

Position Control



All personnel and payroll information is integrated into one database in the HRS, eliminating redundant input. A single source of personnel and payroll information is provided, allowing the user to maintain and report all related information in a timely, effective manner.

The Position Control system allows you to track position history by position and by employee. Standard or default position information such as the employee type, location, earn code, salary range and

standard benefits and deductions can be established for each position thus reducing the amount of data input required when new employees are hired. New employees can be added or existing employee positions can be changed as of a future date without affecting current payroll information.

The Position Control data interfaces with Budget Preparation and Salary Administration to calculate cost based on total approved positions.

HIGHLIGHTS:

- Isolate personnel data entry from payroll data entry
- Standard or default fields to reduce data entry when adding new employees
- Reports to monitor and control staffing, report vacancies and over staffing
- Track employee position history and position staffing history
- Organize staffing needs by defining job or position requirements
- Track employees, maintain budgets, and track assigned employees against those budgets
- Define the qualifications and criteria for a position
- Define preliminary position and job budgets for future planning
- Position can have primary and secondary jobs (i.e. coaching as a secondary)
- Tracks original budgeted FTE as well as budget adjustments throughout the year
- Analyze position budget changes including salary, account, benefits and FTE impact
- Make data driven decisions based on actual remaining budget amounts for the position

Salary Administration System

The Salary Administration System interfaces with the HRS to assist with all aspects of the salary administration process. The system automatically imports employee information from the HRS, generates employee placements on new schedules, updates the salaries and will also automatically update employee placements and salaries in the HRS database. The system accommodates different schedules which can be annual, daily, hourly, or pay cycle based. Many features of the system are on-line, allowing the system to be used interactively.

HIGHLIGHTS:

- > Tool used to project and administer modifications to salary schedule plans
- > System interfaces with **alio**™ HRS/Payroll system and data may be downloaded from the HRS system into the Salary Administration System
- > Results of salary administration process may be uploaded from the Salary Administration Systems back into the **alio** HRS system
- > Provides the capability to maintain basic HRS data such as: employee data, earnings, deductions/benefits, and account distribution
- > Provides ability to establish and maintain multiple salary schedules and each individual schedule may have its own specific set of steps and levels
- > Projections of: schedule amount, contract amount, salary rate, daily rate, hourly rate
- > Uses FTE associated with employee's earnings
- > Each individual schedule has provisions to maintain: effective date, first and last valid step, last level, contract days, no. of pay periods, standard hours/day, provides special definitions for longevity parameters
- > Provides ability to control employee advancement on an individual employee basis
- > For projection purposes schedules may be combined into one larger schedule
- > Detail schedule amounts may be calculated from a base and step/level indexes



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