

HUMAN RESOURCES MANAGEMENT

The Human Resources module lets you break down, by job description and requirements, the different departments that make up your company. It allows you to search your staff database to identify the particular skills your personnel have to fill the qualifications needed for the available position. It shows the prospective job applicant what the position entails and what skills are necessary to do the job.

The actual job description information is created using Microsoft Word with the name of the document being the job description code used by Empire. It describes in detail what the position requires and the job skills necessary to do the job as well as starting salary range and any other pertinent information required for the position.

The Human Resources module will let you do the following:

- ❖ Create a job description titles list using the program 'JD'. (Enter the different job descriptions titles as the document names you created in Microsoft Word). The program 'SJD' displays on screen the job descriptions list you created.
- ❖ Using the program 'KS' create a list of skill sets with descriptions of the skill. The program 'SKS' displays on screen, the current list of skill sets.
- ❖ Used in the payroll module only, the program 'EB' lets you display, create and/or modify, an employee's biography showing their education, skill sets they possess, last evaluation, and any comments.
- ❖ Using the program, 'ESS', you can display on screen, or print, a list of employees that have the specific skill set or skill sets needed for a particular job position.