



# PERSONNEL MANAGEMENT

MANAGE PERSONNEL INFORMATION AND ADMINISTRATIVE ACTIVITIES

## PERSONNEL SKILLS AND CERTIFICATIONS

Staff can search personnel information and instantly access a list of employees who fit designated job skills, such as foreign language proficiency, CPR certification, or explosives expertise – an invaluable resource in emergency situations.

## DETAILED EMPLOYEE RECORDS

Users can access a detailed record for each employee to efficiently track and update information, such as the employee's name, address, division, status, and Social Security number. The module also accurately tracks and accounts for administrative activities such as commendations and disciplinary actions.

## WORKLOAD MANAGEMENT & ATTENDANCE

Employees can conveniently enter work activity information into the Employee Workload screen. For each activity performed, there is an area to enter work dates, start and end time, activity and location codes, a reference number, and comments.

Spillman Flex's partitioning capabilities help agencies better protect sensitive data by enabling command staff to control who is allowed to access and modify records, including personnel records. These permissions can be set at the world, group, and agency level, and can even be restricted at the individual field level of a record.

## PERSONNEL REPORTS

Users can generate easy-to-view personnel reports including employee lists with ID numbers, medical events summaries, pay status and payroll reports, training reports, leave requests, and position status reports.

## TRAINING INFORMATION

An agency can update and record individual training information for each employee including the type of training completed, dates and locations, cost, and credits earned. The Personnel Management module also offers the ability to add training records for multiple employees at the same time.

## MEDICAL HISTORY

Personnel can maintain a detailed record of an employee's medical history, including the employee's blood type, allergies, insurance information, and physical information. They can use the Medical Event screen to track employee medical events that occur during employment.

**Employee**

Employee Num: 10 ID Num: 10 Badge Num: S-400 Image: PHO

Last: Little Fst: Fred Mid: John

Addr: 500 Way To Cool Lane Phone 1: (234) 555-7746

City: Springfield State: MD ZIP: 79134 Phone 2: (234) 555-3388 20

DL #: 88477533 Official Name: F Little Phone 3: ( ) -

Birth Date: 07/26/60 Agency: SCS0 Date Hired: 05/30/80

SSN: 994-88-4533 Division: JL Commission: No

Religion: Baptist Station: SCS0 Jail Next Eval: 06/20/02

Race: W Shift: Day Seniority: / /

Sex: M Department: Sheriff Pay Class: Hourly

Height: 6'02" Assignment: Supervisor Emp Class: Full Time

Weight: 200 Rank: Lieutenant Budget Pos: Yes

Marriage Dat: / / Rank Date: 05/30/85 Labor Org: No

Marital Stat: N Status: Active Retirement: / /

Terminated: / /

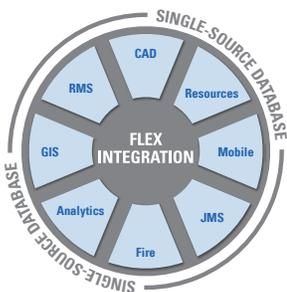
Parents: George and Mary Little Phone: (234) 555-4333

Address: 22344 North Main Spouse Name: / /

City: Logan State: UT ZIP: 84321 Birth Date: / /

Remarks:

1. When used with the Spillman Flex Imaging module, a photo is displayed for each employee record. Users can view a full-sized image by clicking on the thumbnail preview.
2. Personnel can view and update training information including the subject and course number, date and time, location and travel expenses, and certification.
3. Users can view and update employee information, such as shift, department, assignment, rank, employee classification, next evaluation date, and hire date.



## TOTAL SOFTWARE INTEGRATION

Spillman Flex's Integrated Hub™ is an open, centralized database where all agency information is entered, stored, and extracted in real time, providing total software integration. This allows users to enter data once and have it automatically shared among related modules. Agencies using this module can optimize their system and enhance productivity through total integration with other Flex modules.

