

With the **Hi-Tech Software Human Resources System**, we define *what* we want to know, record it quickly and easily, and find it when we need it!



Just look at *all* the information that I can now access *immediately!*

Pre-screening and Interviewing:

- Maintain details on all applicants: demographics, contact information, positions for which the applicant qualifies, resume details, interview dates and details.
- If applicant is hired, transfer information into the employee HR and Payroll record.
- Keep all applicant information on file for future hiring.
- Integrated with Hi-Tech Payroll System.

The Employee Record

All employee information is easily accessible from each screen of the Employee Maintenance program. You simply click that button to display that type of information.

- **Demographics:** Employee's primary identification, contact details, hire date, etc.

Email the employee directly from the Demographics screen using the address recorded there.
- Define employee's **Position**, a home department and up to four other departments in which he or she works. Link the employee Position code to **minimum education requirements** to track the education received.
- **Payroll:** Integrate Demographics, Position, Payroll and Benefit Time information with the Hi-Tech **Payroll** System.
 - Define up to three hourly **Rates** of pay.
 - Use **Skill** codes to indicate differential pay rates based on education, shift or responsibility.
 - Maintain **tax** information.
- Track **Benefit Time** accrual based on the company's accrual rates. Record time used and view the remaining balance.
- **Insurance:** Record details of the company offered insurance plans that are used by the employee, including health, dental, disability and others.

Demographics
Position
Payroll
Benefit Time
Insurance
Licensing
Vehicle
Questionnaire
Documents
Emergency Contacts
Evaluation
Notes
History
Separation

- **Licensing:** Record licensing and certification requirements and expiration dates.
- **Vehicle information:** Identify the vehicles driven by the employee so you can manage parking permits and insurance expiration dates.
- **Questionnaire:** Respond to additional items unique to your company, which you want to be part of your employee records.
- **Documents:** Access company and employee documents in the recorded format, i.e., a word processing document or a *scanned* image, such as a license or W-4 form. Create a separate document path for each employee.
- **Emergency contacts:** Record physician information, who to contact in case of emergency, and health information related to possible emergency situations.
- **Evaluations:** Record employee performance evaluations.
 - Use standard sets of evaluation criteria defined for the company or the staff position. Edit and add to the criteria for the specific employee. Comment when necessary.
 - Evaluate each performance criteria using a company-defined code legend.
 - Calculate the composite score for this evaluation.
- **Notes:** Add miscellaneous information that is unique to each employee. Create a library of frequently-used Notes text and templates that can be pulled into employee Notes for individual completion.
- **History:** review all of the following from the History screen:
 - **Wage:** dates of changes and wage change information.
 - **Education:** dates and descriptions of in-services attended and training received. See an illustration of **Minimum Education Requirements** on Page 4.
 - **Absences:** dates and reasons for absences.
 - **Disciplinary action:** dates and descriptions. System also records severity, comments, actions and follow-up.
 - **Injuries:** dates and reasons. For each injury the system also maintains the medical treatment, follow-up, affect on ability to work, and date of return to work.
 - **Inoculations:** dates and types.
 - **Recognition:** dates, reasons and monetary value of recognition that is awarded.
 - **Benefit Time:** dates or accruals and use.
- **Separation:** when and why an employee leaves the company. Print the record right from the screen for the employee signature.

Demographics
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Select One
<input type="radio"/> Wage
<input type="radio"/> Education
<input type="radio"/> Absence
<input type="radio"/> Discipline
<input type="radio"/> Injury
<input type="radio"/> Inoculation
<input type="radio"/> Recognition
<input type="radio"/> Benefit Time

Company Libraries

Your company defines codes and standardized descriptions for much of the employee information that you will maintain in the Human Resources System.

Coded information makes it readily available so that you do *not* need to re-describe an event each time it happens. Coded information also allows you to organize, quantify, and analyze your employee information.

For example, you can code employee injuries, analyze the reasons for the injuries, and measure the effectiveness of the programs implemented to reduce them.



- Code and record back-sprain injuries.
- Review the number of back-sprain injuries.
- Implement back-sprain prevention training.
- Review the numbers of back-sprains before and after training to judge its effectiveness and to alter training if necessary.



Reporting

- Print employee records by the type of information.
Print directly from the employee's record or from a Reporting menu.
- Print for individual or all employees, or print by department, position, date range, or other selection criteria.
- *Design your own reports.* Save the reports designs for information that you print frequently.
- Design your own ASCII files that can be imported into other programs, like a Microsoft Excel™ spread sheet, for further processing.
- Print to paper or display reports on the screen, or save them to a file that can be imported into another program, such as a spread sheet, for further processing.

See **An Illustration: Minimum Education Requirements and Education Received** on the next page.

An Illustration: Minimum Education Requirements and Education Received

1. Define all staff positions and assign a Position code to each employee.
2. Define Minimum Education Requirements and assign the requirements to the Position codes:

Edit Minimum Requirements File

Category: 0001 SAFETY
 Item: 0002

Topic: **LIFTING RESIDENTS**

Target Audience: NURSING

Source of Requirement: COMPANY POLICY

Frequency: Every Within After
 06 Months

Min Requirements by Position

Position	Hours
5 CNA	4.00
4 LPN	6.00
3 RN	2.00
12 ACTIVITIES ASST	1.00

3. Create a record for the in-service when given.
4. Record the employees who attend the inservice.

Edit Education

Employee IC: 101 BEAULIEU

Date: 01/16/2007

Reference Code: 10

Description: LIFTING RESIDENTS

Course Length: 02.00

Instructor: CHUCK ATLAS

Edit Education

Reference No: 10

Description: LIFTING RESIDENTS

Course Length: 2.00

Instructor: CHUCK ATLAS

Last Date Offered: 01/08/2007

Requirements Satisfied

Category/Item Topic

0001 0002 LIFTING RESIDENTS

5. Print or display the **Education Status** report to review inservice and training received, the minimum requirements met, and requirements still pending.

EMPLOYEE	HIRE DATE	TRAN DATE	TEXT:	POSITION	
101 PATTY BEAULIEU	05/23/1986	08/16/2006	10 LIFTING RESIDENTS	2.00 RN	
		01/16/2007	10 LIFTING RESIDENTS	2.00 RN	
TOTAL HOURS:				4.00	
CAT	ITEM	DESCRIPTION	FREQUENCY	REQ HRS	ACT HRS
0001	0001	SHARPS SAFETY	Every 06 Months	4.00	0.00
0001	0002	LIFTING RESIDENTS	Every 06 Months	4.00	4.00