



Personnel

MAINTAIN EMPLOYEE RECORDS

- Record information in as many as eight areas, shown on the Personnel Master Screen. These areas are:
 - Demographics
 - Current Position
 - Skills/Certifications
 - Reviews
 - Training
 - Education
 - Employment History Notes
- Tabs providing access to information not useful to your organization can be suppressed.
- To eliminate duplicate entry of data, demographic information entered in the Personnel module is automatically reflected in the Payroll module. Likewise, the same information entered in the Payroll module is automatically shared with Personnel.
- Parameter files are provided to allow user-defined codes to enhance customization and consistent reporting.
- Utilize the 'Education' tab to record names of schools attended, degrees attained, education major, education minor, and unlimited notes.
- An internal job history, with user-defined job codes, can be maintained under 'Employment' history.
- An unlimited number of user-defined note fields can be used to track any data elements or information not otherwise provided for in standard fields.

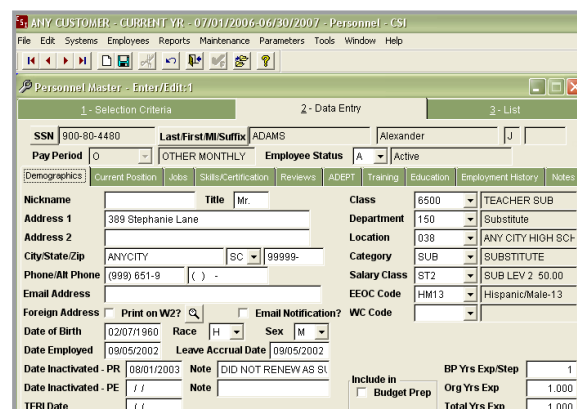
MEASURE EMPLOYEE PERFORMANCE

- Certificate numbers, issue dates, and expiration dates can be tracked for an unlimited number of user-defined skills and/or certification codes.
- Employee review information includes the date of review, user-defined rating code, name of the reviewer, date of next review, and unlimited notes.
- Training information includes user-defined training types, training dates, next training date, and unlimited notes.

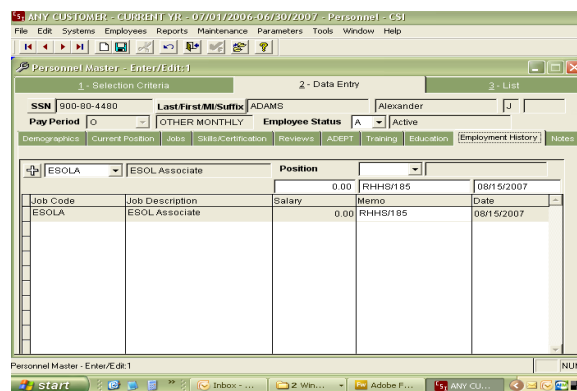
REPORTING

- Personnel Master Reports
- Mailing Labels
- Certification Report
- Certificate Expiration Report
- Termination List
- Training Report
- Staff Audit Report
- Staff Directory
- Birthday/ Anniversary Lists
- Due for Review Report

Module Screenshots



PERSONNEL MASTER - DEMOGRAPHICS



PERSONNEL MASTER - EMPLOYMENT HISTORY