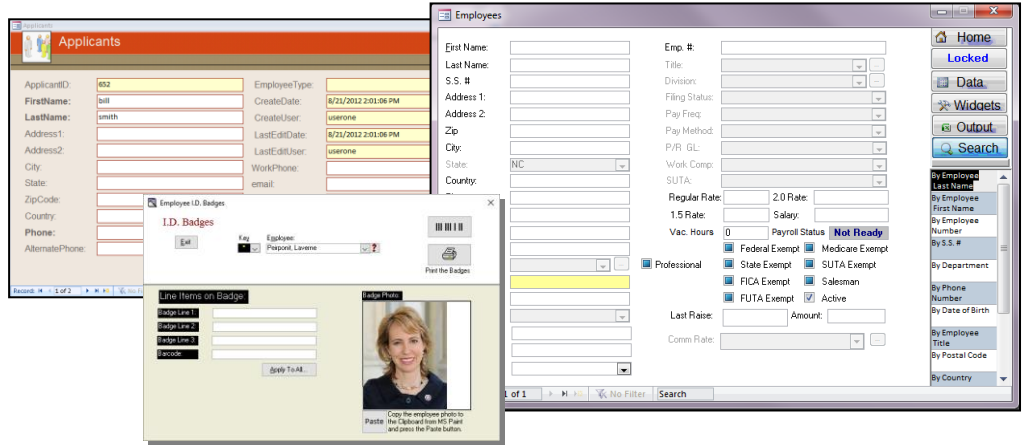
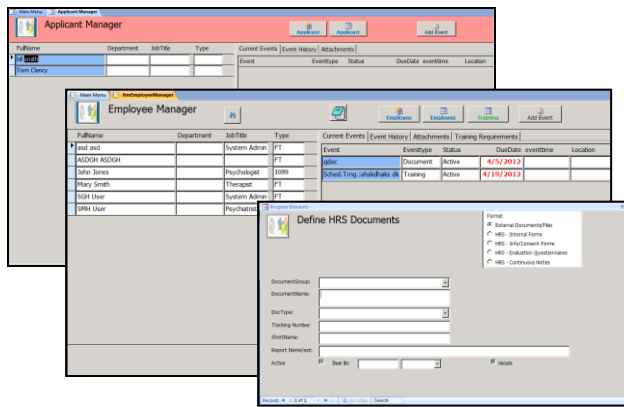


Personnel

- 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



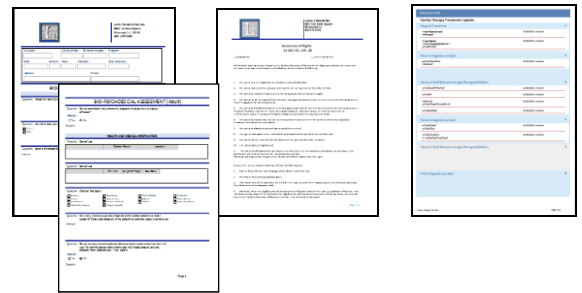
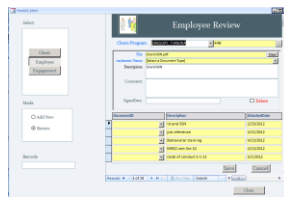
- Compliance Tracking
 - New applicant documents
 - Certification renewals
 - Grievances
 - Incidents
 - Appraisals
- Builds audit trail of who did what when
- Double click on event opens event handler
 - Fill-in Questionnaires
 - Review/appraisal forms
 - Interview Notes.. etc
- See all current and 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

*Training events
Interviews
Skills assessments
Reviews
Evaluation*

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

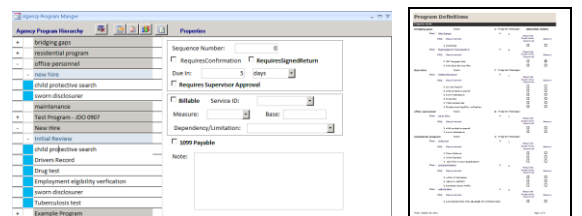
Document Wizards

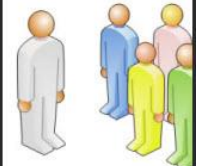
- Attachment Manager -- attaches and archives files and images to personnel folders
- Info / Consent Form Maker -
- Evaluation Wizard – makes evaluation questionnaires
- Continuous Notes Wizard – makes log type chronological documents
- Check list wizard



Program Manager

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





Training

Define Courses

- Create/ Schedule sessions
- Assign attendees
- Assign Instructors
- Record attendance and results
- Live, CBT, WEB

Publish

- Course catalog
- Course description
- Course Roster

Requirements

- Training curriculum
- Recurrence

Horizon

- Projected requirements by course next 6 months

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 Description
- 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

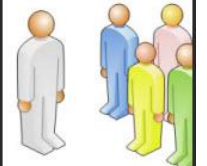
Schedule

- 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.



HR Job Descriptions

HR Job Description Locked << >>

Position#: 1-Cotfield

Position Title: DSP-Cot-evenings-mon-fri-every other weekend

Location: Corporate

Position Status: Active

Reports To: Vacant

Position Type: FT

Person: Bill Jones

Print Job Description

Spell Check

Overview | Responsibilities | Professional Requirements | Stats | Personal Requirements | Application Documents

- Follow and understand organizations policies and procedures.
- Use policy manual as a resource and referral when questions arise.
- Review emergency policies on a monthly basis.
- To follow and understand individuals Human Rights policies.
- Assure rights are observed.
- Coordinates and facilitates monthly house meeting with individuals explaining rights.
- Reporting Human Rights violations to supervisors.
- Assisting individuals in maintaining their home.
- Providing a positive atmosphere.
- Assuring wardrobe is maintained and appearance is neat and clean at all times.
- Knowledge, understand, and implementation of ISP's 12. Providing training and assistance with Activity of Daily Livings.
- Assistance with assessments and developing ISPs.
- Have knowledge of individual's likes and dislikes.
- Knowledge, understands, and implements behavior plans.
- Assist individuals in maintaining contact with family and friends

