Human Resources

Next to the individuals you serve, your staff is your most important asset. Solana's Human Resources software lets you quickly record, track and report on employee contact information, job titles, training, COBRA information, disciplinary information, evaluations, important dates, and more.

Easily generate reports. Whether it's address labels, phone listings, years of service information, employee EEO1 data, OSHA 300A information or an applicant's interview schedule. Use the built-in report Report Wizard to create your own custom report.

Use our Human Resources software to monitor a person from applicant to employee. Upload and store any electronic documents associated with an applicant (such as, a resume or references) to have everything you need to make a hiring decision in one place. When you decide to hire an applicant, save time re-keying information as Human Resources will automatically copy the information from the applicant to create an employee record.

Track OSHA reportable information along with additional information about the injury such as treatment, workers' compensation and prevention information. Run the OSHA 300A report to pull injury information from Human Resources, calculate the required information and print it on the mandated OSHA 300A form.

Human Resources also provides a way to easily manage an employee's unpaid leave and determine if an employee has FMLA time remaining. In addition, you can generate the mandated FMLA Notice of Eligibility and Rights and Designation of Notice forms directly from Human Resources.

Security settings allow you to determine what information users view down to the individual data point.

Combine Human Resources with Payroll and completely eliminate redundant data entry between your payroll and human resource departments. Human Resources also works seamlessly with these companion modules: Employee Requirements (for Training Tracking), Staff Scheduling and Time Tracking.

Key Benefits

✔ Improve efficiencies and reduce administrative costs with time saving features.

✔ Protect employees from identity theft with security settings to allow users access to only the staff and information they need.

Solana

www.SolanaPro.com
(419) 330-3411