

Human Resource



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Features

- ✓ **Multi-Company Processing**
- ✓ **User-Accessed Control Records for "Customizing" the System**
- ✓ **Attendance History**
 - Full Year Calendar Showing Attendance Activity
 - Unlimited Number of User-Defined Attendance Codes
 - Multiple Input Methods (On-Line, Batch, Outside Interface)
 - Unlimited User-Defined Retention
- ✓ **Accrual Processing**
 - Maintain Eligibility, Time Taken and Time Due
 - Attendance Codes May be Defined as Accrual
 - User-Defined Accrual Process (Includes Frequency, Amount, Initial Start Date, Accrual Date, When to Activate, Adjustment Amount and Length of Service Formulas)
- ✓ **Employee History**
 - Accessible by Date Range and Category
 - Unlimited History Categories Such as Warnings, Accidents, Awards, Raises, Education, Training, Memberships, Termination, Retirement, etc.
- ✓ **Evaluations**
 - User-Defined Evaluation Criteria with Assigned Values
 - User-Defined Employee Categories
 - Composite Scores by Employee
 - Review Dates by Employee
 - Monthly Evaluation Worksheet Generation
 - Comments May be Entered at Time of Evaluation
- ✓ **Security**
 - Users are Assigned Levels of Access (Update/Inquiry), Access to Selected Pay Types, Access to Pay Rates and Access to All or Selected Divisions and Departments
- ✓ **Extensive Reporting and Inquiry Capability**
 - Employee Attendance Reporting
 - Overtime Hours by Supervisor
 - Work Force Analysis
 - Insurance Listings
 - Employee Evaluation Reports
 - Employee Goals, Injuries, Promotions, Terminations, Certification/Licenses, Company Property, Emergency contacts and much more.
- ✓ **Interface**
 - Standard Interface with GSI's Payroll System
 - Tracks Dependent Information for ACA Reporting
 - Variable Interface to Any Payroll System by Defining the Employee Master File to the Interface Program