

OPEN4[®] Human Resources

FEATURES & FUNCTIONS

Maintaining the diverse, voluminous information set for your employees and complying with ever-changing governmental regulations doesn't leave much time for other critical functions in the Human Resources Department.

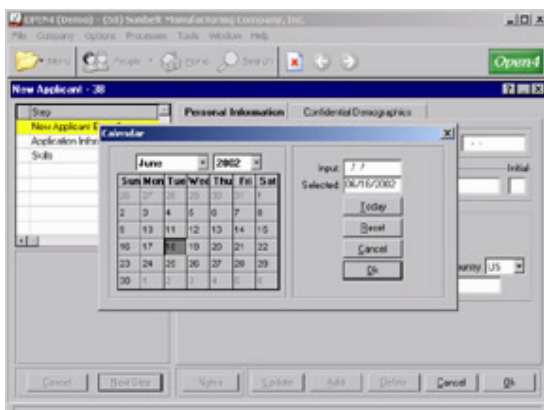
You need a system that minimizes the effort managing this information, and more importantly, a system that lets you extract data the way you need it today – and when changing organizational requirements occur as your business evolves. Take charge with OPEN4[®], the most flexible, feature-rich and affordable HRIS System on the market today!

HUMAN RESOURCES GENERAL

- Employment equity 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
- System supports applicant entry, tracking, and reporting
- 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, many more

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 rates
- Can define wait period before eligibility for each benefit
- 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 changes in benefits during open enrollment period
- Statement of benefits is provided for selected employee or all employees
- Automatically creates/maintains companion payroll deductions in payroll



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

Class	Class	Start Date	Status	Instructor Name	Facility Costs	Material Costs	Misc Costs	Yellow Costs	Instructor Costs	Total Costs
1020	1	08/12/2000	Final	Martha Bavaid	300.00	25.00	10.00	.00	5,400.00	5,735.00
	2	08/11/2000	Open	Martha Bavaid	300.00	25.00	10.00	.00	5,400.00	5,735.00
	3	10/16/2000	Final	Martha Bavaid	300.00	25.00	10.00	.00	5,400.00	5,735.00
	4	10/26/2000	Open	John Freed	300.00	25.00	10.00	.00	6,000.00	6,355.00
				Covers Totals:	1,200.00	100.00	40.00	.00	22,200.00	23,540.00
1021	1	08/07/2000	Open	Martha Bavaid	300.00	50.00	10.00	.00	5,400.00	5,760.00
	2	09/15/2000	Open	Martha Bavaid	300.00	50.00	10.00	.00	5,400.00	5,760.00
	3	09/15/2001	Final	John Freed	300.00	50.00	10.00	.00	6,000.00	6,360.00
				Covers Totals:	900.00	150.00	30.00	.00	16,800.00	17,880.00
1022	1	08/14/2000	Open	Martha Bavaid	200.00	25.00	.00	.00	3,240.00	3,465.00
	2	09/25/2000	Open	Martha Bavaid	200.00	25.00	.00	.00	3,240.00	3,465.00
	3	09/28/2001	Open	John Freed	200.00	25.00	.00	.00	3,600.00	3,825.00
				Covers Totals:	600.00	75.00	.00	.00	10,080.00	10,755.00
1101	1	08/03/2000	Complete	Martha Bavaid	150.00	20.00	10.00	.00	2,160.00	2,340.00
	2	09/05/2000	Open	Martha Bavaid	150.00	20.00	10.00	.00	2,160.00	2,340.00
				Covers Totals:	300.00	40.00	20.00	.00	4,320.00	4,680.00
1200	1	08/12/2000	Open	Martha Bavaid	100.00	25.00	.00	.00	1,080.00	1,205.00
	2	10/02/2000	Open	Martha Bavaid	100.00	25.00	.00	.00	1,080.00	1,205.00
	3	09/09/2000	Open	Martha Bavaid	100.00	25.00	.00	.00	1,080.00	1,205.00
				Covers Totals:	300.00	75.00	.00	.00	3,240.00	3,615.00
1222	1	08/08/2000	Open	Martha Bavaid	150.00	25.00	10.00	.00	2,160.00	2,355.00
	2	10/05/2000	Open	Martha Bavaid	150.00	25.00	10.00	.00	2,160.00	2,355.00
				Covers Totals:	300.00	50.00	20.00	.00	4,320.00	4,710.00
204	0	01/01/1994	Final	Thomas Miller, QC Report	.00	.00	.00	.00	.00	.00
	1	08/09/2000	Open	J.O. Vargo	100.00	250.00	.00	100.00	.00	450.00
				Covers Totals:	100.00	250.00	.00	100.00	.00	450.00

TRAINING & SAFETY

- All employee training is retained in history
- Specific training requirements can be specified for jobs
- Course catalog contains course information and includes prerequisites
- Class records reflect future, current, and past enrollment information
- Instructor records maintain a list of courses for which instructor is qualified
- Calendar views display when classes are held, when instructor is scheduled, etc.
- Class confirmations, rosters, etc. can be e-mailed or printed
- CSST, OSHA, and Workmens Compensation information is tracked

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 employee's current job, as well as 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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