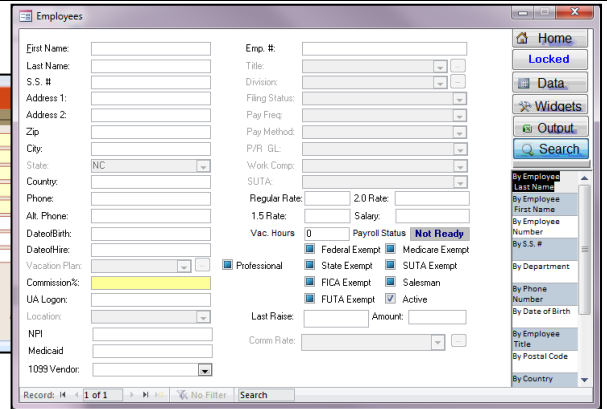
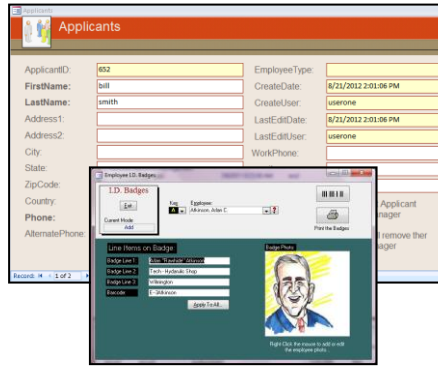
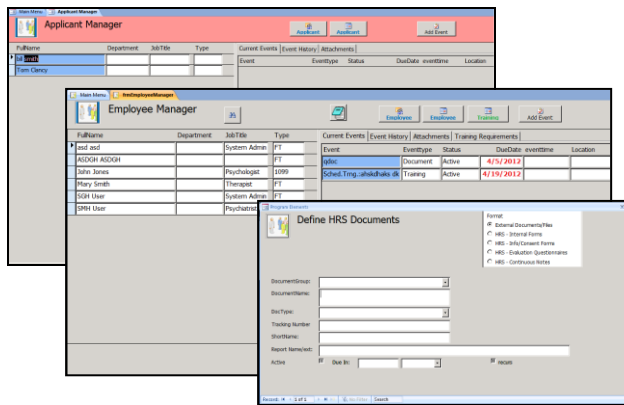


Personnel

- Master profile allows user access to:
- All time cards
- Skills
- Notes
- Performance reviews
- Job History
- Training History/ Requirements
- Attached documents
- Vacation and time off
- Attendance
- Emergency Contacts
- Certifications
- Images
- Picture ID Badges



Work Flow Managers

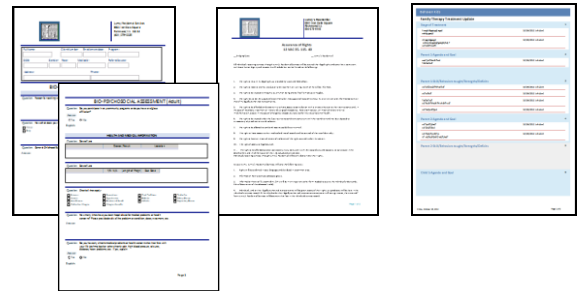
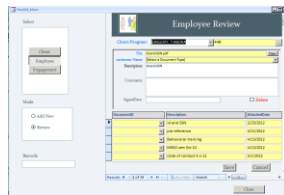


- Compliance Tracking
 - New applicant documents
 - Certification renewals
 - Grievances
 - Incidents
 - Appraisals
 - Training events
 - Interviews
 - Skills assessments
 - Reviews
 - Evaluation
- Builds audit trail of who did what when
- Double click on event opens event handler
 - Fill-in Questionnaires
 - Review/appraisal forms
 - Interview Notes.. etc
- See all current and past events, history, training assignments,
- Role restricted views
 - Personnel manager can see all or assigned personnel
 - When an operational unit manager logs on they see all of their direct reports and their own assignments. So they can manage their employees and fill out required appraisals on line
 - When an individual logs in they see only their own assignments

Managers -- assign and track scheduled HRS events by employee / applicant

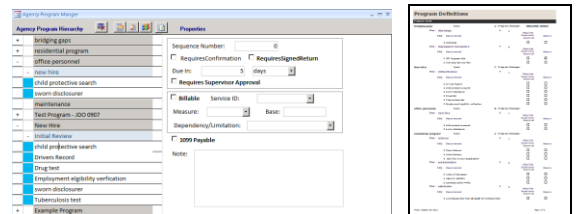
Document Wizards

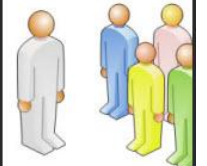
- Attachment Manager -- attaches and archives files and images to personnel folders
- Info / Consent Form Maker -
- Evaluation Wizard – makes evaluation questionnaires
- Continuous Notes Wizard – makes log type chronological documents



