

Introducing.....

# MBA Human Resources plus

The **MBA Human Resources** application is ideal for both large and small organizations requiring a pro-active approach to the management of employees' records. HR Directors and staff are responsible for overseeing a variety of data affecting their companies' employees, HR Policies/Procedures, Company Policies/Procedures and a myriad of government mandated reporting. Supervision and maintenance of each of the facets of a good Human Resources department can be very labor intensive. The **MBA Human Resources** application is designed to assist the Human Resources Department to quickly and efficiently provide support for any size organization.

The **MBA Human Resources** application is a stand alone package with an optional interface to other packages such as the **MBA Series 3 Payroll**, or the **ClockOut365** - An Employee Time Clock management system.

Unlike many of its competitors, the **MBA Human Resources System** resides on the company's computer where they have access and control to the data at their own discretion. Shown below are some of the major features of the Basic **MBA Human Resources System**.

## COMPANY INFORMATION

The **MBA Human Resources** package is designed to track various HR functions within the company. The list on the right of the screen shows some of the variety of information that the HR Department is responsible for tracking. Below is a small list of the different types of company information essential to the functioning of the HR Department.

- Information on branches, departments, and Locations of the company employees.
- Maintenance of employee Job Categories and Job Descriptions.
- Tracking of Employee Absences and approved time off according to company policies and procedures.
- Tracking of Company training programs.
- Employee Benefits and information about these benefits, such as company H&A Policies, Life Insurance and the wide variety of other benefit programs.

Adding Company (New)

Name: Penatek Manufacturing Incorporated  
Address Line 1: 6830 E Business Loop 20  
Address Line 2:  
City: Odessa  
State: TX  
Zip Code: 79762  
Telephone: (432) 368-0888  
Fax:  
Contact 1: Karl Painter  
Contact 2:  
 Pay Grade  Position Control  
Performance Update Period: Month(s)  
Attendance/Benefit Update Period: Month(s)

Company  
Branches  
Departments  
Policies  
Locations  
Team  
Pay Grades  
Job Categories  
Job Descriptions  
Absences  
Time Off  
Employees  
More

Accept Cancel

## EMPLOYEE INFORMATION

HR Directors must track a myriad of data about their company's employees. This data could include:

- Personal Data
- Employee Relative Data
- Current Employment Data
- Payroll Data
- Education Data
- Licensing Data
- Employee Time Sheets
- Performance Reviews
- Comments about the employees
- And more.....

Adding Employee (New) (New Employee for Permian Basin Rehab Center)

Name: Mr. Karl V. Painter  
Name Sort: Painter, Karl V.  
Mailing Name: Mr. Karl V. Painter  
Employee Address: Mr. Karl V. Painter, 5865 Arahapo, Dallas, TX 79764  
Contact Information: Home, 5555536405

Employee  
Personal  
Employment  
Pay Data  
Education  
Licenses  
Relatives  
Comments  
Performance  
Time Sheets  
Benefits  
Custom

Accept Cancel

For every employee in your company, the HR system will track as much or as little information as required. The **MBA Human Resources** is perfect if the company has professional staff like lawyers, doctors, or any other profession that needs a license to operate. The **MBA Human Resources** not only tracks the license number, but can alert you when it's due for renewal.

For those companies that require expanded capabilities, the **MBA Human Resources System** can assist with the more complex problems of the HR Department. There are a number of add-on packages designed to assist the Human Resources be more productive.

## **ADD-ON MODULES FOR THE BASIC HR SYSTEM**

### **Interface with MBA Payroll System**

The **MBA Human Resources System** is fully integrated with the MBA Payroll System. This interface extracts pertinent information from the Payroll and updates the HR information. As an alternative, the HR data can be updated to the Payroll system on request from the customer.

### **Interface with ClockOUT365 - An Employee Time Clock management system**

ClockOUT365 is a fully functional time clock system using either an external time clock to record employees time or an internal computer based time clock system. In addition, the ClockOUT365 system has a fully functional job costing system for use in any type of business environment that requires tracking of employees' time against specific jobs or functions.

