

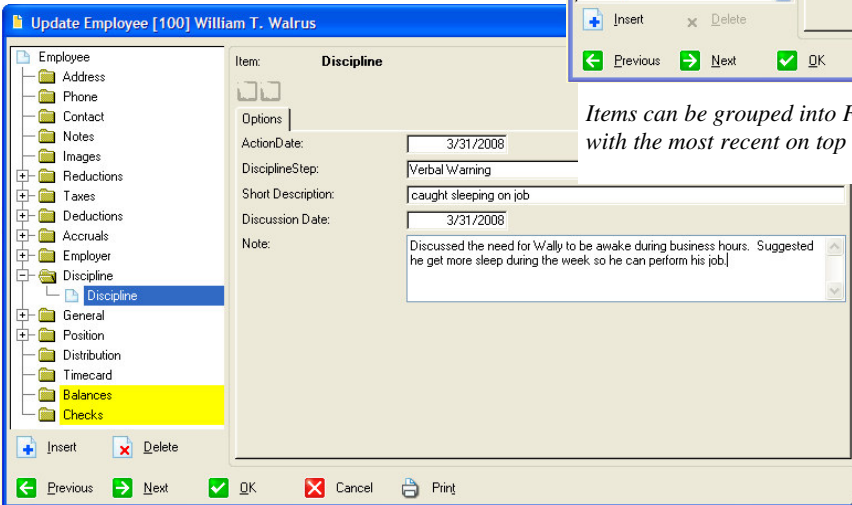
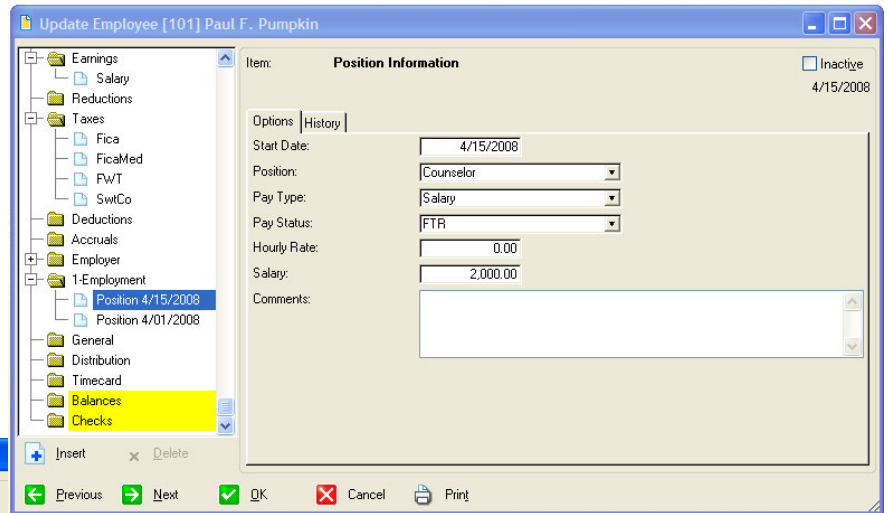


# Human Resources

## WHAT IT DOES FOR YOU

The **Human Resource** component of the *AccuFund Accounting Suite* tracks extensive information about employees. The component tracks a variety of information you require, such as EEO reporting, educational summary, required document tracking, discipline actions and certifications. The **Human Resource** component is tightly linked with the **Payroll** component and any information stored in it is available for payroll purposes. All items in **Human Resources** are defined to meet your specific management needs and reporting requirements.

module items can be grouped into Folders making viewing easier. There is no limit to the number of items defined. When used in conjunction with the



Items can be grouped into Folders. Multiple instances can be viewed on the screen with the most recent on top and others indented below.

Payroll module, all items entered in the Human Resources module are available for payroll processing.

## OTHER FEATURES

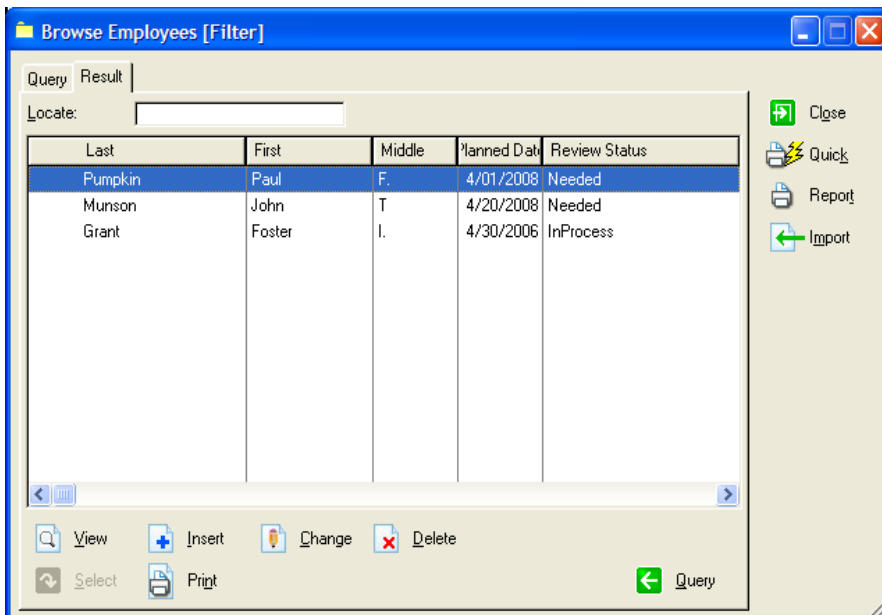
Some of the many other features included in the **Human Resources** component are:

