SMART Human Resource Details

Storing, updating and accessing employee records and information with paper-based systems is a difficult and time-consuming process. And until now, HR software has been expensive, hard to implement and much more than most small to mid-sized firms need.

The system operates in single-user mode or can be configured for multi-user client-server operation. SMART is available for both IBM and MAC operating systems.

The Solution:

The SMART HR Manager is an affordable, easy-to-use software solution that provides HR and Safety Managers with quick and easy access to all of their human resource records and information.

Key Capabilities:

- Stores employee contact, compensation history and benefit information
- Provides a summary of all HR related information and status on one scrollable screen for ease of use
- Documents and forms can be linked to the employee record for storage, easy access and viewing
- Provides a uniform checklist to ensure all required forms are provided and completed
- All types of documents, including a scanned paper form, an electronic form printed to PDF format, a Word document, or any type of electronic file you wish can be linked to the system
- Whatever types of HR documents you want can be scanned and linked to the system for long-term storage and easy retrieval
- Separate password protected access enables the system administrator to restrict access to information
- Manages benefits provided to each employee

Benefits:

- Reduces costs by providing quick and easy access to records and information
- Eliminates the cost of long-term storage of paper-based records
- Ensures all employees have received and returned company-specific HR documents

Instructions:

These instructions are to be used as a guide as you move through the software. Sample data is available in the system.

First, open SMART on your computer. You'll need to either ADD an employee or FIND an employee. Once you have entered or found the desired employee, click on the HR tab at the top of the screen.

Add An Employee:

1) From the Home Page, click on Employee List
2) Click on the "+" Plus sign at the top of the screen
3) Enter the General Information for the Employee. General information includes name, address, site, type of employee, photo, etc.

Find an Employee:

1) From the Home Page, click on Find an Employee
2) You will now be taken to a blank form in which you can specify your search criteria. Fill in just enough information to define the record you are looking for. Click the Continue button in the status area on the left side of the screen.

HR Checklists:

This section of the HR details is used to track a collection of checklist items that are important for communication between the company and the employee regarding basic HR issues. You can check the received and / or provided box and provide a date adjacent to each item, and you can put the most appropriate date on each line representing when that activity occurred. You can also add a note of any length to further document details of any specific item.

The checklist items themselves can be customized from the preferences screen. (Click on the preferences link just to the right of this help button). Once you set up the items, you should not change them, otherwise the related status and dates will reflect the wrong information. You can always add a checklist item (up to 20 items) and it will automatically appear on each employee's record in the same order.

Additional Information:

Enables you to add information for employee address, employee status, emergency contact information and employee separation information.

Benefits:

HR benefits is used to track the company benefit packages including when the employee became eligible, joined and withdrew from the various programs. It also can track Cobra compliance. You can also add a note of any length to further document details of any specific item.

The checklist items themselves can be changed from the preferences screen. (Click on the preferences link just to the right of this help button). Once you set up the items, you should not change them, otherwise the related status and dates will reflect the wrong information. You can always add a benefit item (up to 15 items) and it will automatically appear on each employee's record in the same order.

HR Events:

In this section of the HR detail screen you can record any number of human resource related events for the current employee. These events are tied to the employee by the system ID number, not the employee name or employee number.

You can click into the next available row and provide a date for the event, select an event type, and provide comments of any length.

Modify Event Types:

If the event type you want is not on the list, click into the Type field and select EDIT from the bottom of the list and you'll be able to add/modify the items which will appear the next time you request it.

EMBED or LINK a DOCUMENT:

Finally, if you wish to EMBED or LINK a document to this event record, simply right-click into the field below the camera and you'll be able to navigate to make those choices. Select INSERT OBJECT from the drop-down menu, then click on CREATE from FILE to navigate to an existing file which you have already created.

Report Preparation:

Select the Report button to get a listing of all HR Events for a single employee.