



Employee Management System In-Service Tracking

One of our more popular EMS modules, In-Service Tracking assists you in managing regulatory and internal policy mandated training requirements.

“Training Needed” and “Training Attended” data sorts allow you to quickly see areas of concern. You may also generate training sign-in sheets.

Each in-service record is individually configured by the facility so that you monitor the types of information that are important to your facility. These records are also available when viewing the employee demographics screen.

General Features:

- User configured categories track facility and NYS mandated in-services. Flag whether the in-service is mandatory or non-mandatory based upon facility protocol.
- In-services can be assigned via individual employee, position, or department.
- Import data file from badge swipes to quickly assign employees to an in-service.
- Track mandated and facility specific licensure renewals and expirations.
- Produce reports between any two given dates by employee, department, or all training including active and/or inactive staff.
- Produce an “Hours Needed” report between user-specified dates to comply with regulatory requirements.

Name	Position / History	Time	Benefits 1	Family	Schedule	Inservice	Notes	HR 2
GUHDE, ROBERT								
12345		ACTD		Hire: 08/22/2003				
Inservice Information								
Category	Topic	Title	Start	End	Len	Mand.		
CERTIFICATION	CPR	LEARNING CPR	02/15/2005	02/15/2005	0	F		
ELAINE'S TRAINING	MSDS REGULATIONS	MSDS REFERENCE GUIDE	11/03/2004	1/1	30	F		
CERTIFICATION	CPR	LEARNING CPR	08/01/2004	1/1	0	F		
USER GROUP MEETING	HIPAA COMPLIANCE		07/13/2004	1/1	30	T		

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Important Links:

Links with the basic demographic data so that you may quickly review the records of an employee in a single screen.

User-defined so that you may monitor the types of data that are important to your facility.