- ✓ Each item can be defined to have only a single entry such as EEO status, or multiple entries such as for training or reviews.
- ✓ **Views** can be created to give users a list of employees, for instance all employees requiring a review this month.
- ✓ Fields in an item may be calculated based on other fields, for instance the next review date can be

Data entry screens include all fields defined for each Human Resource item. They display in the order defined in the set up.

## HOW IT WORKS

The **Human Resources** component is a tool kit allowing each organization to define the items it requires to manage its human resources. In the



## STANDARD TEMPLATES PROVIDED

*AccuFund* provides a number of sample screen templates for the **Human Resource** module. These may be used as delivered, may be modified or may be used as samples only with the design developed completely by the customer. The samples include:

- ✓ Benefits summary
- ✓ Training certifications
- ✓ Education completed
- ✓ Disciplinary actions
- ✓ EEO categories
- ✓ Temporary leave activity
- ✓ Positions held
- ✓ Review Observations
- ✓ Review Performance
- ✓ Termination Actions

Reporting includes pre-defined reports and templates in the Reports/Forms Designer that may be modified to include required information for each part of **Human Resources**. All fields in the **Human Resources** module are also available in appropriate **Payroll** reports.

*Views can be used to find employees, create lists and complete tasks.*

- calculated from the last due date.
- ✓ Each item can be configured to log changes, tracking the value changed, user and date of change, providing a history of all changes to the HR Item.
- ✓ Items can be grouped into Folders, making it easier to find and report similar items in the Human Resources
- ✓ Users can be limited to only seeing certain categories of Human Resource information (Professional Edition Feature).

## COMPONENT INTEGRATION

**Human Resources** is integrated with the *AccuFund* **Payroll** module and can be a source for payroll calculations in **Payroll**. The Payroll module is not required for use of the Human Resources module

Employee Information Report							Page: 1														
Employee Name	TID	Birth Date	Hire Date	T Date	Department	Distribute To															
[01234] Adams, John	555-66-9999	1/7/1968	10/17/2003		Clinic																
<input type="checkbox"/> Statutory <input type="checkbox"/> Retirement <input type="checkbox"/> 3rd Party Sick																					
<b>HR Type</b>				<b>Options</b>																	
Benefits				Retirement=Y, Health=Y																	
<table border="1"> <thead> <tr> <th>Change Date</th> <th>Change Time</th> <th>Variable</th> <th>User Abbr</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>1/26/2004</td> <td>10:15 AM</td> <td>RetEligible</td> <td>admin</td> <td>New Y</td> </tr> <tr> <td>1/26/2004</td> <td>10:15 AM</td> <td>HlthEligible</td> <td>admin</td> <td>New Y</td> </tr> </tbody> </table>				Change Date	Change Time	Variable	User Abbr	Change	1/26/2004	10:15 AM	RetEligible	admin	New Y	1/26/2004	10:15 AM	HlthEligible	admin	New Y	Certificate=TB, Received From=Clinic, Certificate Date=1/23/2004, ExpireDate=1/22/2006, Comments=		
Change Date	Change Time	Variable	User Abbr	Change																	
1/26/2004	10:15 AM	RetEligible	admin	New Y																	
1/26/2004	10:15 AM	HlthEligible	admin	New Y																	
Training				New 1/23/2004																	
Certificates				New TB																	
1/26/2004 10:15 AM CertificateDate				admin New 1/22/2006																	
1/26/2004 10:15 AM CertificateType				admin New Clinic																	
1/26/2004 10:15 AM ExpireDate																					
1/26/2004 10:15 AM ReceivedFrom																					
Performance				ActionDate=5/23/2003, DisciplineStep=1st Written, Short Description=caught sleeping at desk again, Discussion																	
Discipline				ActionDate=6/23/2003, DisciplineStep=2nd Written, Short Description=caught sleeping at desk again, Discussion																	
Discipline				ActionDate=4/15/2003, DisciplineStep=Verbal Warning, Short Description=caughg sleeping at desk, Discussion																	
Main				Gender=M, Ethnicity=White, Veteran=Veteran, Language=English, Language2=Spanish																	
EEOCategories																					
Training				Course=CPR Adult, Course Desc=Adult CPR Course, Begin Date=10/ 1/2003, End Date=10/ 5/2003, Cert.																	
Training																					