People-Trak HRIS Modules
Each module is based on the same powerful People-Trak "engine" that provides a wealth of standard features including our own fully integrated report writer, extensive security, broad customization capabilities, and a fast, easy-to-learn, easy-to-use design.

Personnel Management
Personnel Management takes employee information out of the filing cabinets or your obsolete HRIS and puts it at your fingertips. Now you can respond immediately to management, employees, and government requests, making you a real information provider. In addition to extensive demographic, EEO and status information, the Personnel Management module provides the following:

- Job & Salary History
- Stock Options
- Retirement Plans
- Dependent Information
- Performance Reviews
- Training History
- Company Property
- Emergency Contacts
- Benefits Tracking
- Leave of Absence
- Skills & Background
- I-9 Documentation

Safety Management
Safety Management provides for detailed accident/incident reporting. This allows you to produce all the government compliance reports and documents you need including the OSHA 300, OSHA 300A, and OSHA 301 reports. Safety Management also tracks workers compensation details; including costs for rehabilitation, liability, medical, and more. In addition, there are many reports included that help you schedule training, pinpoint problem areas, control costs, and take corrective actions.

COBRA Administration
COBRA Administration tracks contact information, dates, reasons, and payment history for all COBRA electors. It also produces payment coupons and payment history reports. COBRA electors can be initiated as employees or dependents from within Personnel Management or can be entered directly into COBRA Administration.

Training Administration
Training Administration works in conjunction with Personnel Management to track detailed information about internal and external training programs. At the trainee level, course history, skills acquired, and costs accumulated are added to Personnel Management as classes are tracked and completed within Training Administration. At the course level, you can maintain an extensive catalog of courses; and track instructors, facilities, equipment, and costs. You can establish schedules for facilities, instructors, and equipment and Training Administration will prevent you from double-booking resources.

Position Control
Position Control combines a complete job description module with the ability to post and track open job requisitions. This insures that open positions and their requirements are defined according to ADA standards. This module then integrates with Applicant Tracking to ensure that all candidates are screened against the detailed requirements of the position applied for.

 Applicant Tracking
Applicant Tracking provides complete tracking of an applicant from initial application through hiring or rejection. You can track an extensive range of information including education, skill, salary history, EEO demographics, activities, and references. When implemented with Personnel Management, you can move applicants who are hired into the Personnel Management module with a few clicks.