



Human Resources

The Human Resources module features functionality to monitor Job positions, Benefits, Applicants, Incident reporting and Statistics, along with Employee Appraisals and is an excellent compliment to the Payroll module.

The job positioning portion allows for description of all jobs offered in the facility along with the training and skills necessary to apply. Available jobs, job history, and statistics are displayed and reported per user definition.

The Applications portion of the Module provides the following tabs for information collection and statistical review:

- Demographics
- Contact History
- Payroll codes
- Skills
- Training/Education
- Education
- Accreditations
- Working Preferences
- User Defined Questions
- Background checks
- Criminal Record
- Adult Abuse
- Drug Screening/TB
- Past employment/References
- Process Information
- Service Letters

Other features include:

- Printing I-9 forms and acceptable documents are available in the Applicant section.
- Offers flexible solutions to store Benefits details of each Employee and is integrated with the Payroll profiles.
- In-service tracking is also available for Employees.
- Employee Labels, Federal job class lists, can be viewed and printed on a user-defined basis.
- Employee incidents can be entered and compiled.
- Tracking incident types, body parts, activity, and department statistics on all incidents.
- The OSHA 300 Log, Incident follow up, and Employee incident restrictions are available on demand.
- Also offers Employee Appraisal reporting and statistics.
- Includes a smart chart to interface with Payroll and Work Orders for the user's convenience.

Reports

- Appraisals/Evaluations
- Evaluation Report
- I-9 Forms
- Job Description Report
- Job Positions Report
- Job Position/Skills Report
- Job Position/Training Report
- Job Position History Report
- Applicant Condensed Listing
- Application Profile Reports
- Application Labels
- Background Check Report
- Federal Job Class Report
- Recruiting Report
- Rejection Report
- Incident Statistics Report
- OSHA 300 Reports
- Incident Follow Up Report
- Benefit Accrual Reports
- Benefits List Bill Totals
- Employee Basic Benefit Info Report
- Employee Drivers License Expired
- Employee Labels
- Employee Profile Report
- Employee Status Change Report
- Employee Turnover Reports
- EEOC Reports
- New Hire Reports
- Dept Status
- Gender Reports
- Discipline Action Reports
- Eligible Life Insurance Reports
- Compensation Report
- Pay Grade Exception Reports
- Event Attendance Reports
- Earnings History Reports
- Deduction History Reports
- Statistical Reports (User Defined)
- Separations Report
- Termination Report
- Time off Reports
- Job History Reports
- Physical Reports
- Drug Testing Reports
- Workmen's Compensation Reports

Integrates with

AOD Elite Web Entry, General Ledger, In-Service Tracking and Payroll.

Key Features

All tables have the ability to be modified to meet the individual needs of your facility.

User defined query and reporting range and sort options.