

Human Resources

Position Inventory

-Keep track of all positions in your organization regardless of who fills it. Since positions are more stable than staff, it makes sense to track individual positions and the information that applies to each.

Personnel

-Personnel allows you to keep personal information about your staff. Customize fields to track information important to your organization.

Work Smarter

-Stop digging through paper files and makeshift systems. With dozens of built-in reports and the power of a customizable report writer, Human Resources puts you back in control of your organization.

DataTEAM[®]
SYSTEMS INC.

4911 Legends Drive • Lawrence, KS 66049
(Toll Free) 877-843-8150 • (fax) 785-843-5138
www.datateam.com • sales@datateam.com



Human Resources

Is Your System as Good as You are?

DataTEAM[®]
SYSTEMS INC.

Human Resources Work as Smart as You Do!

Management

-Comprehensive and customized to suit your needs. Process critical data quickly using our comprehensive standard reports, or customize with our built-in report writer. Turn the "Keep Details Lane" feature on and Human Resources will automatically place each employee on the correct location on the salary schedule.

-Employees can have multiple positions with different levels of experience.

-You need to work in the current year and the up-coming year at the same time? With Human Resources this is no longer a problem. Human Resources gives you the ability to work in the current year, the future year, or both at the same time.



-The Mass Update feature allows you to easily find certain text or fields commonly shared by your employees and update them all at once. No longer will you have to manually change every field one at a time.

With the Mass Update feature, easily switch area codes, email addresses, and more, for all your employees in one

step. No more manually updating each employee's record. With Human Resources, easily create new contracts or switch existing ones for groups of your employees in one simple step. A time-saver you'll use frequently.

Position Inventory

-Keep track of all positions in your organization regardless of who fills it. Since positions are more stable than staff, it makes sense to track individual positions and the information that applies to each.

-Track information such as job category, certified or classified, location, worker's comp codes, FLSA, salary schedule, contract, funding sources, and many more.

-Look at the positions within your organization a variety of different ways. Want to see a report of all the certified employees? How about a listing of the staff at the high school? Easily report on a variety of fields. You make it as deep and rich as you want



it to be.

-With Human Resources you don't have to give up your position ID numbers. Use them in conjunction with our system.

Personnel



-Personnel allows you to keep personal information about your staff including name, address, SS#, birth date, age, hire date, seniority by person, certification/ licensure, degrees earned, education hours, languages, and more. Customize fields to track information important to your organization.

-Position Assignments- Staff members can have multiple positions at once allowing you to track position titles, locations, FTE, start/stop dates, pay rate, and more. Look up a person and find out which positions they are currently assigned to and which they will be assigned to in the future.

-Every position's pay rate comes from a salary schedule depending on terms you set.

-Create unlimited contracts that fit your organization's needs. Easily print contracts. With more than 30 fields that can be mail merged, you can quickly export to your favorite word processor.



Quick Review



-Give frontline employees select HR access to view and easily make changes to contact information such as phone, email, fax; work info such as school address and phone number, and emergency info and contacts.