

HUMAN RESOURCES

PRODUCT OVERVIEW

OVERVIEW

Quantum’s Human Resources module will enhance your organization’s ability to attract, select, efficiently employ, compensate and track your most valuable asset — satisfied and well-placed employees. The H/R module will assist you in managing a growing amount of employee information in an ever increasingly complex environment of legal and statutory requirements and regulations. The software expedites placement, promotion, benefit and compensation processing.

The H/R module is an excellent complement to Quantum’s Payroll module. Both modules are integrated so data need only be entered in one place. Payroll is considered “transactional” while the Human Resources system deals more with the management of employee information. Quantum is one of only a few software solutions in today’s marketplace that offers a Human Resources module that is truly integrated with it’s own General Ledger and Payroll modules.

TRACK EMPLOYEE INFORMATION

Employee Demographics

The employee demographic information is the same screen used by the payroll module. Fields include basic name and address information as well as phone numbers, home department, employee type, salary or hourly rate, pay frequency, birth date, hire date, last raise date, termination date, number of dependents, direct deposit information, marital status, race, etc. Other screens in this section track I-9 documentation, spouse information, state tax information, fica and medicare exemption status, job category for EEOC reports, pension flag and leave accrual codes.

Employee Audit Trails

Any changes that are made to the fields on this screen are captured with the user’s ID and workstation number. The audit trail report shows the date and time of the change as well as the value of the affected field(s) before and after the change.

THIS MODULE TRACKS

EMPLOYEE LICENSES

TRAINING COURSES

POSITIONS

COMPANY PROPERTY

EMPLOYEE BENEFITS

APPLICANT INFORMATION

EMPLOYEE SERVICE HISTORY

SPECIAL FEATURES

- Salaried Employee Analysis Reporting
- License Renewal and Expiration Reporting
- EEOC Reports
- Vacant Position Lists
- Benefit Enrollments and Statements
- Training Credits



JOB STATUS AND POSITION CONTROL

Quantum will enable your H/R department to define, assign and track employees in each position within your organization. Position Codes are user defined and allow you to specify information that includes Step numbers, Grade numbers, Division, Position Title, Supervisor name, Funding Source, and Headcounts for number of people intended to fill this position. The Payroll module (if you are using it) updates each position's YTD Expended Cost fields so you can run position budget reports with dollars as well as headcount information.

When positions are assigned to each employee, the H/R manager can specify actual salary or hourly amounts as well as the employee's next review date, start date and specific step number.

Reports can be printed to show Positions Filled, Vacant Positions, Position Budget Status, Headcount reports and Position Skills Requirements.

The system can also control "who" updates pay related information—H/R or Payroll personnel.

Positions Filled:	Annual Cost:
Currently 1.00	Min Projected
Authorized 1.00	Max Projected
Year-to-Date 1.00	Budgeted 50,000.00
Vacancies YTD	Expended YTD 32,385.43

TRACK LICENSURE INFORMATION

Quantum does an excellent job of tracking Employee licensure and permit information. Users can define their own set of codes for tracking virtually anything including LPN, LPC, MD, CSW and even Drivers License Numbers. These Licenses are considered part of the Employee Assets section of the

H/R module. Users can also define items such as TB Tests and track when each employee and provider should have their shots. The system will also keep track of any license numbers if needed.

The **License Expiration report** is an excellent way to keep track of everyone's soon-to-expire

license information. Quantum empowers your H/R department to be pro-active instead of re-active when it comes to tracking and managing employee license information.

Stay compliant with State and Federal regulations by ensuring none of your employees have their licenses expire while providing services to area consumers.

COMPANY PROPERTY

Property Code	Issue Date	Value	Return Date	Condition
PP PALM PILOT	09/04/01	100.00	05/01/02	excellent
P1 PAGER	08/21/01	.00		
CP CELL PHONE	12/14/03	300.00		
K2 KEYS LEVEL 2	12/14/03	.00		
HB EMP. HANDBOOK	04/12/89	.00		

Quantum allows users to define any number of company property codes that need to be tracked. Such property may include Employee Manuals, Keys to the various buildings, credit cards, laptops, pagers, etc.

