



Personnel

The Data Plus Personnel application can be used independently or combined with the Data Plus Payroll application. Employee history and performance data can be tracked for an unlimited length of time. Basic demographic data is maintained for a large number of individual variables. Additionally, special sections of the application maintain transaction records for performance reviews, disciplinary notices, vacation time, sick time, and job history.

Features

Keep extensive employee records for as long as you like and track the following data:

- Benefits
- Termination Codes
- Departments and Jobs as well as up to 50 user-defined fields

Run Reports - Dozens are available and are flexible with user definable sorting and selection.

Allow the merging of data fields from this application with word processing programs for easy creation of standard letters.

Applicant Tracking - Track applicants through the complete hiring process

Employee Tracking - Track employees as they complete courses in user- defined programs such as wait-staffing or front desk operations.

Run Inquiries - Look up specific data quickly for all employees.

- Accrual/Event Date
- Employee Benefits
- Job History
- Departments/Jobs