

BASIC HR FEATURES



Human Resource Management Software (HRMS)

Personnel Management Module

Personal Information

- Employee Contact Info - Address, Phone, Email
- Demographics - (EEO Reports)
- Emergency Contacts
- Company Property - Track Property Employees Obtain
- Attachments - Attach Word, Excel, & PDF Files into Records
- Images - Scan Photos or Driver's License into Records

Status Screen

- Employment Status
- Seniority Time
- I-9 Documents (Driver's License) & Renewal Dates
- Set Alerts for I-9 Document Renewal Dates
- Termination Details
- Employee Source
- Military Service
- LOA History
- Union Participation
- Event History

Compensation Screen

- Compensation & History Tracking
- Create Job Detail History, Shift Details, Division, Department, Location, Manager Name, Supervisor Name, Pay Grades & Pay Steps
- Other Pay, Bonuses, Commissions, Etc.
- Stock Options
- Statistics - Breakout of Pay-Hourly, Daily, Weekly, Etc.
- Job Splits

Performance Review Screen

- Review Date, Review Type, Rating, Reviewer, Next Review Type, Next Review Date
- Create Alerts for Next Review Due Date

Benefits Screen

- Company Benefits - Unlimited Benefit Plans & Unlimited Rate Levels
- Current, History - Automatic History Populated When Employee Benefits Change & Future Open Enrollment
- Retirement Plans
- Point & Time Benefit Reports
- Benefit Reconciliation Reports

Background Screen

- Education & Work Experience Background

Dependents Screen

- Gender
- Birthday
- Age
- Social Security Number
- Address
- Create Cobra Records for Dependents

Medical / Wellness Screen

- Health Profile
- Major Allergies
- Chronic Conditions
- Wellness Programs
- Medical Exams - Date Taken, Exam Type, Result, Next Type Due, Next Date Due - Create E-mail Alerts for Supervisors & Employees for Next Exam Date Reminder

Training / Skills Screen

- Training Course
- Completion Date
- Course Title
- Certified
- Expiration Date - Create Alert for Certification Renewal Dates
- Course Cost
- Course Length
- Alt Costs
- CEU Tracking
- Employee Skills
- Company Resources - Check In & Check Out

Safety Management Module

- Incident Information/Results
- Injury Details
- Initial Treatment
- Hospitalization
- Claim Management
- Claim Type
- Legal
- Osha Reports 300,300A,301
- Accident Details
- Who Reported
- Medical Provider
- Corrective Actions
- Claim Details
- Insurance Details
- Witnesses
- Claim Cost Summary

BASIC HR FEATURES



Human Resource Management Software (HRMS)

COBRA Administration Module

- Employee Information
- Event History, Qualifying Event & Date, Date of Employer Notification, Date Election Letter Sent, First Payment Due Date, Payment History
- Benefit Enrolled In
- COBRA Confirmation Letter

Reports

People-Trak's fully integrated report engine allows you to edit and customize reports with one click of a button. People-Trak's variety of powerful, user-friendly features enable you to create reports in seconds. These reports can easily export into a Word document, Excel file, PDF format, Internet browser, or an e-mail file. You can create an infinite variety of reports that you can save and run as often as desired.

Report Features

- Fully Integrated with Customization Features
- Fully Integrated with Security Features
- Optional Grid Lines
- Columnar and Tabular Reports
- Pre-Set Page Orientation
- Pre-Set Double-Spacing
- Auto Format
- Utilizes User Defaults
- Four Sort Levels
- Two Sort Orders
- Flexible Sorting
- Suppresses Field Repetition

Also Included In Base Package:

- Alerts
- Scheduler
- Employee Notes - Unlimited
- Import/Export
- Contact Manager
- Workflows - Customize Your Own Screens
- Batch Processing
- Table Validation
- Database Manager
- Audit Reporting
- Email
- Security - Field & Screen Level

- Letters & Labels - Create Unlimited Forms & Letters (Avery Label Templates Included)
- Field Customization - Numerous User Fields Waiting To Be Defined By User

Security

People-Trak provides the widest and most powerful range of security features in the industry. Using an intuitive, simple point and click interface, you can control access to modules, companies, menus, screens, fields, and records.

System Access

- Only those users with valid user ID and Password can gain access to People-Trak

Module Access

- Users are given access to any combination of modules

Menu Access

- For each user, you can grant or deny access to any option listed on a menu

Screen / Field Access

- For each of the primary data entry screens in People-Trak you can control access for each user. Unlike the other security features, field access provides the following levels of security:
 - No Access; prevents access altogether
 - Display Only Access; ability to see, but not change data
 - Full Access; allows user to both see and change data

Data Conversion / Custom Interfacing

People-Trak offers data conversion services and custom interfacing to payroll providers. Quotes provided upon review of produced data files.

Annual Maintenance Includes:

- **Installation**
- **Implementation**
- **Unlimited Technical Support**
- **Product Upgrades**

Once your initial implementation is complete, you will be assigned to one of our regular Technical Support Representatives. This Representative will assist with your continuing education regarding the use of People-Trak, and will answer any questions you might have.