



Manufacturing ERP

IQMS Workforce

Managing Your Employees

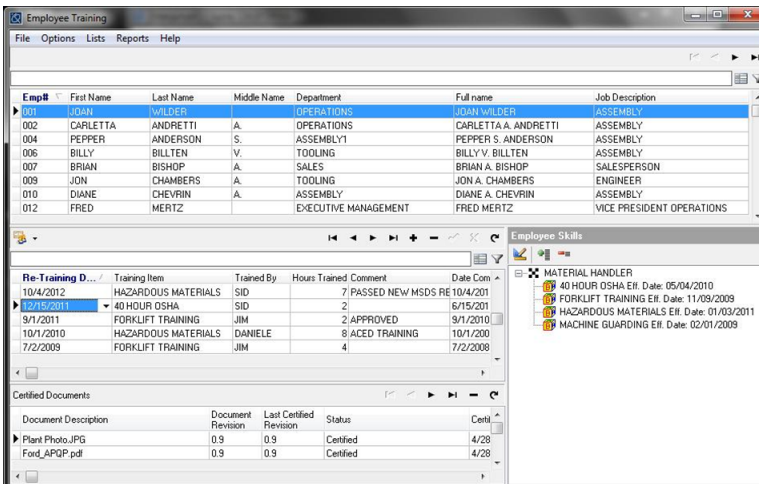
Improving Employee Management

The IQMS 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 IQMS 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.

“The Workforce module from IQMS 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

IQMS Workforce

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

Job Description	Requisition#	Application Date
ASSEMBLY OPERATOR	234	5/2/2011

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.