### **Policies & Procedures**

Maintenance of either the Company Policies and Procedures manual or the employees Policies and Procedures manual can be very labor intensive. Not so with the **MBA Human Resources System!** The various sections are easy to navigate and maintain with easy navigation to the specific section desired. If you have an existing manual, then just point to the document and the system recall specific section for easy edit. Maintenance, update and printing of employee handbook can be difficult for many HR departments, especially if they are required by local law. This task is simplified by the **MBA Human Resources System**.

### **Job Descriptions**

A complete Job Description for each position is essential to a well managed business. The **MBA Human Resources System** provides the ability to not only track employees by job description, but update job descriptions for a number of employees. The Job Description system permits the HR department to prepare full job descriptions, including the following functions:

- i. Job Title
- ii. Basic Job Description
- iii. Essential Duties and Responsibilities
- iv. Supervisory Responsibilities
- v. Qualifications Requirements for the Job
- vi. Description of Interpersonal Relationships Required
- vii. Work Environment and conditions
- viii. AND many more....

In-addition, the Job Description add-on feature also works with the **MBA Human Resources System** position control module.

### **Position Control**

The Position Control add-on is designed for those organizations that control their budgets with specific jobs or for governmental and pseudo-governmental organization with an appropriation cost control system. The HR System position control links associating specific employees with a specific position within the organization. The Position Control tracks the following information:

- i. Position ID
- ii. Position Description – This would be similar to the Job Description but not exactly the same
- iii. ID of the Employee filling the position

- iv. Type of pay – Hourly, Salary
- v. Range of Annual Position Budget amount (Low and High)
- vi. Department the Budget Position is assigned to as opposed to the actual department the employee is working in

### **Goals/Objective and Performance Evaluations**

The expanded Goals and Objectives and Performance Evaluations add-on package is designed to assist managers with the definition of specific goal and objectives that they expect the employees to meet, and the evaluation criteria that will be used to evaluate their performance. This is an expansion of the simple performance portion of the standard system, and permits the ranking of all employees within a Job Type, Location, Department, or other grouping to be ranked for merit increases. This add-on module is also linked to the Position Control package which can give supervisors guidance in the size of the merit increases permitted under the budget.

### **Document Scanning**

This add-on package provides the ability for the HR Department to file all of its documents, both company documents such as H&A Insurance Contracts, Legal Opinions, etc and employee documents on the computer in a paperless form. This permits the easy retrieval and security for the documents without the labor intensive operation of maintaining separate files.

### **Automatic Employee Benefit Calculations**

This package provides add-on package automatically calculates and accrues the employees time benefits according to the Benefits Parameters entered in the Company Information/Time off Benefits section. In addition the package provides a complete accounting of all benefits that employees are eligible to receive as well as tickler reminders for action dates associated with the benefits.

### **Company Staffing Charts**

This Add-on provides an organization chart using several different approaches:

- A chart of the company beginning with the most senior person on file and then listing the employees by Branch, Department, and Team
- A chart of the company beginning with the most senior person on file and then listing the employees according to the department (regardless of Branch) and the position filled

### **Applicant Tracking**

The Applicant Tracking add-on module for the Basic HR System addresses two distinct problems. One module will track statistical information on the applicants applying for employment. This statistical tracking is often required for companies involved with some government contracts or applying for foreign workers under a temporary work permit.

- Applicant Tracking Information
  - i. Name of Applicant (First & Last in Separate fields)
  - ii. Date of Application
  - iii. Position applied for (Job Description)
  - iv. How the applicant learned of the position
  - v. Is the applicant authorized for work by any US Employer
  - vi. IF the Facility is Qualified
  - vii. Applicants Place of Residence
  - viii. Applicants Phone Number

Depending on the requirements of the specific company, not all of the fields will be required; however this file can provide the pertinent information for most government programs

- The second part of the application will be tied to the Scanning Add-on package. If the company operating the HR package has the scanner application, then they should have the capability to scan the full application into the system and tie that application to the above tracking record.
- A third use for this package is to recall all of the applicants for a specific position, and transmit the application electronically to the person doing the hiring for their review. As part to this, there should be some tracking mechanism to record when the application was transmitted out and the position filled. The system should then have the capacity to print a listing of all of the potential jobs that the applicant was reviewed for.

## **Form I-9 Services**

The MBA Human Resources System can be linked to law firms providing comprehensive services to assist clients with Form I-9 (compliance, record-keeping and verification requirements). This is an outside legal comprehensive immigration service provided by an independent law firm.