



## Human Resources

Dealing with the volume of diverse information that must be maintained for your employees, and at the same time, complying with the complex, ever-changing governmental regulations doesn't leave much time for other HR functions that are critical to your firm's future success.

*You need a system that minimizes the effort required to manage this information. And more importantly, a system that lets you extract the data in meaningful ways, both today and as your business evolves and requirements change. You need OPEN4®, the most powerful, flexible, and affordable HRIS system available today!*

### HUMAN RESOURCES GENERAL

- Optional interface to ADP's PC Payroll for Windows®
- EEO-1, EEO-4, OSHA, and VETS-100 included
- Affirmative action reports (AAP) included
- Absence and vacation records automatically created when OPEN4® payroll is used
- Calendar view of absences by month or calendar year
- Mass change utility updates all appropriate employees when supervisor changes
- Performance review ratings, with review matrixes tied to jobs, automatic generation of probationary and on-going reviews
- Wide variety of reports, including absence analysis, vacation liability report, seniority reports, turnover, and head count analysis



### BENEFITS

- All benefit changes are automatically retained in history
- Future dating of benefit changes is supported
- Benefit groups can be made up of salaried, hourly, union employees, etc.
- Benefit groups are assigned specific benefits, with a core group available to all
- Benefit rate tables provide flexibility in building rates, including age-based, male/female and/or smoker/non-smoker
- Can define wait period for each benefit eligibility
- Checks age limits for employee/spouse, dependent (non-student) and student dependent
- Enrollment options include enrolling a single employee in all eligible benefits, enrolling multiple employees in a benefit, or adding a new benefit for all employees
- Also accepts input from OPEN4® eSS module for benefit changes during open enrollment period
- Statement of benefits is provided for selected employee or all employees
- Automatically creates/maintains companion payroll deductions in OPEN4® payroll
- COBRA and HIPAA letters provided and may be edited with Microsoft Word®



## COMPENSATION

- A history of all pay changes is automatically retained



- Mass pay changes and future dating of pay changes supported

- Compensation tables support unlimited pay tables, grades, & steps

- Automatic periodic increases and license/certificate premium pay supported

- Employee pay maintained in hourly, daily, pay period, monthly & annual formats

- Both Percent of Midpoint and Position in Range values automatically maintained

## APPLICANT PROCESSING

- Customizable applicant entry process captures demographic data, positions applied for, skills, etc.



- Requisitions tie available jobs back to applicants

- Event tracking captures applications, interviews, test, hires, etc.

- Interviews, Education, Prior Employers are other categories of information that can be captured

- Reporting includes applicant flow, job vacancies, recruitment source, and more

## WORK ADMINISTRATION

- A history of all job changes is automatically retained



- Future dating of job changes is supported

- A history of all transfers between division, branch, and department is retained

- Future dating of transfers is supported

- Position control is supported

- Hierarchical view of who reports to whom is available when position control is in effect

- May feed OrgPlus® (or other PC-based systems) for organizational charts when position control is in effect

- Job posting description is resident in each job record

- Real-time display of incumbents and vacancies available for each job

- Required skills, education, and licenses are kept for each job

- Job training requirements are maintained for each job, including prerequisites

- Time of service records are kept for both employee's current job and service history

- Job vacancy report

- Future jobs and future transfers reports

- Employee job assignment reports by division/branch/department, by employee number, name or job sequence

- Seniority reports by name, hire date, department, or job sequence



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