SMART Human Resources Manager[©]

The SMART HR Manager is an affordable, easy-to-use software solution that provides HR and Safety Managers with quick and easy access to all of their human resource records and information.

The system operates in single user mode or can be configured for multi-user, client-server operation. SMART is available for both PC and MAC operating systems.

Key Capabilities:

- Stores employee contact, compensation history and benefit information
- Provides a summary of all HR related information and status on one scrollable screen for ease of use
- Documents and forms can be linked to the employee record for storage, easy access and viewing
- Provides uniform checklist to ensure all required forms are provided and completed
- All types of documents including a scanned paper form, an electronic form printed to PDF format, a Word document, or any type of electronic file you wish can be linked to the system
- Separate password protected access enables the system administrator to restrict access to information
- Manages benefits provided to each employee
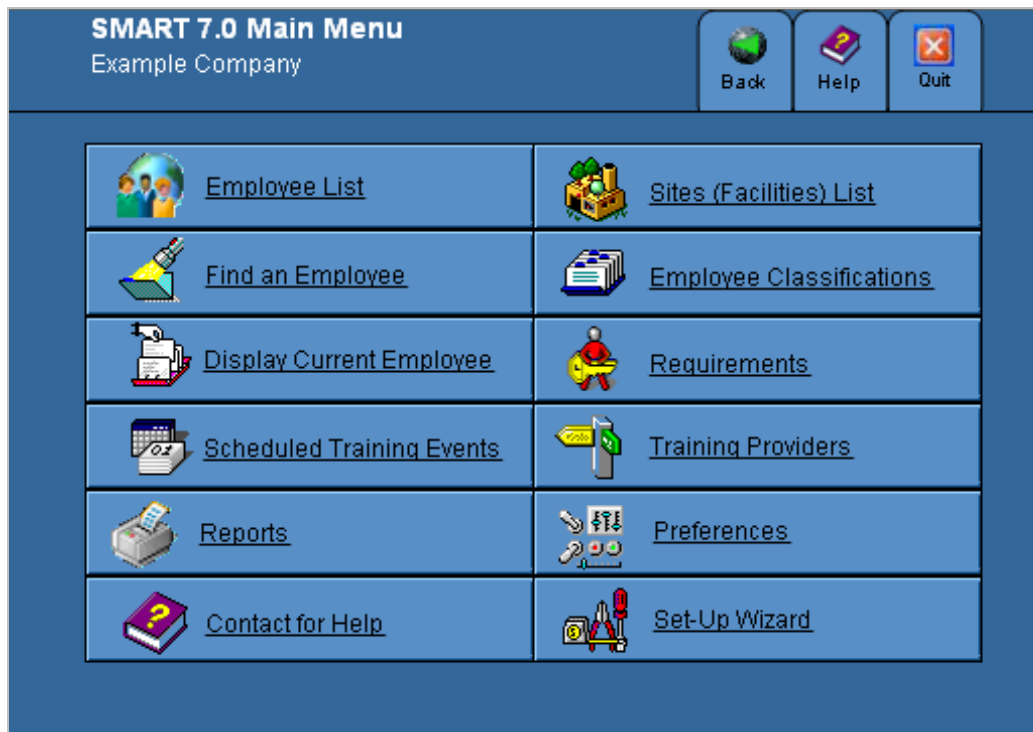
Benefits:

- Reduces costs by providing quick and easy access to records and information
- Eliminates the cost for long-term storage of paper-based records
- Ensures all employees have received and returned company specific HR documents

HOW IT WORKS

Getting Started

The system starts with the Main Menu. Simply click on the task you want to perform or information you want to view. For instructions, simply click on the help link and screen specific help will appear in a pop-up window. To access employee HR records, simply click on

Employee List to view a list of all employees, or Find for a specific person.

Security

To prevent unauthorized personnel from viewing records, the HR module can be password protected. If all three modules are used in conjunction, the HR module can still be password protected while the Training and Health and Safety Module information can be available to others.

Provides uniform checklist of required documents/forms for all employees

A company standard HR checklist can be established during the system setup. The system verifies that each document was issued and received. Then for each employee, you can update the status and dates for each of these items and track dates and add notes as appropriate.

All information for each employee is included on a single screen. You simply scroll down the employee's information page to view subsequent sections. The File-Print command will generate a report showing all the employee information.

Keep track of current and past addresses

The HR screen can track up to three addresses for each employee with one marked as the active or current address.

Current	Date	Address	City	State	Zip	Phone
● Yes	4/4/2005	425 San Pablo Ave.	San Lorenzo	CA	94234	510-432-6767
○ Yes						
○ Yes						

Keep track of employee status

Use the status section of the screen to keep track of employment status, including hire date, benefits start date, social security number, and number of dependents.

Status	Hire Date	Benefits Start	SS #	Gender	No.Dependents
○ Part-time ● Full-time ○ Temporary ○ Educational Co-op	3/15/1994	6/15/1994	128-43-2334	● Male ○ Female	2
	DOB				
	4/16/1964				

Store Emergency Contact Information

Keep up to two lines of emergency contact information for each employee.

Emergency Contacts

Name(s)	City	State	Zip	Daytime Phone	Nighttime Phone
Floe & Urnest Fellows	Union City	MO	46512	267-783-1646	same

Record Separation and COBRA Health Insurance Information

When an employee leaves the firm or organization, record their reason for departure, date, and enter any notes that are appropriate to document the situation.

Separation Record

	Separation Date	Separation Reason
○ Resignation ○ Discharge ○ Layoff ○ Other		
		Separation Notes

Cobra Compliance

Benefit Ending Dates

Employer		🖩	cobra qualifying event	
COBRA		🖩		
Employee notified		🖩		
Employee has	○ Accepted ○ Rejected ○ No Response			

Record critical dates and notes for benefits

You can easily set up the standard benefit items using the Preferences button, then begin to populate the dates as they are appropriate for each employee. Notes can be any length you like. The display field will expand to display the full note when clicked.

Benefit(s)	Date Eligible	Date Joined	Withdrawn	Note(s)
Life Insurance	6/15/1994	1/2/2000		$250,000 level
Medical Insurance Self	6/15/1994	6/15/1994		
Medical Insurance Dependent	6/15/1994	8/14/2000		
AD&D Self	6/1/2002	6/1/2002		
AD&D Dependent				
Dental Self	6/15/1994	6/15/1994		
Dental- Dependent	6/15/1994	1/2/1999		
Pension Plan				
401(k)/403(b) Plan	6/15/1994	6/15/1994		
ESOP Plan	1/1/1996	1/1/1996		at plan inception

Benefits   help   Preferences

Benefit Notes - General

Link any type of electronic document or form and record comments

This is the most flexible and dynamic portion of the HR module. You can log any type of event for each employee. The event type drop-down list is user definable. The convenient calendar pop-up tool allows you to pick a date off of a scrollable calendar and paste it into the current record. You can write a note of any length for the event, or you can pull-down the insert menu under the camera icon and embed or link any type of electronic document. This can be a scanned paper form, an electronic form printed to PDF format, a Word document, or any type of electronic file you wish to link.

HR Events	Report	help		
Date	**Event Type**	**Comments**		
4/4/2005	Vacation Taken	4/1/2005-4/5/2005 - approved by MU		
3/29/2005	Equipment Issued	Sedan - Ford Escort 2003 (23,000 miles)		
2/16/2005	Performance Appraisal	see attached file		

To learn more visit the EcoLogic Systems web site at
www.ecologicsystems.com **or call 1-800-223-0609.**