

# Human Resource



Human Resource Module

Turn on the power of in-house payroll with the new *Human Resource* module in the *GrandMaster Suite*. Expand your in-house capabilities to effectively coordinate and manage the multitude of human resource activities in your organization. Add the Windows based *Human Resource* module to the *Payroll* module and you can organize, plan and control human resource activities easier and more effectively!

Coordinate employee compensation with union agreements, benefit entitlements, leaves, employment equity, group insurance, employee evaluations and performance reviews in all areas of your organization. The *Human Resource* module will make sure that you deal efficiently and comprehensively with all your personnel management issues.

Track and manage employee assignments, compensation, evaluations, company vehicles, lap tops, cell phones, pagers, etc. Even the distribution of parking spaces can be handled with the click of a mouse. Choose the *Human Resource* module in the *GrandMaster Suite* to effectively manage every aspect of your organization's human resources!

The *Human Resource* dialog box provides quick access to all of the powerful features of this module!

Track multiple leaves for any or all employees. Manage other time off including sick leave, training, maternity, etc.

Create detailed reports that focus on specific areas (e.g. Start/End Time, Reason).

### Power Packed Features:

- Incident Records
- Employee Benefit
- Plot Skill Inventory
- Employee Leaves
- Employee Evaluations
- Positional Assignments
- Benefit Claims Analysis
- Vehicles and Parking
- Purchase Plans
- Control Equipment

## Incident Records

Accidents, human rights complaints, labour grievances and union grievances are just a few of the incidents you can track using *GrandMaster Suite's* *Human Resource* module.

Track accidents, complaints and other work-related incidents.

Add pertinent information for any human resource related incident that you wish to store. For example, you can include such items as detailed accounts of the incident, the dates on which the incident occurred, any personnel involved, recurrent incident information or any corrective action that has been taken.

Since *GrandMaster Suite* tracks all incident types, you can easily perform company-wide reviews of any ongoing actions. This helps you keep abreast of the day-to-day operations in your organization.

## Employee Benefits Management

Manage your employee benefits simply and efficiently with the *Human Resources* module in the *GrandMaster Suite*. With the click of a mouse, analyze past or future pay rates, deductions, benefit ratio, accumulated entitlements, rate tables and a host of other data in your organization.

Manage all claim types (e.g. Dental, Health, Vision), as well as Short and Long term disability.

Click again and the benefit calculations are automatically activated. Simply review the results or change them as you wish.

## Plot Skill Inventory

The *Human Resource* module allows you to profit from both existing employee skills and anticipated future skill set needs. Match your employee skill sets to your organization's needs... now, and in the future.

## Manage Employee Leaves

We've all heard stories surrounding employee leaves; wasted hours searching old payroll records, frustrated employees when they have to rely on memory or lost notes. This will never happen again with the **GrandMaster Suite Human Resource** module.

You can track the complete details of leave times earned and taken for vacation, sick leave, time-off in lieu or any other leave activity that relates to your employees and your organization.

## Improved Evaluation Process

**GrandMaster Suite's Human Resource** module centralizes all the necessary employee evaluation information for you. Never again will anyone in your organization conduct a superficial employee performance review because they didn't have time to gather pertinent information. Level of performance, rating criteria and action plans all comprise the standard of review that insures effective personnel management.

Employee Evaluation Entry  
File Help  
Employee: BADGER BOB  
Evaluation  
From: 2001/01/15 To: 2001/06/15  
 Completed Next Review: 2001/12/15  
Type: FT  
Position:  
Performance:  
Rating: 7  
Action: 2 Review Action Types  
Comments  
Review carried out in main boardroom. Supervisor present. Action plan was presented and discussed. Remuneration adjustment offered and accepted.  
OK Cancel

Once the current review is complete, simply mark it as closed and schedule the next one.

Schedule further evaluation dates, record results, track progress and add comments up to the equivalent of a two page report.

## Positional Assignments Administration

Different job positions at different times of the day, different days in the week and different weeks in the month with different employees can prove to be a headache to administer. Never again! **GrandMaster Suite's Human Resource** module helps you keep convenient detailed records of all positional assignment periods, by employees.

Position: FOREMAN Job Foreman, dockside  
Employee: MILLER GLEN  
Start Date: 1998/12/01 End Date: 0000/00/00

Locate employees using their given name or positional assignment.

A complete history including start dates and completion dates can be analyzed by position or by employee. The **Human Resource** module gives you the power to manage and control the positional assignments in your organization.

## Benefit Claims Analysis

Track benefit claims by employee or by benefit type for instant claims analysis. Know precisely what your usage factors are for dental, health, vision, long term and short term disability. Keep control on costs and red flag potential abuse.

## Manage Company Vehicles and Parking

Assigning parking spaces and controlling company vehicles can appear to be a complex full-time job. The **GrandMaster Suite Human Resource** module simplifies the task. Information on parking space assignment and company vehicles can be entered by date and time into the database and instantly updated as required. You can generate single or multiple reports that presents current information or historical dates. This makes managing and controlling parking spaces and company vehicles easier and more effective.

## Company Purchase Plans

Controlling employee purchases or loans has never been easier. The **Human Resource** module will provide a summary of the account and the detailed transaction information on purchases and deductions

Summary	Dates	Payroll
Summary	Hours	Amount
Balance:	6.20	155.00
Accrued:	5.24	131.00
Paid Out:	.00	.00

Accrued amounts can be accumulated or distributed each pay period.

The **Payroll** module will keep track of additional purchases and make the necessary deductions.

## Control Company Equipment

If employees in your organization use company purchased equipment such as tools, safety equipment, instruments, cell phones or lap tops, **GrandMaster Suite** can help you control loss and usage. Each item can be assigned to designated employees or employee groups.

Object: LAPTOP Toolkit Assignments  
Employee: TODD GRANT  
Start Date: 2001/12/02  
End Date: 2002/06/01

Equipment use can be tracked for short or long term use.

You can have access to immediate inventory and usage reports based on serial numbers, makes, models or any other criteria you choose. This helps to make employees more responsible.



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