

HUMAN RESOURCES

Easily Manage Employee Information

- Dependants
- Emergency Contact
- Education History
- Skills
- Events
 - Physicals
 - Due Date
 - Start Date
 - Event Complete (date)
 - Others

Evaluations

Information specific to job/position:

- Evaluation Date
- Evaluator
- Start Date
- Termination Date
- Termination Code
- Next Evaluation Date
- Benefits Eligibility Date
- Probation End Date
- Extensive Notes Fields

COBRA

- Qualifying Event Pick List
- Qualifying Date
- Acceptance Date
- Deadline Date
- Start Date
- Expiration Date
- Unlimited Election Period
- Unlimited COBRA Participants Events Notes Field

Insurance Benefit Amount

Automatically provided by **PAYROLL** in concise display.

Total **PAYROLL** Interface

Eliminates double data entry. Instantly updates shared files modified in **HUMAN RESOURCES** and **PAYROLL**.

Picked-List-Driven Data Fields

To ensure consistent data entry and reporting, key data fields accept only predefined values.

HUMAN RESOURCES enables you to selectively tailor reports. Choose from a large selection of built-in variations, all can be previewed on screen, sent to a file, printer, or emailed to any number of recipients. Create your own simple reports using the built-in report writer.

- Certifications
- COBRA Election Period Information
- COBRA Participant Information
- Dependant Information
- Education
- Evaluation Next Dates
- Evaluations
- Events
- Insurance Benefit Amount
- Skills

1-800-353-8829

sales@blackmountainsoftware.com