Computer Software Solutions

Our Solution for

Human Resources

Our Human Resource System is designed to interface with our payroll system providing you the ability to track any type of information you want about your employees. The system is user friendly allowing you the ability to define action codes and action types for all your tracking needs. Whether you need to track union dues, workman's compensation data, employee evaluations or maintain detailed safety records our human resource system can do it all.

Action Codes and Types

The Human Resource system allows you complete control over all employee data processing by the creation and maintenance of action codes and types. Both the action codes and the action types are unique to each company setup in the system. This means different companies can have different action codes and action types. Users can add any number of action codes/types as needed. Action codes are used to allow the user the ability to define what category of data you wish to track and the way you want to track it. Not only are the action codes user-defined, but fields within the action codes can be user-defined as well.

Create & Print Calendars

The Human Resource System allows creation and maintenance of system-generated calendars for supervisors and other personnel. Users can select any detail, employee, action code or type to be included on a specific calendar. Examples of some calendars would be: employee evaluations, disciplinary and promotion, birthday or vacation calendars. Since the user defines all the calendars codes you may choose as many as you need and customize the system to your specific needs. Calendar codes are used to group certain types of detail entries on the same calendar. An example of this could be as follows. A company has setup an action code of work history. Inside of this action code are several action types such as evaluations, discipline hearings and quality control testing. The user will enter detailed information about the employee for each action type assigning a calendar code to each entry. Calendars can then be printed for each supervisor showing all the different dates for scheduled evaluations, disciplinary hearings or quality control testing.

H/R System Features and Highlights

- *Multiple Companies*
- *Multiple Departments*
- *Directly Interfaced to Payroll*
- *Unlimited Number of Action and Type Codes*
- *User-Defined Fields for Each Company and Action Code*
- *Multiple Calendar Features*
- *Source Code is Included with the License Fee*
- *Multi-User Capable*
- *Three-month Warranty*
- *Toll-free Telephone Support*
- *On-line Technical Support*
- *User Level Security, with Company/Location Permissions*
- *Ability to Archive Reports, Post Listings or Selected Reports*

```
ACPMENU2                    COMPUTER SOFTWARE SOLUTIONS
CSS                         Human Resources Menu 1

Select one of the following:

  1. Employee Detail Maintenance    13. Employee Master Maintenance
  2.                                14. Employee Master Inquiry
  3.                                15. Print Employee Master List
  4. Print Calendars                16. Print Misc Employee Lists
  5. Print Employee History Reports 17.
  6.                                18. Calendar Code Maintenance
  7.                                19. Calendar Code Listing
  8. Action Code Maintenance        20.
  9. Action Code Listing            21. Company Maintenance
 10.                                22. Company Listing
 11. Action Type Maintenance        23.
 12. Action Type Listing            24.
                                    30. Display H/R Documentation

Selection or command

===> _____
```

This is the main Human Resource menu, it contains all the programs needed to setup employee benefits and other activities. You may enter and print calendars and report listings as well.

All CSS software is written exclusively for the IBM iSeries/AS400 server. If you do not have an iSeries server, CSS can provide you the latest in IBM hardware custom fit for our software applications. If you do not want to purchase an iSeries server ask about our low cost online option. The H/R module comes as part of our integrated package and requires the payroll module be purchased as well.

Computer Software Solutions

9810 E. 42nd St. Suite 213
Tulsa, OK 74146
www.compsoftsol.com

Phone: (918) 627-1117
Fax: (918) 627-1508
Sales: sales@compsoftsol.com