

Personnel

Master profile allows user access to:

- All time cards
- Skills
- Notes
- Performance reviews
- Job History
- Training History
- Attached documents
- Vacation and time off
- Attendance
- Emergency Contacts
- Certifications
- Grievances
- Incidents
- Images

- All employees, contract workers and job applicants
- Fully integrates with all payroll data if used with ATEC/UA payroll module
- Can build and save queries (filters) to extract data – to datasheet for review
- Exports data to word, excel, html
- Easy to sue widget to create fax cover sheet, quick note, envelope

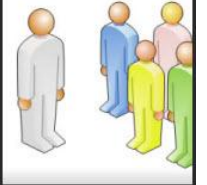
employee	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Barrington,Debbie	8.72	0.00	0.00	0.00	0.00	5.00	0.00	18.74
Dunsfield,Dan	0.00	0.00	0.00	5.78	0.00	2.00	4.47	31.25
Sanderson,Angela	0.00	0.00	0.00	5.78	0.00	2.00	0.00	7.78
SMITH,JEFFREY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Smith,Peter	0.00	0.00	0.00	0.00	0.00	12.02	4.00	20.02
SUPERVISOR,s	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00

Time Manager

- Collects and aggregates time card data from
- CSM-GH time cards
- ATEC – Time Reporting Module
- ATEC – Bar Code Badge - production Control
- Integrated Time card file import

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.



Staffing

Define Jobs

- Description
- Skills required/desired
- Education required/desired
- Experience
- Reporting structure
- Status:
- History

Publish:

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

Import Job Applications

- From optional web JOB Application Module

Training

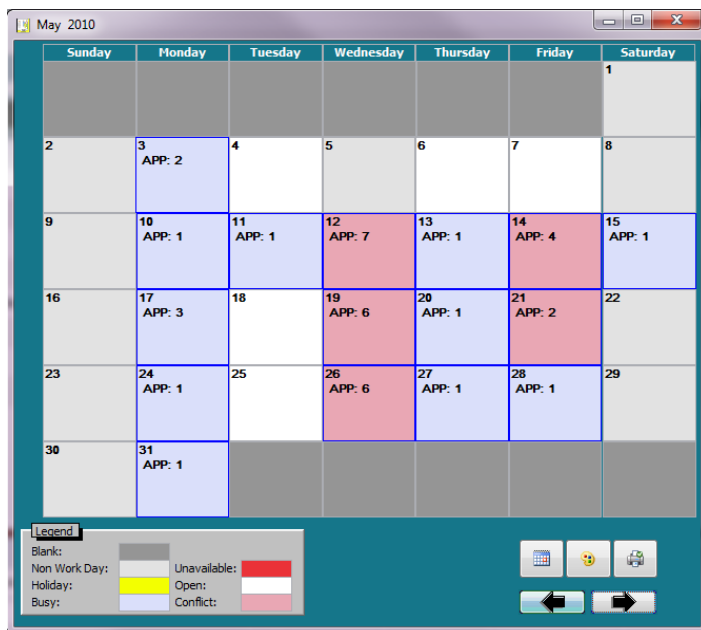
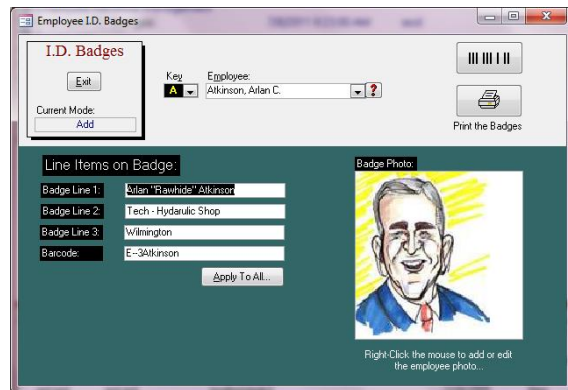
Define Courses

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

Publish

- Course catalog
- Course description
- Course Roster

Employee Badges



HRS Calendar

Displays and allows scheduling of:

- 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