

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.

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 module items can be grouped into categories making viewing easier. There is no limit to the number of items defined. When used in conjunction with the Payroll module, all items entered in the Human Resources module are available for payroll processing.

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

OTHER FEATURES

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

- ✓ Each item can be defined to have only a single entry such as EEO status, or multiple entries such as for training or reviews.

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

- ✓ 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 categories, 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)

Employee Information Report

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
HR Type				Options		
Benefits				Retirement=Y, Health=Y		
Benefits						
	<u>Change Date</u>	<u>Change Time</u>	<u>Variable</u>	<u>User Abbr</u>	<u>Change</u>	
	1/26/2004	10:15 AM	RetEligible	admin	New Y	
	1/26/2004	10:15 AM	HthEligible	admin	New Y	
Training				Certificate=TB, Received From=Clinic, Certificate Date=1/23/2004, ExpireDate=1/22/2006, Comments=		
Certificates				New 1/23/2004		
	1/26/2004	10:15 AM	CertificateDate	admin	New TB	
	1/26/2004	10:15 AM	CertificateType	admin	New 1/22/2006	
	1/26/2004	10:15 AM	ExpireDate	admin	New Clinic	
	1/26/2004	10:15 AM	ReceivedFrom	admin		
Performance				ActionDate=5/23/2003, DisciplineStep=1st Written, Short Description=caught sleeping at desk agan, 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=caught 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						

COMPONENT INTEGRATION

Human Resources is integrated with the *AccuFund Payroll* module and can be a source for payroll calculations in **Payroll**.

COMPONENT AVAILABILITY

The **Human Resources** module is available in the AccuFund Accounting Suite. It may be used with or without the **Payroll** module.

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 default complete 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.