



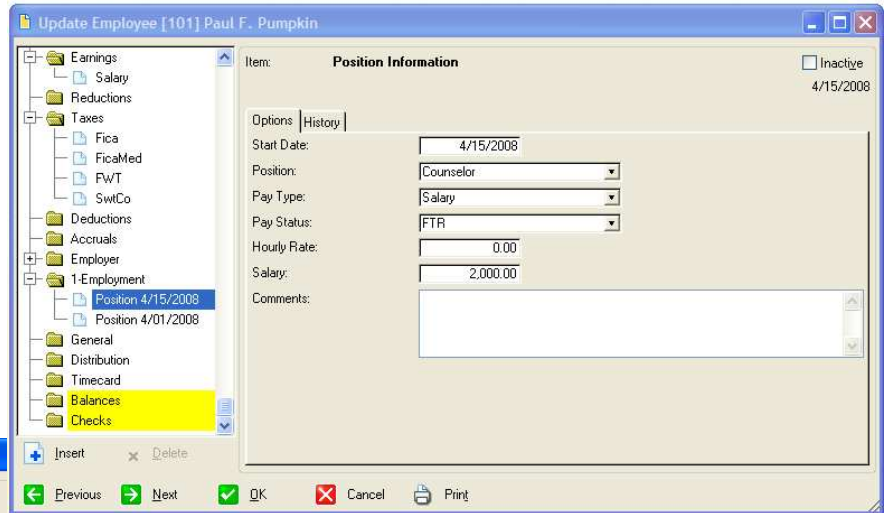
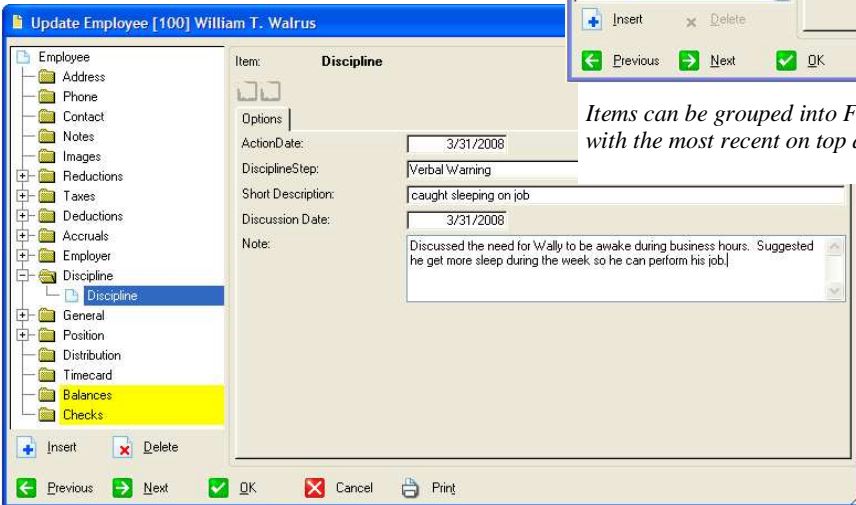
Human Resources



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.

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

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

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.

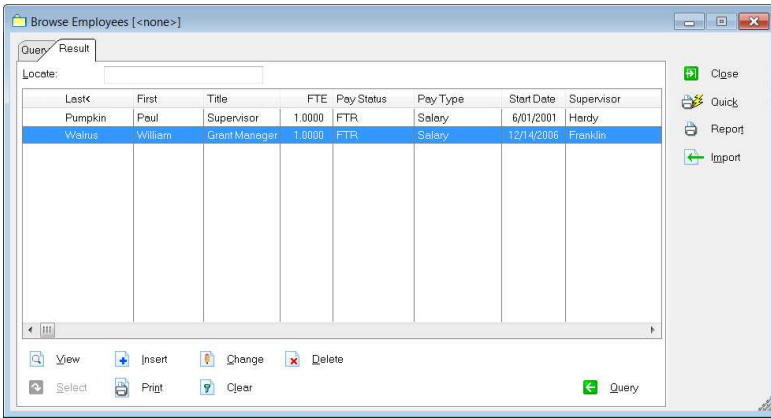
STANDARD TEMPLATES PROVIDED

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.

- ✓ 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

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