

# HUMAN RESOURCES



With Human Resources, you have the ability to track and manage your most valuable resources from recruitment to retirement. Take the Human Resource function to the next level by reducing the cost of hiring, increasing productivity, and generating on demand reports and cost scenarios.

The screenshot shows the 'Caselle Clarity 4.0.106' application window, licensed to Civic Systems. The interface includes a menu bar (File, Edit, Search, Help) and a toolbar with various icons. The breadcrumb trail is 'Caselle Clarity > Human Resources > Employees > Modify Existing Employees'. The main area displays employee information for 'Employee: 5 Smith, Jacob S' with a 'Social Security number: 555-88-3878'. A tabbed interface shows 'Employee' as the active tab, with other tabs including 'Contacts', 'Benefits', 'Positions', 'Termination', 'Certifications', 'Tests', 'Associations', 'Incidents', 'Grievances', 'Disciplinary', and 'Other Leave'. Below the tabs, there are fields for 'Next review date: 09/02/2009' and 'Manager: Smith, Jacob S'. A 'Tasks' panel on the left offers options to 'Add a new compensation' or 'Remove the selected compensation'. The main data area contains a table with columns: 'Adjustment Date', 'Wage', 'Prior Wage', and 'Reason'. A single row is visible with the date '12/17/2008', wage '25.00', prior wage '24.04', and reason 'Completed all assigned goals'. Below the table, there are 'Compensation' and 'Notes' tabs. The 'Notes' tab is active, showing 'Existing notes' and 'New note' text areas, along with 'Modify', 'Add', and 'Clear' buttons. The status bar at the bottom indicates 'Modify Existing Employees - Human Resources', 'Anycity Corporation', 'Admin', 'c:\Clarity Data', and the date/time 'Tue, Jan 20, 2009 12:55 PM'.

Adjustment Date	Wage	Prior Wage	Reason
12/17/2008	25.00	24.04	Completed all assigned goals

## Capable

- Benefits tracking
- FMLA tracking
- FTE tracking

## Efficient

- Job posting
- Applicant tracking
- Employee grievance, incident, and performance evaluation tracking

## Flexible

- Future budget reporting
- Information flows through each state of the employment process
- Special tests and deadline tracking

## Powerful

- Powerful search options
- Print, save, and export reports
- History and management tracking

## Interfaces With

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Payroll

Timekeeping

**For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)**