



EnterpriseIQ Workforce

Managing Your Employees

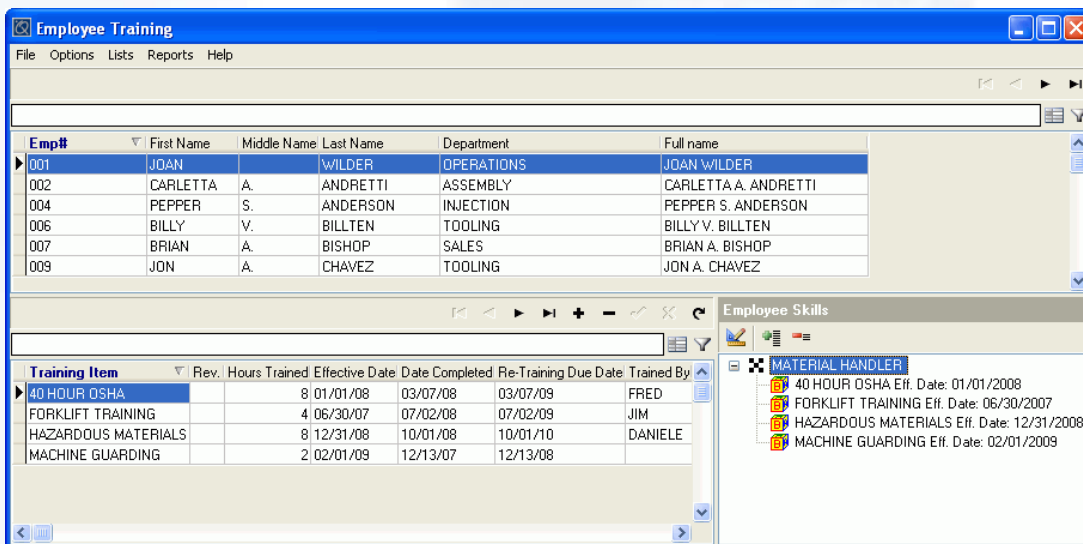
Improving Employee Management

The EnterpriseIQ Workforce module enhances your ability to more fully handle your most important assets: your employees. It provides all the tools necessary to manage human resource activities, including recruiting, benefits, training and injury/illness tracking. Employee performance, skill development, job postings and resumes are all easily accessed through the Workforce module. As with other EnterpriseIQ modules, Workforce provides seamless data flow between all ERP areas.

The Workforce module is more than just a listing of employees. Users can customize skill sets, training levels and job descriptions. Employee benefits and other human resources information is easily accessible. Applicant names and contact information can be added without affecting current employee listings. Attach resumes, reference, and offer correspondence then, when ready, convert to a full-time employee with a click of the mouse. The Workforce skill matching option will quickly show you employees or applicants best qualified to fill any position required. Workforce also streamlines injury/illness tracking and reporting.

BENEFITS

- Track employee training programs and skills
- Track injury and illnesses and generate OSHA 300, 300A & 301 reporting forms.
- Automatically receive notifications of expiring certifications
- Streamline and standardize the recruitment process
- Link directly to Payroll or Time & Attendance
- Eliminate redundant data entry by converting applicants to employees
- Quickly access resumes or other documents associated to an employee or applicant



Emp#	First Name	Middle Name	Last Name	Department	Full name
001	JOAN		WILDER	OPERATIONS	JOAN WILDER
002	CARLETTA	A.	ANDRETTI	ASSEMBLY	CARLETTA A. ANDRETTI
004	PEPPER	S.	ANDERSON	INJECTION	PEPPER S. ANDERSON
006	BILLY	V.	BILLTEN	TOOLING	BILLY V. BILLTEN
007	BRIAN	A.	BISHOP	SALES	BRIAN A. BISHOP
009	JON	A.	CHAVEZ	TOOLING	JON A. CHAVEZ

Training Item	Rev.	Hours Trained	Effective Date	Date Completed	Re-Training Due Date	Trained By
40 HOUR OSHA		8	01/01/08	03/07/08	03/07/09	FRED
FORKLIFT TRAINING		4	06/30/07	07/02/08	07/02/09	JIM
HAZARDOUS MATERIALS		8	12/31/08	10/01/08	10/01/10	DANIELE
MACHINE GUARDING		2	02/01/09	12/13/07	12/13/08	

Training Item	Eff. Date
40 HOUR OSHA	01/01/2008
FORKLIFT TRAINING	06/30/2007
HAZARDOUS MATERIALS	12/31/2008
MACHINE GUARDING	02/01/2009

"The Workforce module from EnterpriseIQ has provided us a quick and convenient option to track employee training and certifications—such as fork lift drivers. We can also document all aspects of a new job opening by linking resumes of applicants to their contact information."

