hourly Staff and Adjuncts

Accurate tracking of teaching hours, office hours, and overtime for compliance and payroll.

Interact's Time and Attendance Management module – provides a comprehensive solution for tracking employee work hours, overtime, and attendance while integrating seamlessly with leave management, biometric time clocks, scheduling and payroll; supports configurable overtime rules, more than 15 different flexible timesheet types accommodate different operational needs for a variety of industries such as construction, professional services, project-based industries, healthcare and utilities with extensive labor distribution, project-based tracking.

### Academic Leave Management

Handling sabbaticals, research leaves, and compliance with policies like FMLA.

Interact's Leave Management module is a comprehensive solution for creating and managing employee leave policies, accruals, and approvals while ensuring compliance with organizational and regulatory requirements; allows HR teams to create unlimited, customizable leave policies linked to employee groups and/or organization units; supports flexible accrual rules, including fixed or percentage-based accrual methods, or accrual based on a rate-table which can be specific to grade or seniority.

## Position Budgeting / Payroll Budgeting / Budget Planning & Control

- Departmental Position Budgeting
- Institutional Financial Budget Planning
- Payroll Budget Oversight for Faculty/Staff

## Payroll / Time / Leave / Labor Costing / Grants

- Comprehensive Payroll Management for Academic Workforce
- Time Tracking for Hourly Staff and Adjuncts
- Academic Leave Management
- Grant-Funded Project and Labor Cost Tracking

## Recruitment / Hiring / Probation Management / Onboarding

- Merit-Based Faculty Recruitment
- Tenure-Track Probation Monitoring
- Structured Faculty Onboarding

## Talent Management

- Faculty Performance Appraisals
- Professional Development Training
- Competency Development for Academic Roles
- Succession Planning for Academic Leadership Planning
- Academic Job Role Standardization

## HR Administration and Record Keeping

- Hierarchical Organization Management
- Compliant Employee Records Management
- Self-Service Portal for Faculty and Staff
- Staff and Student Accommodation Management
- HR Analytics and Reporting for Accreditation

## Risk Management / Disciplinary Actions / Health & Safety / Facilities Management

- Institutional Risk Mitigation
- Faculty and Staff Disciplinary Actions
- Campus Health and Safety Incident Tracking
- Office Space Planning & Management
- Parking Space Planning & Management



candidates for critical positions; includes features like succession requests, integrating with other talent management modules to cover competency evaluations, career planning, training plans and performance appraisals in support of succession planning; HR can designate critical jobs, shortlist potential successors, and assess their competencies, developing tailored career plans to close skill gaps.

#### **Academic Job Role Standardization**

*Defining roles like professor levels with specific qualifications for fair compensation and recruitment.*

Interact's Job Classification module helps organizations define, manage, and evaluate job roles through a structured system that supports both grade and point classification systems; allows for detailed job definitions, including job title, salary range, industry, and qualifications, while also documenting the competencies required for each role; supports the Hay Method Job Evaluation for determining equitable pay.

#### **HR Administration and Record Keeping**

##### **Hierarchical Organization Management**

*Managing complex structures like colleges, departments, and centers with matrix reporting.*

Interact's Organization Management module offers a robust framework for defining and managing an organization's structure, allowing users to create a customized hierarchy essential for reporting, labor cost distribution, workflow approvals, and performance management; accommodates both small and large enterprises, supporting multi-entity organizations and enabling detailed classifications for each unit, such as company, branch, department, and project.

##### **Compliant Employee Records Management**

*Maintaining auditable records for accreditation and regulatory compliance like FERPA.*

Interact's Unified Employee Electronic Record (UEER) module centralizes all employee data into one secure, electronic record, eliminating the need for paper files and spreadsheets; features a user-friendly, multi-tab interface that categorizes employee information into sections such as general demographics, education, skills, job details, leave records, competencies, performance, career development, training records, succession planning, and risk information; supports higher education-specific data elements including certifications, publications, speaking engagements, associations, languages, patents, and supporting materials; enables faculty and staff to maintain and update their profiles through self-service, ensuring data accuracy and reducing administrative burden; and includes comprehensive tracking of family member information and benefit enrollment, including dependents, to support benefits administration and compliance requirements.

