



## *Human Resources System*

### *Product Definition*

The Human Resource System handles all aspects of reporting and processing of personnel information. Base information is integrated from the Paymate payroll system to eliminate duplicate entry.

### *ACS Solution*

ACS provides an integrated suite of financial systems for county and city government. Our Human Resources System performs all required personnel reporting and provides the following benefits:

- ◆ *Position control processing*
- ◆ *Applicant tracking*
- ◆ *Job examination processing with employee interface*
- ◆ *COBRA benefits tracking*



### *Benefits of ACS*

ACS is one of the largest providers of government software in the nation with nearly 200 office locations nationwide. We have been in the business of helping government help people for nearly 30 years. ACS has an in-depth understanding of the government arena and the requirements that must be fulfilled for public servants to faithfully meet the demands of their professions. We have delivered financial systems to more than 400 government clients. The Human Resources System improves data flow with the integration of the Paymate payroll software.

### *Important Features*

- ◆ *Detailed employee master information database*
- ◆ *Employer property tracking by employee*
- ◆ *EEOC processing reporting functions*
- ◆ *Civil Service Record reporting*
- ◆ *Employee activity tracking for advancement*

*Our system allows you to track the information that matters to your organization.*

# Human Resource System

## Product Functions and Specifications

<b>Position Control</b>	Sorts by department, position number or position description • On-line inquiry • User and table driven for defined elements • Drill down to employee records from the control screen • On-screen look up for defined elements • Allows encumbrance processing of positions • Search menus available to locate by number or department • Integrates step and grade scales • Updating or adding of new records on-line/ real time update	<b>Master Record</b>	Multiple system defined and user defined information fields • On-screen look up of table values • Detail descriptions of civil service information • Detail drill down to position control record for employee • Memo and notes open fields • Dependants screen • Current insurance information • Past employment narrative field • Formal employee training tracking • Grievance information fields • Complete education recording
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Human Resource</li> <li>• Grievance • Training • Examination</li> <li>• Applicant • Roster Record</li> <li>• Position Master • Longevity Listing</li> <li>• Eligibility Listing • Retiree/ COBRA</li> <li>• Exam Schedule • Vacant Position</li> <li>• Appointment Type • Renewal Training</li> <li>• Master Table</li> </ul>	<b>COBRA and Exam Tracking</b>	On-screen selection of employer exams by number, date or name • Displays of employees scores linked to certificate eligibility • Descriptions of location of exam and dates • COBRA includes on line detail of insurance carrier and detail of coverage • Dependant information • Date of extended coverage • Real time update • Look up fields for user defined tables
<b>Applicant Tracking</b>	Integrates exam information with applicant/employee record • On-screen value look-up of user defined tables • Tracking for certificates of eligibility • Freeform remarks and notes area	<b>Employer Property Reporting</b>	Keeps on-line inventory of employer issued property • Date and serial number tracking • Sorting by type and employee number • On-line look-up by user types
<b>Integration</b>	Integrated with the ACS Paymate payroll software package to reduce multiple entry in each system • Function keys and icons available on all screens • Selective sort options for all reporting • Ease of use table updates for user defined data • Security options to allow inquiry only for selected users		

## Features/Services Available

- ◆ Customization
- ◆ On-site installation and training
- ◆ Maintenance program
- ◆ Toll-free telephone and modem support

## Technical Facts

- ◆ Platforms/OS: IBM AS/400
- ◆ Windows NT compatible
- ◆ Database compatibility
- ◆ Other software compatibility



Corporate Headquarters • 2828 North Haskell Avenue • Dallas, TX 75204 • [www.acs-inc.com](http://www.acs-inc.com)  
 Government Information Services • 2901 Third Street South • Waite Park, MN 56387

**(800) 800-8235**