



Employee Management System Demographic Tracking

This module allows you to view all of your employee vital information in a single location. You may quickly access name, address, employee number, social security number, position, employment historical data, and family contacts. If using other employee modules then you may also access information on time clock punches, work schedules, and in-service training. User-defined fields allow you to establish other facility specific tracking areas.

An employee record is illustrated below. Tabs allow you to switch quickly between types of information. Social Security numbers and birth dates are encrypted for security.

General Features:

- Vital Employee data such as work history, benefits, in-service and licensure requirements can be viewed and tracked.
- Document and Image Management allows you to associate a picture or any document with your employee data.
- Allows for an unlimited number of family or emergency contacts.
- User-defined fields can be used to create custom reports for tracking facility specific information.
- Employee face sheet can be printed to show all vital data.

The screenshot shows a 'New Staff Form' window for an employee named Robert Guhde. The form is organized into several sections:

- Header:** Name (GUHDE, ROBERT), ID (12345), Position (ACTD), Hire Date (08/22/2003).
- Personal Information:** Last Name (GUHDE), First Name (ROBERT), MI, SS# (encrypted), Street (123 MAIN ST), City (ANYTOWN, NY), State (NY), Zip (14420), Phone (585) 788-7888, Birth Date (encrypted), Sex (M), Maiden Name.
- Employment Data:** Employee Number (12345), Badge Number (12345), Payroll Number (12345), Hire Date (08/22/2003), Termination (//), Benefit (02/22/2004), Last Evaluation (09/01/2010), Military Status (RESERVIST-NONACTIVE).
- Marital Status:** MARRIED, Spouse, Race (WHITE).
- Current Status:** A large yellow box labeled 'OUT' is displayed in the center.
- Image:** A photograph of Robert Guhde is shown in the bottom right corner.
- Navigation:** Buttons for Help, Top, Prev, Next, Bottom, Find, Print, Add, Edit, Delete, Exit, Disabled, and Info Only.

P & N COMPUTER SYSTEMS, INC.

Contact us for a demo of our software:

66 North Main Street
Brockport, NY 14420

Phone: 585-637-3240

Fax: 866-670-2234

E-mail: sales@pnpcomputer.com

Important Features:

Enjoy the flexibility this option gives your facility with user-defined fields to capture facility-specific information and the option to attach pictures or documents.

Links with the time clock, work schedules, and in-service tracking so that you may have a quick review of all of the employee data in a single place.

Links with Payroll so that you may import all of the basic data.