

Human Resources

AccuFund Onsite

Unify All Your HR Data

The Human Resources module drives important employee management functions, such as benefits management, performance tracking, training documentation, and more.

The Human Resources module provides a standard set of employee management tools, along with the flexibility to add on more data tracking items to meet specific organizational requirements.

When used in conjunction with AccuFund's Payroll module, all items entered in Human Resources are available for payroll processing.

The Human Resources module integrates with all components of AccuFund's HRMS system, and can be used in conjunction with them, such as in Employee Self Service.

Human Resources Online Version

Looking for the cloud online version of this module?

[Show Me the Online Version](#)

Browse H/R items
⌕ ↻

Locate
 Include inactive

Item Name <	Description	Type	Log Changes	Multiple	Layout	Default	
401KInfo	401K Benefit Info		✓		1 Column		
401KLoan	401K Loan Info		✓		1 Column		
AnnualIncentive	Annual Incentive		✓	✓	1 Column		
BenefitEligibility	Eligibility of Benefits		✓		1 Column	✓	
BereavementLeave	Bereavement Leave		✓	✓	1 Column	✓	
BoardBehavioralScience	Board License and Certificatio		✓		1 Column		
CPR	Adult, Infant/Child CPR		✓		1 Column		
ChildDevSiteSupervPerr	Child Dev Site Supervisor Perr		✓		1 Column		
ChildDevelopAssist	Child Development Assistance		✓		1 Column		
Compensation	Compensation		✓	✓	1 Column	✓	
DentalIns	Dental Insurance		✓		1 Column		
DisciplinaryActions	Disciplinary Actions, Write up		✓	✓	1 Column		
Discipline	Discipline			✓	Default		
DriversLicense	Driver's License		✓		Default		
DrivingInfo	Driving Information		✓		1 Column	✓	
EEOC	EEO Categories		✓		1 Column	✓	
Education	Education Info		✓	✓	1 Column		
FMLA	Family Medical Leave		✓	✓	1 Column		
FlexSpendAccount	Section 125 Flexible Spending		✓		1 Column		
HRTrainings	Human Resources Training In		✓	✓	1 Column		
HireInfo	This item contains the employ		✓	✓	1 Column	✓	
JuryDuty	Jury Duty		✓	✓	1 Column		
Leave	Leave Information		✓	✓	Default		
LifInsCovSupp	Life Insurance Coverage Supp		✓		1 Column		
MandatedChildAbuse	Mandated Child Abuse		✓		1 Column		
Medicallns	Medical Insurance Info		✓		1 Column		
MilitaryLeave	Military Leave		✓	✓	1 Column		
NewEmployee	New Employee				Default		
OnBoardChecklist	Onboarding Checklist		✓		Default		
PDL	Pregnancy Disability Leave		✓	✓	1 Column		
PerformanceEvalu	Performance Evaluations		✓	✓	1 Column		

👁 View ➕ Add 📄 Copy ✎ Change ✕ Delete

📤 Export 📥 Import 🖨 Report ⚡ Quick 🔒 Close

Work Smarter with These Popular Features

The Human Resources module offers robust capabilities to streamline your workflow:

- HR Items can have a single entry such as EEO status, or multiple entries for training and reviews.
- HR Items can be configured to log and track changes over time.
- HR Items can be grouped into categories, making it easier to find and report similar items.
- Data access rules and security can be established for specific users.

Use Standard Screen Templates or Create Your Own

The Human Resources module includes a complete set of standard fields that can be used as delivered, modified, or replaced with your own designs. These templates include:

- Benefits Information
- Health Insurance Open Enrollment
- Onboarding information and checklists
- Leave information for all types
- HSA/FSA
- Education Completed
- ACA Reporting Information
- Disciplinary Actions
- EEO Categories
- Temporary Leave Activity
- Positions Held
- Review Observations
- Review Performance
- Termination Actions
- And more!

Browse employees												
Locate											View	Review Status
Lookup <	First Name	Middle Name	Last name	Type	Department	Evaluation Due Date	Next Evaluation Date	Employee Comments	uation Completed	Evaluation Score		
100	William	T.	Walrus	BiWeekly	Housing	1/01/2009	1/01/2010		1/15/2009	96		
100	William	T.	Walrus	BiWeekly	Housing	1/01/2009	1/01/2010		1/15/2009	96		
101	Paul	F.	Pumpkin	BiWeekly	Administration	7/15/2009	1/31/2010	satisfied with review and position	7/20/2009	140		
102	John	T	Munson	BiWeekly	Administration	1/15/2009	1/15/2010		1/20/2009			
103	Foster	I.	Grant	BiWeekly	Administration	6/30/2012	6/30/2013		6/30/2012	10		
104	Sally	T.	Periwinkle	BiWeekly	Clinic	1/18/2009	1/18/2010		2/10/2009			

Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or sales@accufund.com or visit www.accufund.com.

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