

# IMS-HR

## Human Resources

IMS-HR is a powerful tool for managing critical employee information. It is ideal for businesses of any size. It stores employee data that is essential to the company and required by the government. Electronically organised data allows for easy filing, retrieval, analysis and reporting. It integrates with Third Party software such as Arrow Financials.



Features	Benefits
Built on Microsoft Access™.	Powerful and fully functional Optimizes sharing between MS Office applications
Developed by users of HR databases	Translates data into meaningful information
Powerful reports with multiple selection criteria.	Easy to use; minimal training time; long term technical path
Integrates fully with Microsoft Office XP™ (Word™, Excel™, etc.)	Increased productivity for the HR staff
Ability to quickly search, sort, and filter employee data	Saves time and resources while boosting efficiency
Integrates with Third Party software such as Arrow Financials Payroll.	Practical and ready to use  Eliminates dual data-entry

## Other Features of IMS-HR

- Practically unlimited personnel history, employee qualification, and benefit plan records.
- Send reports using electronic mail.
- Tight integration with Microsoft® Office provides immediate transfer of information into Microsoft Word documents and Microsoft Excel spreadsheets, graphs and tables, making it easy for you to view and analyse data for strategic, on-the-spot decision making.
- Multi-user/multi-level security capability.
- Includes many validation tables to expedite data entry and help ensure data integrity.
- Reports to remind the IMS-HR user of important events and dates, such as license expiration dates, performance review dates, probation review etc.

Version 1 of IMS-HR includes the following modules with more being planned to be progressively added in following releases.

### Employee Details

Contains information from Arrow Financials as well as details on licenses, professional memberships, next of kin, probation management, and a photograph, etc.

### Grievances

Manages grievances and notes the type, follow-up actions and date.

### Commendations

Reports on commendations issued to staff. It includes fields like the type of commendation, date, who recommended it and who presented it.

### Salary Review

Stores and reports on Pay Type, Date, Reviewed by, Effective Date, Next Review, Standard Hours per Week, Annual Salary, Salary Sacrifice Super, and Occupational Super, etc.

### Leave History

Manages and reports on leave history and planning. It also keeps workers compensation records.

### Incident Management

Incident Management is essentially aimed at:

- Documenting an incident event
- Documenting the follow-up action required and those responsible to carry out such action.
- Providing incident follow-up measures, so to ensure all incidents are investigated.
- Providing incident cause analysis measures.
- Providing incident Statistics measurements.
- Keep Management informed on performance and trends.
- Providing Risk Rating and Risk Management Solutions.
- Keep information on the investigation of the incident.
- Manage any corrective action and follow-up required.

### Medical Management

The medical management module keeps tracks of required medicals and follow-ups required and the details of the doctors and medical practice.

### Qualifications

Reports information on the type, dates, length of validity, issuing authority and funding of staff qualifications.

### Training Management

The training management module tracks the required training and re-training of staff and tracks information on both internal and external courses.

All modules have a comments field that is unlimited in size allowing you to make any extra notes.

