



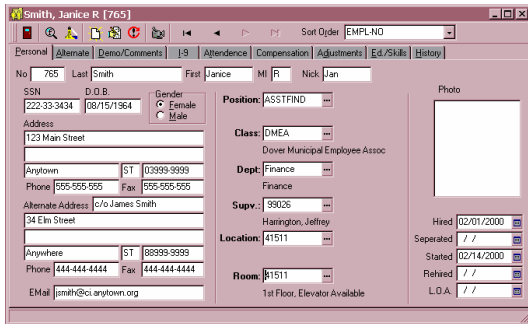
IMAS Works

Human Resources

IMAS Works Human Resources is designed to facilitate the management of personnel processes such as applicant tracking, staff development, payroll budgeting, and more.

MAINTAIN MASTER INFORMATION

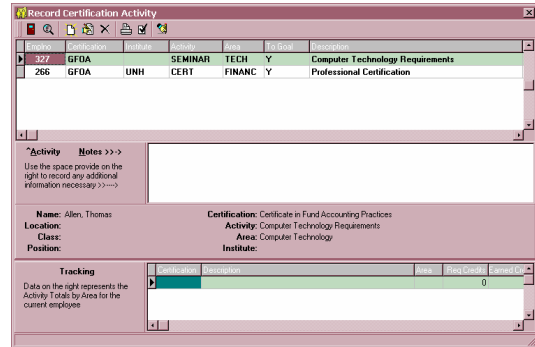
- Maintain vital employee personnel information in the employee master database such as I-9 Evidence, bargaining unit, position, emergency contacts etc. for each employee. Create and assign up to 6 demographic fields for tracking and reporting.



- Maintain other employment-related information by creating master tables for such items as bargaining units, benefit carriers, positions, certifications, areas of certification and other information relative to personnel management. Assign this information to employee records.
- Attach free-form notes and comments to employee records.
- Optionally tracks a history of changes to each employee records. Create history codes to track and report on such specific personnel related actions as disciplinary incidents, worker's compensation, review and others.
- Automatically tracks all benefits earned and used by each employee. Calculate the average at any time with the click of a button.

STAFF DEVELOPMENT TRACKING

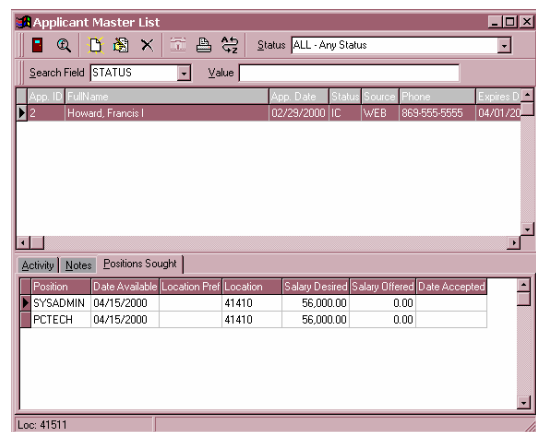
- Record continuing education activity and track status of certification versus a goal and/or expiration date. Add free form notes to activities entered.
- Control approval and postings of staff development activities by limiting access to these rights on a user basis.



- Track seminars, courses and other relevant educational or skill building activities.
- Assign course tuition reimbursement requirements such as minimum grade required to receive reimbursement and amount of reimbursement.
- Print Activity Approval Reports and Activity Audit Journals prior to approving and posting activity to an employee's record.

APPLICANT TRACKING

- View applicant list by status. Search applicant database by name, status, application date and more.

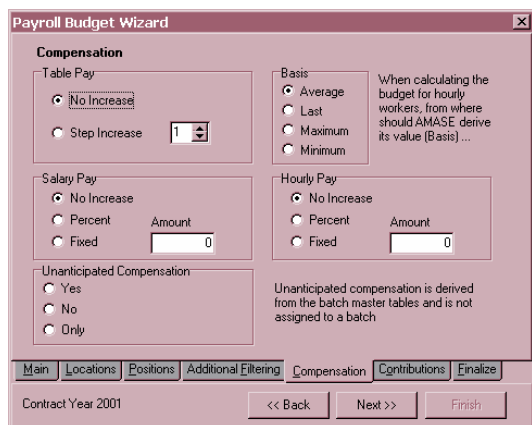


- User friendly application form makes data entry easy and efficient as it automatically scrolls to the appropriate sections as data entry is performed.

- Define and assign actions to employment applications to keep apprised of where a candidate sits in the hiring process.
- Assign reports (such as letters) to specific action codes to generate the appropriate follow up documentation.
- Print Applications, Applicant Status reports and letters.

BUDGETING

- Create an unlimited number of budget worksheets with using the Payroll Budget Wizard.
- Filter employees included in budget worksheet by cost center, department, class, and/or pay type as well as by location and/or position.
- Calculate and forecast salaries based on the employees actual step, salary, or hourly rate; or move employees up a step, or add a percentage or flat amount to selected wages.



- Include unanticipated compensation by including pay types currently in existence in the IMAS Works Payroll Batch Master.
- Define the basis for hourly workers as average, last, maximum or minimum hourly rate.
- Include or exclude employer contributions such as FICA, Medicare, and retirement match of employee deduction. Manipulate the values by taking them as is, by adding a specified percentage or including an additional fixed amount.
- Edit individual employee wages once the worksheets are prepared to further refine budget estimates.
- Print a budget worksheet analysis and compare the scenarios created.
- Merge worksheets into a single budget for inclusion in the entire budget produced in the IMAS Works General Ledger and IMAS Works Remote Budgeting modules.

FLEXIBLE REPORTING

- Prints Staff Development reports, applicant status reports, application acknowledgement letters, and more.
- Print all reports and forms to printer (specified at print time), preview to screen, output to file, fax, and more! Choose the number of copies to print. Optional background printing allows you to continue to work while large print jobs are taking place.

INTEGRATES WITH OTHER IMAS Works MODULES

- Shares (yet controls) certain employee information with the IMAS Works Payroll module.
- Budgeting function interfaces with the IMAS Works General Ledger Budgeting function.

OTHER STANDARD FEATURES

- As with all IMAS Works modules, standard report formats are provided. Any standard report may be edited and new reports created using Crystal Reports (a Seagate product). Each reporting option has a built in interface to Crystal Reports, making selection and modification of any report easy.
- Any report may be printed to a printer (selected at print time), previewed on the screen, exported to a file, or even emailed internally or via the Internet.
- Pure 32-bit code: Breaks the barriers, providing the platform to take advantage of rapidly advancing technology. Programs are faster and more robust.
- Standard, familiar design to all programs makes learning easy.
- Set View lets users (workstation specific) choose the data they wish to view on the screen with complete control of screen colors, set grid multi-color, etc.
- Any screen can be exported to an Excel spread sheet.



FOR MORE INFORMATION
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