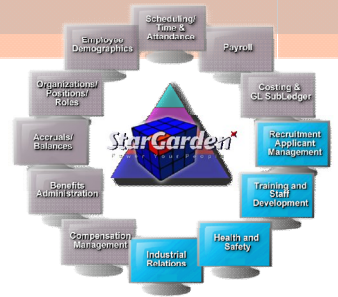


Extended HR



Staff Development

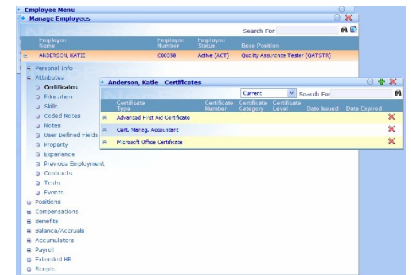
The StarGarden Training and Development module manages the tracking, planning, costing and scheduling of in-house and external training courses. Complete training plans and histories are kept for each employee and future training requirements, such as professional re-certification, can be scheduled as part of each employee's educational profile. Courses can be scheduled down to the lecture level and employees can be enrolled against the predefined schedules. Skills can be attached to courses, which will transfer to the employee skill record upon completion of the course.

- ▲ Internal and external courses, seminars and job training programs
- ▲ Course inventories, schedules, costs and expenses
- ▲ Categorization of courses into programs (general classification)
- ▲ Employee/Employer training requests
- ▲ Employer/Employee payments towards courses
- ▲ Course skills, prerequisites
- ▲ Automatic skill transfer to employee on completion
- ▲ Historical details of all employee training

Recruitment and Applicant Tracking

The Recruitment module allows the Human Resources department to enter, store, retrieve and maintain information on potential employees. Skill data, educational background, and past employment history, together with a complete personal profile, provides the Human Resource Manager with an invaluable tool for making informed hiring decisions.

The recruitment module is designed to reflect the actual recruitment procedure. Requisitions for employees can be entered and then turned into postings. Applicants are then attached to specific postings. Skills attached to the position are used as the basis of the skill match with the potential hires. Each step of the recruitment procedure is tracked, as is the source of the applicant and cost of the process. All information attached to the applicant will be transferred to the employee record upon hire.



- ▲ Job requisition management
- ▲ Postings/competitions tracking
- ▲ Full applicant profile information including demographic data, skills, education, notes, equity details
- ▲ Cross reference links between applicant and applications
- ▲ Applicant selection processes based on skills, education, and employment experience
- ▲ Applicant information transfers to employee database upon hire
- ▲ Full history of events in hiring cycle, including interviews, letters, and offers

Health and Safety

The Health and Safety module manages common health and occupational safety issues. The module tracks both accident and medical histories for every employee, and can be used to schedule and monitor standard medical exams, medical testing of all kinds, convalescent follow-ups, and even corrective actions. In addition, the Health and Safety module tracks any incidents or injuries that occur in the workplace, and provides statistical/analysis reports.

- ▲ Full accident/incident tracking
- ▲ Full medical profiles for each employee
- ▲ Non-employee incidents can be recorded (e.g. property damage)
- ▲ Both work and non-work related injuries
- ▲ Full details on injuries, body parts, basic cause, disposition, etc.
- ▲ Full event chronology related to incident (e.g. follow ups, examinations, etc.)
- ▲ Full case management of incidents and injuries.
- ▲ Accident statistics

100% browser-based

Rich browser interface with automatic searches and draggable windows. Deploy StarGarden in any combination of local area network, intranet and internet.

Reporting

Powerful reporting options with PDF and Excel output and re-usable report scenarios.

Seamless integration

Seamlessly integrated modules including payroll. Integration can be extended to your other applications.

Security

Role/Position based access and security.

Data inheritance

Automatic data inheritance of position and agreement data to the employee position level

Date effective

Fully event-driven and date-effective with before/after image of data changes. All transactions are auditable in full detail.

Expert knowledge

StarGarden is a human resource and identity management specialist. We really understand your issues. Ask our customers!

StarGarden Group

300—3665 Kingsway
Vancouver, Canada

Phone: +1 604 451 0500
Fax: +1 604 451 0578
Website: www.stargarden.com
Email: info@stargarden.com

- ▲ Work location attributes including hazardous conditions

Employment Equity

The Employment Equity module tracks and reports on criteria specific to the equity requirements issued by the government. A variety of user-defined tables allow for the definition of race/ethnic types, disabilities, age ranges, salary ranges, occupation classes, veteran status, citizenship, and languages. Goals for Affirmative Action planning purposes can be created based on a combination of factors, such as occupation, location, pay type, and then compared to the actual employee population.

- ▲ Full employee equity profile
- ▲ Government compliant reporting capabilities
- ▲ Workforce analysis for internal purposes

Staff Relations

The Labour Relations module provides a full set of programs to manage grievances, disciplinary actions and performance reviews.

Individual or class grievances are assigned unique reference numbers and are tracked through all stages until final resolution. The module's disciplinary actions management component tracks the steps taken for non-compliance to established business practices and policies. Each action is assigned a unique reference number, as well as the action taken, the resolution, the contract sections referred to, and any number of additional user-defined fields of information and comments.

The evaluation component manages the ratings and comments of an employee's performance. This may cover different types of evaluations: annual wage reviews, probationary reviews, etc. A standard template of information is tracked including the reviewer, dates, and follow-up. In addition, any number of user-defined rating schemes may be utilized, as well as unlimited comments and recommendations.

- ▲ Ability to track and report on grievances, disciplinary actions, and evaluations
- ▲ Provide employees with recommendations to aid in career development
- ▲ Ability to document all stages of grievances and disciplinary actions providing the organization with a proper paper trail
- ▲ Ability to schedule periodic reviews