

Personnel Management



Human Resource Information System



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Personnel Management takes employee information out of the filing cabinets and puts it right at your fingertips. Now you can respond immediately to manage-

ment, employees, and government requests making you a real information provider.

Benefits Tracking

Benefits tracking computes full cost for employee, employer, and dependents; prior, current, and open enrollment; reconciles carrier statements and provides accurate benefit reports.

Training History

Training history tracks courses taken, certifications, retraining dates, CEU's hours, and costs. An extensive training table simplifies and speeds data entry.

Performance Reviews

Performance reviews automatically schedules future reviews. Multiple "next reviews" are allowed for disciplinary and regular reviews.

Job & Salary History

Job & salary history tracks dates, rates, locations, divisions, departments, and salary grades; computes and stores compa-ratios, percent-of-range, change amounts, and change percents; computes and stores pay period equivalents for a wide range of pay frequencies.

Feature

Benefit

Extensive Contact Information

Enables you to contact the employee by mail, home phone, work phone, cell phone, and email. You can create address lists and phone lists in seconds.

Tracks EEO and Other Demographics

Provides necessary information for the creation of EEO-1 report and other reports detailing the diversity of your workforce.

Tracks Emergency Contacts

Provides full detail for two emergency contacts including address, home phone, and work phone. These reports can be produced in seconds.

Unlimited Company Property

Assists you in tracking company issued property and ensures that company property is returned when an employee separates from the organization.

Flexible Status Tracking

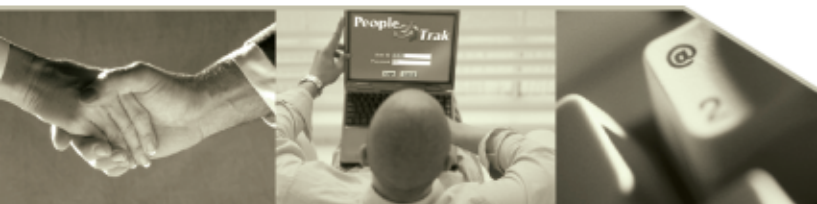
A variety of fields are provided for tracking employee status. An active field, two status fields, and a status comment field assist you.

Automatically Records Status History

As status changes are made, an ongoing status history is automatically recorded. This enables you to monitor and report on the status of the employee over their career.

Recalculate When History Changes

Shift premium calculations are included in calculations when applicable.



People-Trak is a product by Technical Difference, Inc.





Feature

Benefit

Powerful Seniority Calculations	Automatic calculation of seniority years, months, days, and total days ensures accuracy. A separate seniority exception days field tracks those days that are not to be counted toward overall seniority. This enables you to keep the seniority date constant while adjusting seniority for LOA and other events that do not count toward seniority.
Flexible Termination Tracking	Allows you to record both the termination reason and the termination type. You can group terminations for reporting to isolate trends and identify problem departments and managers.
Pre-Election COBRA Tracking and Point and Click Election	You can track the COBRA qualifying event and date, notification date, and election date. If the employee elects COBRA, a simple button can create a corresponding record in the COBRA module.
Tracks LOA History	Keeps a detailed history of all LOA events and totals those days that do not apply to seniority into the seniority exceptions days field. Enables you to indicate the number of work days lost and whether or not the LOA event was FMLA eligible.
Unlimited Union Membership	Allows you to record and track all union memberships with start and end dates for all participation.
Tracks Change Reason	Saves a great deal of time when corrections or adjustments are made to prior pay rates. With one click, you can recalculate annualized pay, change amounts, and change percentages for all succeeding records.
Wide Range of Salary Statistics	Report on the reason for salary changes and monitor the reasons provided by reviewing managers. Track COLA versus merit raises and promotions.
Tracks Other Compensation	Provides equivalent rates for hourly, daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annual, and annual periods; also calculates and totals other compensation such as bonuses and commissions for the past year to indicate total annual compensation amount. A salary history graph is also provided.
Tracks Participation in Stock Option Programs	Enables you to monitor and report on the issuance and redemption of stock options and total shares and share values issued to employees.
Supports Job Splits	Enables you to track the jobs an employee has when the employee has more than one job. You can assign hours per week to different jobs and departments.
Enter Salary Changes in Batches by Employee	Saves time when salary changes accumulate and need to be made in batches. Ensures that all calculations are performed correctly and provides a detailed audit trail of the salary changes made.
Unlimited Compensation History	No limits are set on the number of records you can save for each employee.