It is very helpful to the H/R department to display this information before or during an employee exit interview.

Benefit Administration

H/R assists in defining, tracking and reporting on employee benefits by type and plan. These are user-defined codes that typically include group health, dental, retirement plans, major medical and more. Reports include the employee benefit statements, enrollments by plan and benefit profile lists.

EMPLOYEE REVIEWS

Quantum tracks two types of employee reviews: pay reviews and performance reviews. The Pay Review screens show the history of the employee's service with the organization as well as their pay changes. The reviewer can designate a new Grade/Step level and enter a new pay amount with the effective date.

This feature of Quantum greatly increases the efficiency and expediency of preparing and delivering employee reviews.

Grade	Step	Pay Rate	Effective	Reason	Reviewer
58C	02	20,522.00	07/01/00		G.MCKINNA
58C	02	19,924.00	03/30/00		G.MCKINNA
58C	05	24,835.00	07/31/03		T.VINCENT

EMPLOYEE TRAINING

Geneva has added a detailed Employee Training sub-module to this system. The Training system allows users to define courses with fields including description, details, renewal months, training/credit hours and who the instructor will be. The system lets you define any number of subjects that are to be tracked by employee.

These subjects typically include anything from basic seminars to employee orientation to CPR training.

Date	Subject	School	Grade	Credit Hours
00001 03/12/2005	CPR CPR			3.00
00002 02/12/2001	AIDS AIDS 101			3.00
00003 08/12/2003	1ST AID FIRST AID	04	A	6.00
00004 04/12/2004	SAFETY SAFETY			4.00
00005 07/12/2004	DIETAR DIETARY TRAININ	07	B+	
00006 07/31/2004	TRIGRS TRIGRS TRAINING			
00007 09/10/2004	SEIILL SEIZURES/ILLNES			

Once the subjects and courses are defined, employees can be enrolled in them. The Course Enrollment screen

allows users to associate employees with each course taken, the date completed, number of credit hours and grade. This updates the employee's history tables showing all courses, credits and grades through time.

Code	Description
CSTCSI	CST/CSI TRAININ
CULDIU	CULTURAL DIVERS
DEFDRI	DEFENSIVE DRIVE
DETOX	DETOX TX TM
DIETAR	DIETARY TRAININ
DOCUME	DOCUMENTATION
DRFRMP	DRUGFREE WORKPL
DRFRMS	DR FR WKPL SUPE

Training Reports

Quantum provides many reports and listings with the Employee Training Submodule including Course Listings, Course Attendance History by Employee, Employee Training History, Instructor Training History, Employee Credits/Grades Report, Training Renewal Ticker Lists, Instructor Lists, Course/Subject Listings and Course Enrollment Reports. Quantum is compatible with Crystal Reports so users can also design and print their own reports, if so desired.

MEANINGFUL DATA FLOW



The H/R module incorporates information from several areas including Payroll, Applicant tables, position records, employee benefit tables, etc. It can track everything from employee licenses and assets to grievances and absenteeism. The more items you wish to keep track of requires more discipline for actually entering and maintaining the data. This module is designed to accommodate small agencies as well as very large ones.



Demonstrations of Quantum can be delivered through webex at your convenience



CrossRoads has been using Quantum since 1999.

OTHER FEATURES OF H/R

There are many other employee related items that Quantum can track if you so desire. These items include Tuition Reimbursements, Employee educational history, COBRA Compliancy information, general Medical data, absenteeism, grievances, accidents and illnesses, disciplinary actions, counseling programs, employee testing, performance reviews, and job applicant information. (references, preferences, interview results, work histories, educational histories, licenses held, etc.

HUMAN RESOURCES REPORTS

- Birthday listings
- Service Anniversary Lists
- License Expiration Reports
- Position Budget Analysis Reports
- Emergency Contact Lists
- Telephone Directory
- EEOC Reports
- Scheduled Review Lists
- I-9 Verification Reports
- New Hire Reports
- Terminated Employee Reports

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CENTERSTONE
Excellence in Mental Healthcare

Centerstone, one of the country's largest mental health providers, began using Quantum in 2003