Employee Management System Overview

The Employee Management System (EMS) provides a complete information system for your employees. It can be used as a "stand alone" employee tracking system or it can be integrated with other P&NP software such as Payroll. Unlike "off the shelf" human resource software that requires extensive setup time for nursing home use, EMS was specifically designed for nursing homes. All aspects of the system, *especially staff scheduling*, address the special clinical needs of nursing homes. EMS has the capability to do true "future" staff scheduling without changing the existing schedules.

The Employee Management System is a modular system. Its core is the Employee Demographic Module. Once entered, all demographic and historical data are available to the Employee Health, Staff Scheduling, In-service Tracking, Time Clock System, and Payroll modules. You may either buy just the modules you need or the entire package.

Standard Utilities:

- Fileuse. A utility that lets system administrators see who is currently logged into the system. Notifications can then be sent, i.e. for the need to shut down prior to a generator test. Has the ability to send a message to an individual user or to all users logged into EMS.
- Custom Reports. The user can configure and save, on their individual menu, any reports they desire with our custom report generator. If a special report is needed it is available at your fingertips.
- Password Module. You control access with up to five levels of access--ranging from read/write to read only to no access at all. It may be set to individual departments or nursing units.

General Features:

- A comprehensive, expandable system that supports multiple companies at once.
- Contains a Document Management and Imaging system for storing either digital photographs or scanned images that can be stored in each employee's record.
- Allows for many report configurations which can be previewed on the screen, printed, saved to a file or exported into a spreadsheet or word processing application.
- Configuring units, positions, training events, tracking employee health, etc. is quick and easy.
- Allows an employee to be assigned to multiple positions and jobs to accommodate all facility staffing requirements.
- Maintain historical records of all employee transactions (example: leaves of absence, in-service programs, employee health, license renewals, family data, accident and incident, etc).
- Default selection screens list only active employees with the option to also view those who have been terminated.
- Direct update from P&NP Payroll. We currently have an interface with Paychex, Inc. to import employee demographics into EMS and export time card data to their system for processing. Other third-party payroll interfaces are available at extra cost.

P&NP COMPUTER SYSTEMS, INC.

Contact us for a demo of our software:

66 North Main Street

Brockport, NY 14420

Phone: 585-637-3240

Fax: 866-670-2234

E-mail: sales@pnpcomputer.com

Important Links:

Links to P&NP's Financial System Payroll for importing of basic employee data and exporting of time cards.

Can be linked with third party online reporting systems such as Paychex, Inc