##### **Self-Service Portal for Faculty and Staff**

*Enabling independent management of HR tasks to reduce administrative burden on busy academics.*

Interact's Employee Self-Service (ESS) module is a powerful portal that enhances HR efficiency by enabling employees to manage their HR-related tasks independently; employees can view and update their own online employee records, submit leave, training, loan, and letter requests, access salary details, leave balances, and benefits; supports timesheet management, allowing employees to view and edit entries with an approval workflow.

##### **Staff and Student Accommodation Management**

*Universities often provide housing for faculty, staff, and students, requiring structured allocation, tracking, and cost management of accommodation resources.*

Interact's Housing & Accommodation Management module provides a comprehensive solution for managing institutional housing by tracking housing units, room allocations, occupancy status, and associated costs; supports allocation rules based on employee grade, role, or eligibility criteria; integrates with payroll for automatic deductions (e.g., rent, utilities) and with employee records for full visibility; enables institutions to efficiently manage campus housing assets while ensuring transparency and fairness in allocation.

##### **HR Analytics and Reporting for Accreditation**

*Generating reports on workforce metrics for institutional reviews and decision-making.*

Interact's Reporting & Analytics module delivers business intelligence through an extensive reporting system and Key Performance Indicators (KPIs), empowering users with actionable insights; reports, numbering more than 600 at the employer level and 100+ at the organization unit level, are constantly updated based on client needs; the KPI Dashboard provides a dynamic, real-time tool featuring 100 Key Performance Indicators (KPIs) tailored to HR management, accessible to managers, organization unit heads, administrators, and other key personnel tracking performance and quality.

## **Risk Management / Disciplinary Actions / Health & Safety / Facilities Management**

### **Institutional Risk Mitigation**

*Identifying and addressing risks like legal compliance or operational disruptions in academia.*

Interact's Risk Management module offers a robust, integrated solution for organizations to proactively manage workforce and operational risks, leveraging self-service, workflows, and alerts within a comprehensive risk management framework; enables classification of risks as operational, financial, or legal, allowing tailored mitigation strategies like avoidance, reduction, retention, or transfer; employees can report and assess risks via self-service, while automated alerts notify stakeholders.



### **Faculty and Staff Disciplinary Actions**

*Managing disciplinary processes for faculty, researchers, and staff while strictly adhering to academic freedom, tenure protections, collective bargaining agreements, due process, and accreditation standards.*

Interact's Disciplinary Actions Management module supports a progressive disciplinary actions framework. It allows HR teams to define and categorize infractions based on severity with customizable steps, provides a structured step-by-step workflow from incident reporting through investigation to resolution, and securely records all actions and evidence in the employee's Unified Employee Electronic Record for full auditability and legal compliance. The module also includes color-coded prioritization, automated alerts, and comprehensive reporting to maintain fairness and minimize institutional risk.

### **Campus Health and Safety Incident Tracking**

*Managing safety incidents, compliance with OSHA, and promoting a safe learning environment.*

Interact's Health & Safety Management module empowers organizations to manage workplace health, safety, and environmental (HSE) concerns effectively by providing a centralized system to define standardized HSE classifications, track injuries and illnesses, and maintain a detailed injury log; user-defined codes allow customized incident categorization, while robust reporting tools analyze trends, enabling proactive risk prevention.

### **Office Space Planning & Management**

*Academic institutions need effective management of limited office, laboratory, and shared workspace resources to support faculty, researchers, and administrative staff amid changing departmental needs and headcount.*

Interact's Office Space Planning & Management module helps organizations efficiently plan, track, and manage office spaces to meet manpower and recruitment needs. It enables HR and facilities teams to prevent underutilization or shortages by offering tools for tracking office space usage, managing occupancy, and handling space requests; integrates with onboarding and offboarding processes to streamline space assignments, ensuring that new hires have designated spaces from day one, and departing employees' spaces are quickly reassigned; provides real-time occupancy tracking and vacancy forecasting to optimize space utilization and avoid overcrowding.

### **Parking Space Planning & Management**

*Universities and colleges must manage high-demand parking resources fairly and efficiently across faculty, staff, and student populations while controlling costs and ensuring accessibility.*

Interact's Parking Space Planning & Management module helps organizations efficiently manage employee parking spaces by offering a structured system for inventory definition, space assignments, and employee requests. It enables organizations to track and allocate parking spaces based on various attributes such as location & distance to the office, vehicle type options, employee's job role, and cost; includes a self-service portal for employees to independently request parking spaces, reducing administrative tasks; once approved, if applicable, parking costs can be automatically deducted from employee payroll, streamlining payment processing.