

# 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**
- ✓ **Interface**
  - Standard Interface with GSI's Payroll System
  - Variable Interface to Any Payroll System by Defining the Employee Master File to the Interface Program