Position Title: Cotfield Position#: 1-Cotfield Location: Corporate Status: Active

Records: 14 of 1 Filtered Search

Build / Maintain Job Descriptions

- Overview
- Responsibilities
- Requirements:
 - Experience
 - Skills
 - Education
 - Personality
- Make/ change assignments
 - Automatically
 - onboards applicants
 - Updates job histories
 - Organization Chart

Reports:

- Org Chart
- Positions by Status
- Job Descriptions
- Call Sheet
- Employee directory

Job Description

Position Title: 1- Cotfield

Person in charge of all aspects of the residential case program.

Responsibilities

- Follow and understand organizations policies and procedures.
- Use policy manual as a resource and referral when questions arise.
- Review emergency policies on a monthly basis.
- To follow and understand individuals Human Rights policies.
- Assure rights are observed.
- Coordinates and facilitates monthly house meeting with individuals explaining rights.
- Reporting Human Rights violations to supervisors.
- Assisting individuals in maintaining their home.
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- Assistance with assessments and developing ISPs.
- Have knowledge of individual's likes and dislikes.
- Knowledge, understands, and implements behavior plans.
- Assist individuals in maintaining contact with family and friends

Requirements

Education: Required

DIRTION CONTROL:

HIGH SCHOOL DIPLOMA OR GED:

Experience: Required

1 year working as a nurse assistant:

1 year working with intellectual disability:

Skills: Required

keep track of medication:

must be able to lift:

USE COMPUTER:

Position Status

Position Title	Employee Name	Reports To	Position Stat
DSP-Cot-evenings-mon-fri-every other weekend	Bill Jones		Active
Bester-DSP-Thursday-Sunday-Nights	Frank Smith	Residential Program Director	Active
Cotfield-DSP-Sunday-Wednesday-Nights	Frank Smith	Residential Program Director	Active
Bu-DSP-evenings-mon-fri-every other weekend	Pandora Radin	Es Director	Active
Main Office Receptionist	Tawanna Priest	Es Director	Active
Besterbridge-DSP-Sunday-Wednesday-Nights	LaVern McClusky	Residential Program Director	Active
Call Center Support Professional- sat, sun, mon-evening	Reueland Carter	Residential Program Director	Active
Besterbridge-DSP-evenings-mon-fri-every other weekend	LaVern Taylor	Residential Program Director	Active
Cotfield-DSP-evenings-Mon-Fri-every-other-weekend	TIFFANY Lemp	Residential Program Director	Active
Besterbridge-DSP-Fri-Sat-Sun-evening	YVONNE Goveada	Residential Program Director	Active
Clay-DSP-evening-Mon-fri-every other weekend	HOPE Eternal	Residential Program Director	Active
Clayridge-DSP-Sunday-Wednesday-Nights	Ashley Haggerty	Residential Program Director	Active
Clayridge-DSP-Thursday-Sunday-Nights	LaVern McClusky	Residential Program Director	Active
Clayridge-DSP-Fri-Sat-Sun-evening	LaVern McClusky	Residential Program Director	Active

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Organization Chart

Reports To: Follows

Personnel	Position	Reports To	Follows
Bill Jones	DSP-Cot-evenings-mon-fri-every other weekend	1-Cotfield	
Pandora Radin	Main Office Receptionist	Es Director	1-Cotfield
Do Not Delete user	Human Resource	Es Director	HR
Tawanna Priest	Human Resource	Es Director	1-Bringing Gaps
LaVern Taylor	DSP	DSP	
Do Not Delete user	Residential Program Director	DSP	
Angela Burkhler	Falkone DSP-Mon-Fri-every other weekend-evening	DSP	2-Falkone
Angela Mattinson	Cotfield DSP-Thur-Fri-Sat-Nights	DSP	5-Cotfield
Ashley Haggerty	Clayridge DSP-Fri-Sat-Sun-evening	DSP	5-Clayridge
Beverly Johnson	DSP	DSP	5-Winterhaven
Beyonce Belief	Falkone DSP-Thur-Sat-Nights	DSP	5-Falkone
Derilly Tolo	Winterhaven DSP-Mon-Fri-every other weekend	DSP	1-Winterhaven
Frank Smith	Cotfield DSP-Sunday-Wednesday-Nights	DSP	4-DSP-Cotfield
HOPE Eternal	Clayridge DSP-Thursday-Saturday-Nights	DSP	5-Clayridge
Jeffery Johnson	Winterhaven DSP-Thu-Fri-Sat-Night	DSP	5-Winterhaven
LaVern Taylor	Cotfield DSP-evening-Mon-Fri-every other weekend	DSP	2-Cotfield
LaVern McClusky	Fal DSP-evening-Mon-Fri-every other weekend	DSP	2-Falkone
Lisa Anderson	DSP	DSP	2-Winterhaven
QUINCY Jones	Falkone DSP-Fri-Sat-Sun-Mon	DSP	3-Falkone
Reueland Carter	Besterbridge DSP-evening-Mon-Fri-every other weekend	DSP	2-Besterbridge

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Optional Payroll Module

- Calculate payroll: weekly, monthly, bi-weekly, 2x month
- W2
- Cafeteria Plan – benefits
- Paychecks
- Payroll history
- 914
- Wage advance
- Withholdings
- Checks & Stubs
- Optional ach

Optional Time reporting Module

- Time clock
 - Mileage
- Time reporting
 - JoB
 - Task
 - Service
 - Expense
 - Mileage
 - Note