

ActivHR

Human Resources

Today's HR department faces more challenges than ever before. The HR manager needs to be more efficient and productive yet juggle more data. The Activity architecture lets you view, analyze, and report employee information in the myriad of ways that HR managers need.

Usability

Instead of having employee information in various systems and physical files, ActivHR is designed to give you "one-stop-shopping" on all of your employee data. With ActivHR fully integrated with ActivPR(Payroll) you can see all information pertaining to any employee from address and emergency contact to hiring date and W-4. You can also see scanned copies of important papers like applications and tax forms.

Flexibility

When dealing with the complexities of vacation pay, sick leave, jury duty, and other leave plans, you want the flexibility of choosing whatever schedule your company wants to use or even multiple schedules. With ActivHR you have the ability to have a simple accrual plan or multiple complex plans. Whatever you need can be achieved within ActivHR, no workarounds or side systems necessary.

Customizable

You determine what information your company needs to track for your employees and ActivHR can do it. Track Continuing Education Credits, training hours, reviews, background checks, and more.

If you need a system that is a framework instead of a box, you need ActivHR.

Employee Forms

- Position
- Pay Rate
- Attributes
- Job Category

Tracking

- Continuing Education Credits
- Training Hours
- Sick Leave
- Paid Time Off
- Employee Reviews
- Certifications
- Background Checks

Paperless Employee Records

The screenshot displays the 'Employee - "Sanchez" for Demo Casa Blanca, Inc.' window. It features a menu bar (File, Edit, View, Tools, Help) and a toolbar with icons for New, Read, Save, Report, Previous, and Next. The main area shows fields for Code (Sanchez) and Full Name (Christy L. Sanchez). Below are dropdown menus for Job Category (Sales) and Ethnic Origin (Hispanic). A table titled 'Attribute' shows '401K Enrollment' with a 'Location' field. Another table titled 'Item - 401K Enrollment' has columns for Date (6/1/2010), Description (Enrolled %), and Description (Enrolled with Percentage Deduction). A 'Positions' table shows Start Date (2/15/2010), End Date, Position (Sales), and Primary? (checkbox). A 'Pay Rate' table shows Effective Date (2/15/2010), Unit Of Pay (Sal), and Amount (48,000.00). The bottom of the window has a tabbed interface with 'Employee' selected, and other tabs include Statures, Calculations, Disbursement, HR, Seniority & Leave, Data Links, Records, Contacts, Checks, Group Totals, Time Sheets, and Other. An 'Edit' button is visible at the bottom left.



Seniority and Leave Plans

Vacation pay, sick leave, jury duty, and bereavement pay are just some of the amenities offered by employers. The tracking of usage and accruals of these amenities often do not relate directly to the employee payment cycles. ActivHR has a special subsystem for creating almost any imaginable plan for accounting for leave. Accruals can be simple (using number of years employed) or complex (service months based on minimum hours worked per month).

This system can also be used to account for training hours, continuing education credits (CE), and other time based employee related information.

Reporting

Specific reports for the EEO requirements and other governmental regulations are provided. Additionally there is a reporting subsystem using specially written extensions to Excel that allows the interfacing of spreadsheets directly into the ActivHR and ActivPR data.

Employee Notes

All companies keep a myriad of data on each employee or prospective employee. However, every company wants to define its own database of information. Employee "notes" are a unique solution to the problem of classifying data to be associated with employees. Every company using ActivHR will define a series of "note types" such as W-4, employee reviews, background checks, certifications, resumes, NDA, resignation/termination documents, etc. The notes associated with each of these note types are thus the electronic filing cabinets which contain the data. Scanned images, electronic documents, and messages are thus systematically maintained for all employees and prospective employees.

One of the unique features of notes is the ability to quickly determine missing information. A typical scenario is to locate all employees that do NOT have a particular note associated with their records. For example, you can query the system to list all employees that do not have a W-4 on file or all prospective employees for a particular job that do not have a background check completed.

Follow-up dates are also attached to each specific note and can be used as reminders for reviews, raises, and disciplinary actions.

