

# HUMAN RESOURCES



## OVERVIEW

SoftRight's Human Resources application provides personnel professionals with a powerful employee information management tool that maintains all related personnel data for municipal and school employees throughout each stage of employment.

Through true integration, any payroll related personnel data needs only to be entered once and all accruals, steps, levels and contract information can be administered through Payroll Processing or Human Resources assuming each manager has the proper privileges. This security also ensures any sensitive employee information is viewable only by designated, authorized users.

SoftRight's Human Resources application can be used as a stand-alone personnel solution or as a companion application to our Payroll Processing application.

## EMPLOYEE MAINTENANCE

- Manages and reports on:
  - Personal employee and EEOC information
  - Emergency contact information
  - Certifications and professional development data
  - Insurance and COBRA
  - Retirement information
  - Observations for teachers and other relevant positions
- Career events tracking for all promotions, awards, certifications and disciplinary actions
- Drill-down filtering for specific personnel information
- Preloaded system reminders with date alerts for crucial end-of-year reports, open enrollment periods and user-defined events
- Benefit eligibility status for easy reporting
- Fully integrated with SoftRight's Payroll Processing application for accrual, contract, salary and level management
- Privilege based security measures

## AUTOMATED ATTENDANCE & ACCRUALS

SoftRight's Automated Attendance & Accruals application allows human resources professionals to manage and simplify the accrual tracking process for all municipal employees by automating the entire process based on the current contract.

## SCHOOL ADMINISTRATION

The School Administration application provides human resources professionals with an easy-to-use product for tracking important teacher and other staff related information including certifications, observations and other educational milestones. The application also manages full-time equivalency (FTE) information and federal grant percentages.

## EPIMS

SoftRight's EPIMS application manages the Massachusetts Department of Education's EPIMS requirements including MEPID, staff record and work assignment information.