-Tessy Plastics

Employees can be listed with corresponding customizable training items or skill levels, complete with effective and completion dates.

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Key Features

Training and Skill Tracking - Workforce provides the tools necessary to monitor staff development, including:

- Define and track skills assigned to job descriptions along with training requirements for each skill
- Manage job descriptions and corresponding training requirements assigned to each employee
- Track and manage specific training program course requirements, including documents
- Monitor employee training history with current job/skill requirements

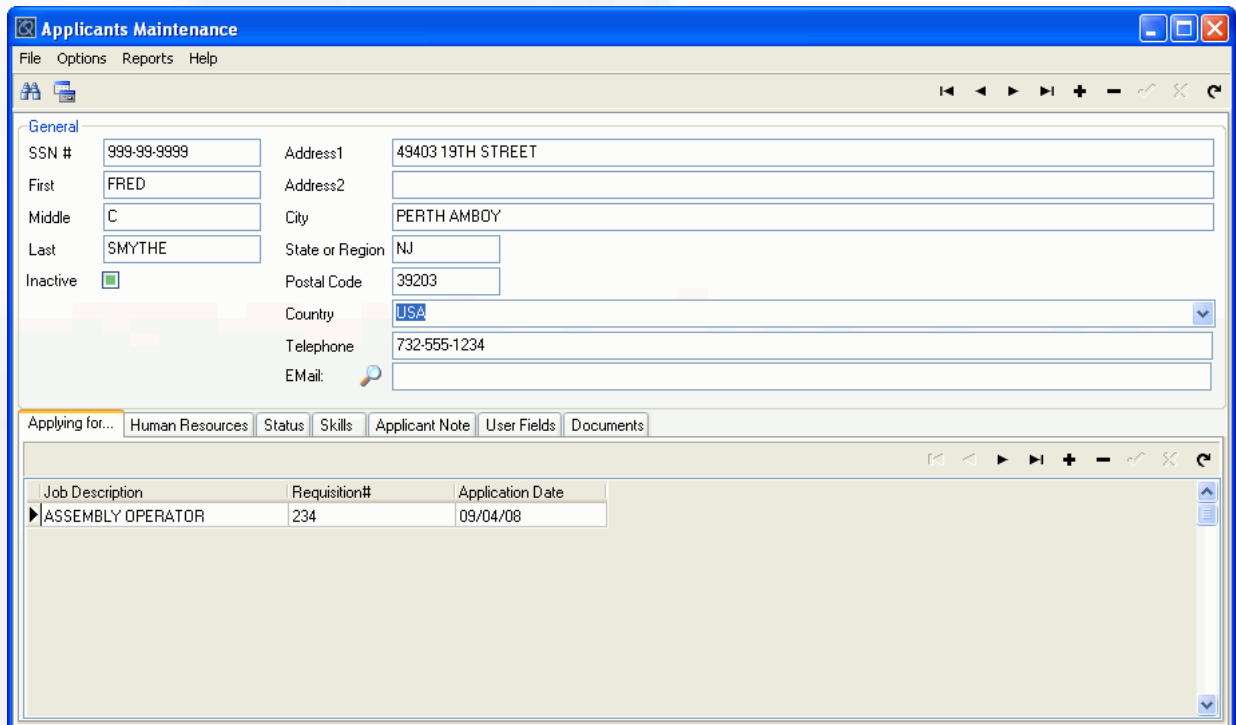
Recruiting/Applicant Tracking - Streamline and standardize management of the recruitment process.

- Quickly and easily track status of an applicant through the hiring process
- Store job interview notes and forms
- Perform skill queries to determine available candidates
- Track referral sources
- Associate a single applicant with multiple job requisitions
- Transfer applicant information to Payroll upon employment

Injury/Illness Tracking - Workforce module provides the capability to track injuries and illnesses including:

- Generating OSHA 300, 300A & 301 forms for reporting injuries and illnesses
- Tracking of lost days, injury locations, types classifications and costs
- Calculation of injury statistics and incident rates

Applicant information is segregated from employees data until you convert applicants to employees. This allows complete entry of resume information without the worry of over complicating your real employee list.



Job Description	Requisition#	Application Date
▶ ASSEMBLY OPERATOR	234	09/04/08