



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, references and offer correspondence and easily convert applicants to full-time employees 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 injuries 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 the Payroll or Time & Attendance modules
- Eliminate redundant data entry by converting applicants to employees
- Quickly access resumes or other documents associated with an employee or applicant

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

Emp#	First Name	Last Name	Middle Name	Department	Full name	Job Description
001	JOAN	WILDER		OPERATIONS	JOAN WILDER	ASSEMBLY
002	CARLETTA	ANDRETTI	A.	OPERATIONS	CARLETTA A. ANDRETTI	ASSEMBLY
004	PEPPER	ANDERSON	S.	ASSEMBLY1	PEPPER S. ANDERSON	ASSEMBLY
006	BILLY	BILLTEN	V.	TOOLING	BILLY V. BILLTEN	ASSEMBLY
007	BRIAN	BISHOP	A.	SALES	BRIAN A. BISHOP	SALESPERSON
009	JON	CHAMBERS	A.	TOOLING	JON A. CHAMBERS	ENGINEER
010	DIANE	CHEVRIN	A.	ASSEMBLY	DIANE A. CHEVRIN	ASSEMBLY
012	FRED	MERTZ		EXECUTIVE MANAGEMENT	FRED MERTZ	VICE PRESIDENT OPERATIONS

Re-Training D...	Training Item	Trained By	Hours Trained	Comment	Date Com
10/4/2012	HAZARDOUS MATERIALS	SID	7	PASSED NEW MSDS RE	10/4/2012
12/15/2011	40 HOUR OSHA	SID	2		6/15/2011
9/1/2011	FORKLIFT TRAINING	JIM	2	APPROVED	9/1/2010
10/1/2010	HAZARDOUS MATERIALS	DANIELE	8	ACED TRAINING	10/1/2000
7/2/2009	FORKLIFT TRAINING	JIM	4		7/2/2008

Document Description	Document Revision	Last Certified Revision	Status	Certif
Plant Photo.JPG	0.9	0.9	Certified	4/28
Ford_APQP.pdf	0.9	0.9	Certified	4/28

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

-Tessy Plastics

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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

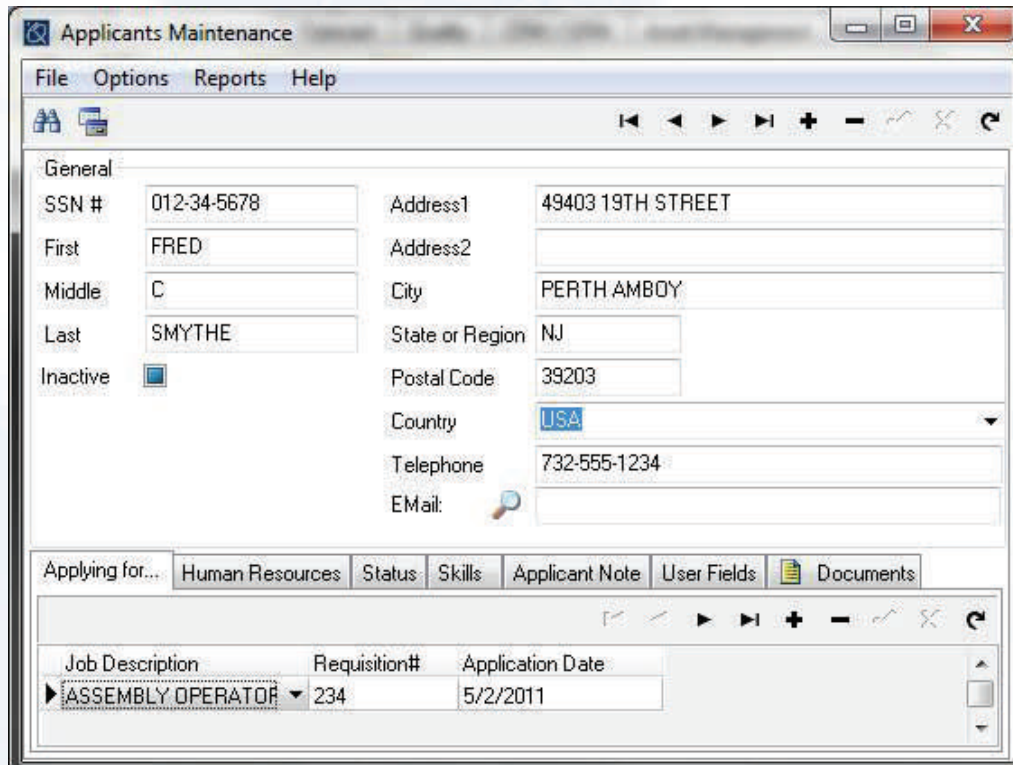
Recruiting/Applicant Tracking - Streamline and standardize management of the recruitment process.

- 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 employee 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	5/2/2011