

Departmental Business Continuity Worksheet (Technology) April 4 th , 2019			HUMAN RESOURCES	Staff 8	RTO
DEPARTMENT DESCRIPTION NOT PROVIDED					2-4 weeks
					7-days
					3-days
					24-hours
Critical Functions and Recovery Time Objectives					0-4 hours
Service/Process	RTO	Impact	Manual Processes/Alternatives		
PAYROLL		<ul style="list-style-type: none"> Could have financial penalties related to employee debts – i.e. mortgage payments. 	<ul style="list-style-type: none"> If pay day, would be phoning the bank to see if previous pay files were available. 		
PENSION & BENEFIT ADMINISTRATION		<ul style="list-style-type: none"> Could delay people getting signed up for group benefits. Worst case scenario is a delay in employee benefits – they may have to pay out of pocket and get reimbursed. 	<ul style="list-style-type: none"> 		
LABOUR RELATIONS		<ul style="list-style-type: none"> Reputation might be damaged, any negotiations would have to be delayed 	<ul style="list-style-type: none"> 		
RECRUITMENT		<ul style="list-style-type: none"> Could delay hiring, perhaps interfere with bringing on potential candidates. 	<ul style="list-style-type: none"> 		
POLICY ADMINISTRATION		<ul style="list-style-type: none"> Can be down for a long time without consequence. 	<ul style="list-style-type: none"> 		
HEALTH & SAFETY		<ul style="list-style-type: none"> If for any reason the organization stopped assessing and following rules, the County could be fined for breach Other staff outside of HR share the benefit of knowing and following the rules 	<ul style="list-style-type: none"> 		
ORIENTATION PROGRAM		<ul style="list-style-type: none"> If we couldn't deliver, we would be delayed in delivering due diligence for training of new employees. Might be inefficiencies if staff cannot attend (i.e. finding relevant information). 	<ul style="list-style-type: none"> 		
TRAINING		<ul style="list-style-type: none"> Not mission critical 	<ul style="list-style-type: none"> 		
DISABILITY MANAGEMENT		<ul style="list-style-type: none"> Loss of payments/compensation for those on benefits. May miss opportunities to return people back to work, or putting themselves and others at risk of injury if placed in wrong situation. 	<ul style="list-style-type: none"> 		

Departmental Business Continuity Plan – Human Resources

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES

Application	Function	Location	Description	Support Contact
Great Plains	ERP solution (Payroll)	Primary Datacenter	Financial software	Information Technology
Council Expense	Council expense software	Primary Datacenter	Financial software	Information Technology

VITAL RECORDS, FORMS AND DOCUMENTS

Vital Record	Description	Storage Location	Format	Updated
Financial records	Great Plains	Primary Datacenter	Digital	Daily
MSSQL Database	Great Plains	Primary Datacenter	Database	Daily

TECNOLOGY REQUIREMENTS

Type	Normal	Minimal (MSL)	Comments
Telephones	TBD	1	
Network Laptop w/ Internet, Great Plains client + MSOffice	8	2	PDF forge is required for printing
Fax Machine	1	1	WSIB, Sunlife benefits