



# Reporting Services

## HCM Technology Solutions

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Capturing and analyzing report data is critical in today's environment to drive better decision-making. GP Strategies® understands that an organization's reporting needs can be complex and have unique requirements. Often out-of-the-box (OOB) reports are not sufficient, and a solution that also addresses creating new reports, modifying existing reports, and providing specialized training on reporting tools is needed.

# GP Strategies works with our clients to determine their custom reporting requirements

## Reporting Support

GP Strategies can provide support to clients that provide a list of existing reports to be evaluated.

- Analyze existing reports
- Define required reports (future state)
- Build new reports

GP Strategies provides the following elements as part of reporting support:

- Report workshop and gap analysis
- Standard report generation
- Report development
- Report enablement package

## Report Workshop and Gap Analysis

GP Strategies provides the following support offering specifically for clients that are migrating to the cloud and need to know that existing reports will be available in their legacy systems after new technology is implemented:

**Report Workshop** | A one-day workshop is held to review requirements and design of the client's existing legacy reports that need to be retained and/or new reports that need to be available in the new system. Approximately 10 reports will be reviewed, depending on the complexity of the reports; more or less reports may be examined within the same timeframe. Additional days can be added depending on the number of reports.

**Gap Analysis** | Subsequent to the workshop, GP Strategies will provide a document detailing the gaps between the report requirements reviewed in the workshop and OOB reports and the level of effort required to create the reports, if necessary.

## Standard Report Generation

Most solutions offer a rich variety of reporting tools and standard reports across the suite and are built into each module. As part of the typical implementation, the standard report types are enabled and permissioned for the implementation; GP Strategies will activate per requested module.

## Report Development

We have the ability to provide additional reporting support to help clients build custom reports. This service can be scoped and delivered via a separate contract or a change order.

## Report Enablement Package

The reporting scope will require further analysis, but based on our experience and best practices, we provide the following reporting enablement package to train and qualify key reporting resources. Package details are listed in the table below.

Preparation Phase	Onsite Session	Follow-Up Phase	Client Responsibilities
<ul style="list-style-type: none"> <li>• Two 2-hour preparation sessions</li> <li>• GP Strategies reviews staging and production environments or setup &amp; standards</li> <li>• GP Strategies reviews standard reports for modules in scope to verify they are working (depends on configuration)</li> <li>• GP Strategies sets up the staging environment</li> </ul>	<ul style="list-style-type: none"> <li>• One 2-day session onsite at client location</li> <li>• Home page tile &amp; dashboard builder</li> <li>• Reporting</li> <li>• Advanced reports with employment information &amp; compensation information</li> <li>• Sharing, permissions, tips &amp; tricks</li> <li>• Governance and standards for building a reporting framework</li> </ul>	<ul style="list-style-type: none"> <li>• Two 2-hour follow-up sessions</li> <li>• Optional: reporting on module-specific data sources</li> <li>• GP Strategies answers questions</li> <li>• Discuss specific reporting needs &amp; requirements &amp; how to meet them</li> <li>• Test, QA, and production instances with regards to setup &amp; standards</li> <li>• Additional reporting/consulting support (1.5 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure participation from relevant resources to be able to create reports</li> <li>• Define the requirements for reports to be set up</li> <li>• Set up sample reports based on training with support from GP Strategies</li> <li>• Manage ongoing reporting development</li> </ul>

• • • For more information on GP Strategies' Reporting Services, contact us at [HTSSales@gpstrategies.com](mailto:HTSSales@gpstrategies.com).



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