

HR Contracts:

Powered by Infinite Visions



Introductions

- Valerie Breazeale, CPP
 - Tyler Infinite Visions Support
 - 12 years with Tyler
- Carrie Hughes
 - Infinite Visions Account Representative
 - 13 years with Tyler



Save Time, Increase Efficiency





Use HR & mail merge to create custom manual contracts in Word



Use HR standard contract format to email contracts to staff



Publish Standard Format to iVisions for active acceptance



Q1: Publish custom contracts to iVisions for active acceptance



Accepted contract becomes TCM document (if used)



Carrie's Favorite TCM Features

- 1.Database Speed** All attachments off of IVEE server
- 2.Auto-Indexing** System automatically captures metadata
- 3.Related Documents** Find all documents that are part of a procurement (Requisition, PO, invoice, check, voucher)
- 4.Dynamic Searching** Ability to search across fiscal years, detail
- 5.Security/Controls** Use redaction, automate document purge
- 6.Go Paperless** Reduce time spent looking for misfiled documents, reduce document storage footprint, etc.

Available Resources

- HR User Guide
 - <https://tyleru.tylertech.com/>
- Q1 Webinar, including publishing custom contracts via the iVisions Web Portal
 - <https://tylercommunity.tylertech.com/>
- Tyler Support Assistance
 - Call 888-654-3292
 - Email IVSupport@tylertech.com