Program Manager

- Defines Employee Program requirements
- Paperwork, reviews, assessments etc required for employees / applicant





Training

Define Courses

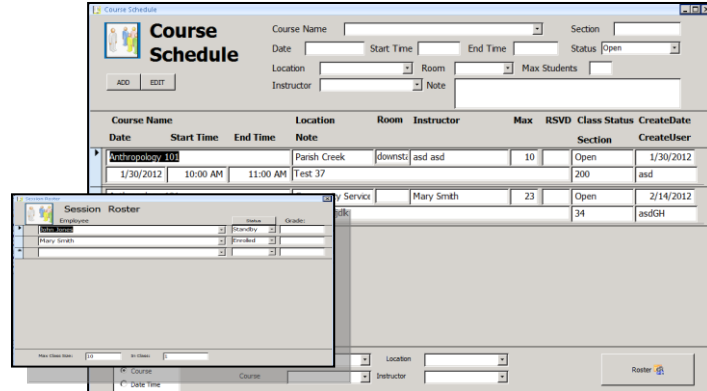
- Create/ Schedule sessions
- Assign attendees
- Assign Instructors
- Record attendance and results

Publish

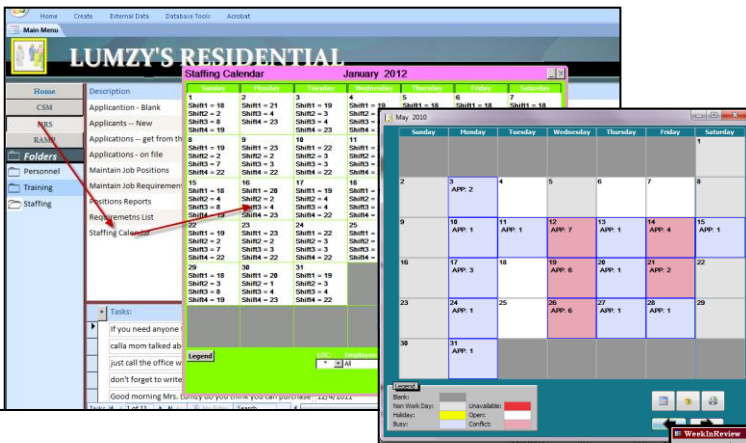
- Course catalog
- Course description
- Course Roster

Requirements

- Training curriculum
- Recurrence



HRS Calendars



- Employee Appointments
 - Review
 - Interview
 - Assessment
- Meetings
- Training Class sessions
 - And assignment of personnel to these class sessions
- Tabulated month-at-a-glance
 - For entire organization or individual
 - Drills down to day-a- a-glance
 - And individual session details
- Scheduled staff by shift/ location

Staffing

Positions

- Job Descriptions
- Skills required/desired
- Education required/desired
- Experience
- Reporting structure

Publish:

- Job Specs
- Organization Chart (with/without) current job holders

Import Job Applications

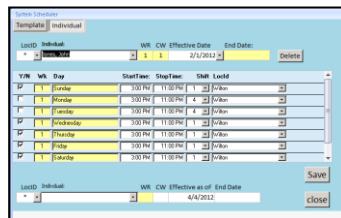
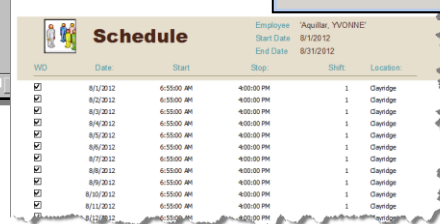
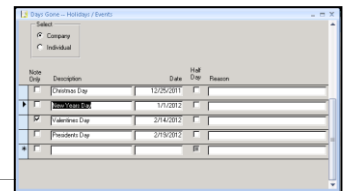
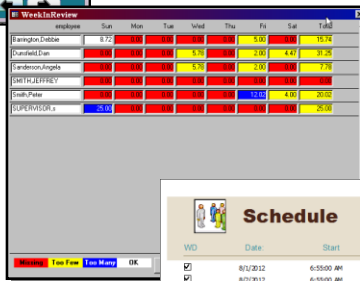
- From optional web JOB Application Module

Schedule

- 1..n weeks in rotation, shifts, exceptions
- Actual vs. planned

Time Cards

- Late, absent, sick
- Call outs
- Re-assignments



- Prepares visual display from actual time worked to planned work /vacation schedule to visually show deviations: Too much, too little not reported.
- Prepares tabulated results to feed into ATEC/UA Payroll or send to external Payroll processing firms/systems.