

# HUMAN RESOURCES

TRAVERSE Human Resources provides a robust, full-featured human resources management system with optional integration to the TRAVERSE Payroll module. It allows you to manage the entire work-flow process from new employee hiring, orientation, benefits, performance, compensation, reviews, and training.

- Maximum security for confidential employee data
- Regulatory reporting
- Single Source Data Entry Point

The screenshot displays the 'HR Individuals' application window. The main content area is titled 'Individual General Information' and contains a form for employee data. The form is organized into several sections: 'General' (Last Name: Bourne, First Name: Linda, Middle Init: C, Address1: 501 N Hamilton Ave, City: Edina, State: MN, Country: USA, Zip Code: 55435), 'Emergency Contact' (Name: Jim Bourne, Relation: Husband, Work Phone: (612)-567-3319, Home Phone: (612)-555-1212, Cell Phone: ), 'Personal Information' (Date Of Birth: 6/7/1953, Start Date: 1/9/2007, Labor Class: Pts, Work Auth. Exp: ), 'Demographics' (Veteran Status: Service Medal Veteran, Marital Status: Married, Ethnicity Id: White, Gender Code: Female, Citizenship: Citizen or National of U.S., SSN: XXX-XX-1099), and 'Contact Information' (Work Email: info@osas.com, Home Email: info@osas.com, Internet: www.osas.com). A small profile picture of Linda Bourne is visible in the top right corner of the form area.

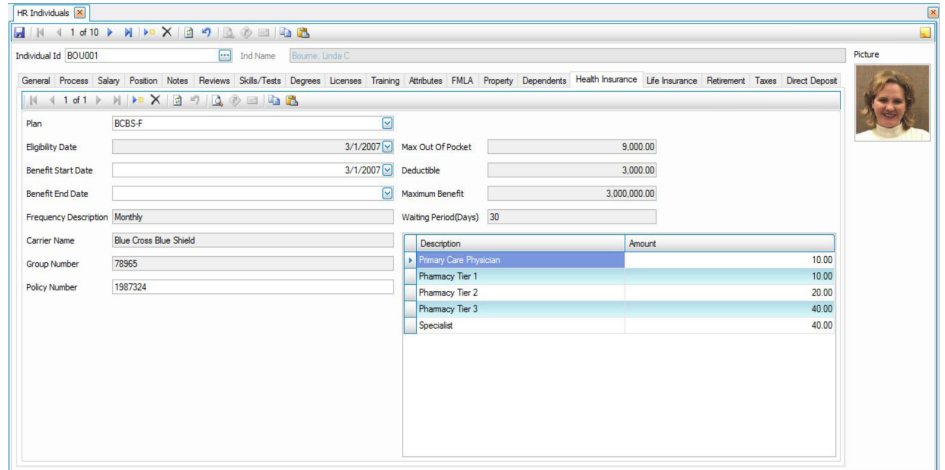
Sample Individual General Information Screen

## Data Entry Screens

- Employee Data
- Health Plans
- Life Insurance
- Compensation History
- Employer Property
- Licenses
- Skills and Certificates
- Degrees
- FMLA Tracking
- Dependents
- Process Checklists
- Position Tracking
- Retirement Plans
- Leave Tracking
- Performance Evaluations
- Direct Deposit
- Tax Information

## Key Features

- Track employee skill sets and education
- Simplified employee benefits tracking
- Seamless integration to TRAVERSE Payroll
- Employee performance evaluation reminders and tracking



## Reports

- Longevity Report
- Individual Reviews Report
- Attribute Census Report
- FMLA Report
- Health Plan Enrollment
- Life Insurance Enrollment
- Retirement Plan Enrollment
- EEO-1 Report Worksheet
- VETS-4212 Report Worksheet
- DOL Report Worksheet
- Individual Information List
- Individual Labels
- Health Plans List
- Life Insurance Plans List
- Retirement Plans List
- Salary Comparison by Position Report

## Views

- Individuals View
- Processes Assignment View
- Properties Assignment View
- Positions Assignment View
- Skills View
- Degrees View
- Licenses Expiration View
- Training View
- Attributes View
- Anniversaries View
- Birthdays View
- Dependents View
- Processes View
- Positions View
- Review Types View
- Type Codes View
- Tests, Certifications, and Clearances View