# POWERFORCE®

# Employee Management

Complex record keeping made simple, accessing HR data made easy.

The PowerForce employee management module is part of the broader workforce management application suite which provides for the management of operational and strategic information on your employees. Similar to all other modules the employee management module shares the one central database to make employee data immediately available to those that need it.

Employee data is divided into operational data, which defines the day to day activities and management, and the statutory which deals with the private information and payroll processing.
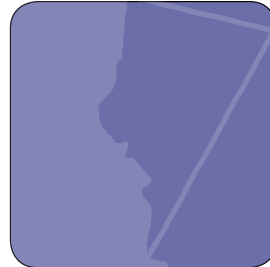
## Features

Employee data fundamental to a workforce management application are items such as employment type, skills, pay rates, awards and work history, and therefore its accuracy are of utmost importance to the effective and correct running of both rostering and payroll.

The advantage to your business is that the data is maintained and held in a single location, whilst used by other parts of the software suite and is selectively accessible to authorised staff. Within the employment history of each employee, you are able to maintain biographical data, job descriptions, legal requirements, record dates when employees move between positions and most importantly link to the pay rates that the employee is under whilst in these positions, regardless of being full-time, part time or casual.

This also includes keeping track of leave entitlements for annual leave, sick leave, long service leave and time in lieu. All data is only available on a need to know basis to authorised users.

The employee data is always available to interface with other modules such as rostering and payroll. When integrating with the rostering module, you may set work preferences or restrictions and other characteristics relevant in decision-making such as proficiency, training level and legal requirements such as licensing, for each employee.
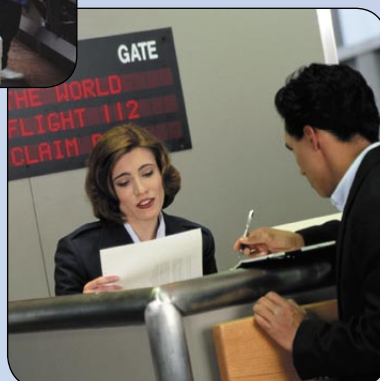
## Functionality

Save hours of cross-referencing individually kept records from the various areas involved in employee management, with the integration brought out by one single database. If an employee is marked by their immediate supervisor as excluded from a work location for disciplinary reasons, the data is immediately available across your enterprise, no specific needs to communicate these facts individually to all interested parties.

Site induction and training are core responsibilities of all organisations and the maintenance of the successful completion of all induction is a fundamental aspect of workforce management.

Employee probation reviews can be recorded and the status of employee changed as the employee progresses through the organisation. All moves thought the organisation are recorded, so that a clear and concise history pay history is immediately available.

Fundamental to the successful running of any business is the maintenance of timely and precise data, and PowerForce further extends the basic employee details maintenance with features such as:

- Multi-Company
- PowerForce is a multi-company system; therefore you can manage multiple logical organisations through the one database. You can also import an employee from one company into another. The employee's earnings details remain in the original company, but their personal details along with their leave balances are transferred across to the new company.

- Payroll / pay run functionality
- Pay classifications are date driven, giving you the flexibility to manage staff remuneration well in advance of the commencement date.
- Payments, Superannuation contributions and Child Support deductions can all be defined and automatically managed though the payroll processing.

- Occupational Health &Safety
- Records details of Incident, Injury, Accident, Time, Place, Type, Date, Facts, and
- Person involved including their rehabilitation progress.
- Compiles report of incident and injury for insurance.
- Email reports to nominated stake holders.
- Statistical reporting of incidents.
- Tracks employee incident history.

# *POWERFORCE*

- *Boost your productivity*
- *Increase your profitability*