

## Management of Employee Files



The *Employee Files Management* application handles two major aspects of a company's human resource management.

First it can **manage employee event files** (accidents).

And it can be used to **manage activities**. The activities can be of any kind depending on the needs of the company.

A **reminder** function is available for all types of activity (vaccines and others), to bring attention to a planned event, a certain amount of time in advance.

The system lets users create their own reports and letters, directly using the database of employee files.

### In addition...

With the Workplace Health and Safety Records Management application you can:

- Manage information on employees
- Manage files of events
- Manage activities and reminders

You can also:

- Add new employees
- Search for existing employees
- Change employee assignments
- Manage tables of data
- Print personalized letters
- Printing personalized reports

### Management of activities and reminders

The various activities are defined by the company according to its needs.

There is already a module complementary to the activities management application: vaccine planning. Vaccines can be characterized according to specific criteria.

Activities often require reminders or recur periodically. You can thus specify a reminder for a particular activity, based on a number of days, weeks, months or years.

You can also specify a frequency of the activity. The frequency indicates at what interval the activity is repeated. For example, a particular vaccine every five years or a salary review every year. The system automatically plans the activity again.

## Reduce your CSST expenditures by accurate tracking of employee accidents

### Employee information

It is possible to enter and access information on the company's employees. This is mainly personal information, and job information.

The information is necessary for correct operation of the application. More specifically, to enter an event record, the employee file must already exist in the system.

The information may, of course, be entered directly into the system. But it is also possible to import data from an already existing human resources system.

### Manage files of events

Events are accidents or injuries which the employee has suffered. The description of the event is entered into the system.

You can also enter information for a personal event that occurred outside of work, but which affects the capabilities of the employee.

Events are well documented according to time, place, injury and anything that may have subsequently resulted.



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