



## Make HR Work for you...

Information is central to managing your success. Evolution HR module allows you to expand your employee information database. With Evolution HR you can efficiently manage, pay and retain your employees.

### EVOLUTION® HR HIGHLIGHTS

**Integration** is a key element to building and maintaining a reliable HRIS. Payroll and HR share one common database, eliminating duplicate entry or imports.

**Comprehensive** tracking of employee personal information, performance reviews, benefits, skills, injuries and much more.

**Ability to attach documents** (scanned and electronic) to applicants and employees within your HR database.

**Customized tools** designed to help mid-sized companies, in any industry, stay on top of vital HR record keeping, and comply with governmental reporting requirements.

**Extensive Applicant tracking** capabilities provide the HR professional with the ability to track applicant skills and interview data, and maintain a database of prospective employees.

**Evolution® Report Writer** is integrated into the Payroll and HR system, eliminating the need for a third-party report writer. This powerful tool provides secure access to all of your employee and applicant information and allows you to customize reports and file outputs.

**Extensive employee information** at your fingertips makes Evolution® HR a valued and labor-saving management tool for your company!

### Client and Company Tables Include:

- Skills
- Schools
- Attendance
- Performance Reviews
- Car

### Applicant Tracking Tables:

- Applicant
- Transportation Information
- Military Information
- Desired Position and Salary
- Education Level
- Referral, Recruiter
- Contact Information
- Multiple Interview Notes
- Education
- Disabilities
- Skills

### Employee HR Tables:

- Attendance
- Performance Ratings
- Training
- Disabilities
- Injury Tracking
- Cobra Administration
- Education
- Skills
- Emergency Contacts
- Benefits / Dependent Benefits
- Transportation Information
- Company Property Tracking
- Company Property Information
- Recruiters / Referrals
- Salary Grades
- Supervisors

### HR Standard Reports:

- HR EE Emergency Contact report
- HR EEO Ethnic ID Report
- HR EEO Standard Report
- HR EEO-1 Report
- HR EEO-4 Headcount Report
- HR OSHA 300 Report
- HR OSHA 301 Report
- HR OSHA 300A Report
- HR OSHA Injury Report by Home Dept.
- HR OSHA Injury Report by Cost
- HR OSHA Report by Body Part Code
- HR OSHA Report by Status Code
- HR Veteran Report
- HR Personnel Report
- HR Workers Comp Code Report
- HR Employee Review Report
- HR Mailing Labels
- HR Active Employee Report
- HR Alert Report
- HR Applicant Alert
- Employee Benefit Statement
- HR OSHA Report by Injury Code