

Employee Performance Reports

Job & Task Assignment

The status of specific jobs for specific customers can be tracked by employee, date and status, as well as timeliness and quality. And each customer's various jobs can be reviewed with quick status reports, no matter how many employees are working on those jobs.

Jobs & Tasks Profile

Job No: 8 Job No Search [v] [Options Menu]

Job Name: Birthday Cakes

Description of Client Job: Make plastic cakes as a job for customers. Must look fresh

Client No: 5 Due Date: [v]

Status: Yes Start Date: 11/12/89

Class: 3 End Date: 11/12/89

Record: 1 of 10

Task List:

- 1 Shop Setup
- 2 Wading Pool
- 3 Entertainment
- 4 Convert Buildi
- 5 New Wings
- 6 High Dive Tow
- 7 Congratulatio
- 8 Birthday Cake

Reports and Administrative Features

User-selected sub-reports refine the information retrieval process. The integrated reporting module includes

- Extensive detail and summary tracking across multiple categories
- Quick reports on employees, departments and client-related information

The administrative menu provides

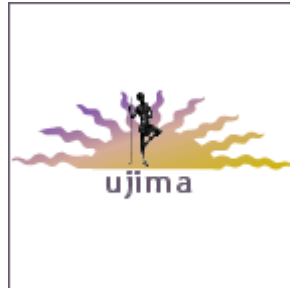
- User-modified fields
- Editing of categories
- On-line, graphic help files
- Easy-to-use help files which can be printed for later reference
- An extensive, web-based user guide with each license.

Additional training is available .

HR2000 System Requirements:

Following extensive lab and field testing, Ujima recommends the following minimum system requirements:

- Pentium III, 466MHz CPU
- 128 mb RAM
- CD-ROM drive to install
- 25 mb hard disk space for program and data files (additional space required for Ujima Suites add-on programs)
- Microsoft® Windows 95
- Microsoft® Access 97 (run-time version available with each AIMS2000 license)



User and Technical Support

UJIMA Consultants administers HR2000 and The FORUM, a peer-to-peer support system. UJIMA also provides a full range of consulting and technical services as well as training.

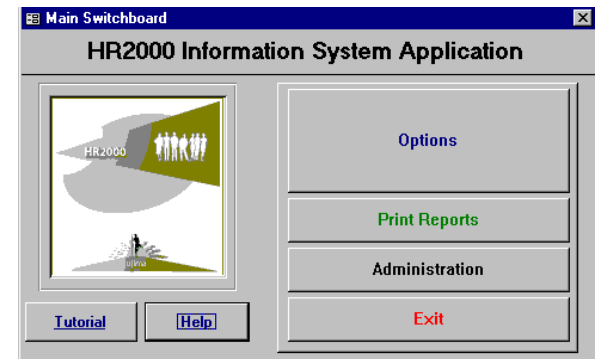
Other Ujima Suites Human Services applications are also available.

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HR • 2000

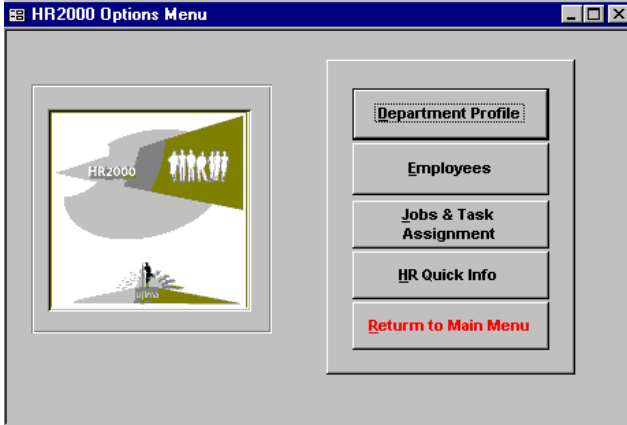
Human Resource Management

From Ujima Consultants



The **HR2000** Information System provides quick and easy access to personnel and staff information in digital employee files. Designed as administrative support of staff operations and the work they are assigned in human service organizations.

Most features are just a mouse click away, including the four functional modules on the Options Menu:



- **Department Profile**, with scrolling fields and areas for department information
- **Employee Profile**, a sub-screen with data fields to categorize by type and include comments
- **Job and Task Assignment** is recorded in easily-accessible sub-fields
- **HR Quick Info** provides multiple reports. Users can also make a quick exit to the Main Menu for the Reports and Administrative functions.

Department Profiles

The Department Profile provides quick access to your organization's structure with easy user input.

- Drop-down selection for quick department profile searches and manager assignments.
- Data fields available include department number, name and location
- Navigation buttons allow easy scrolling between department profiles
- All department profiles can be printed in quick report format

Position Classifications

You can also maintain position classifications with ease in **HR2000**.

- Group by classification
- Link to Occupational Application for more detailed data
- Associate classifications with employees
- Track date of last review
- ... and more.

Employee Profiles

Quickly access personnel information in a user-friendly window, including:

- Easily selected drop-down employee profile searches
- Data fields for employee number, name and location
- Auto-fill fields based on manager-assigned selections.
- Side-mounted navigation buttons for easy scrolling between employee profiles
- Quick-print in an index-card format for ease of filing
- Performance data tracking
- Personal information (birth date, dependents, etc.) tracking
- Reports to compare multiple employees

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Selected Employees - Performance					
1/1/02					
Last Name	First Name	With %	Perf Rate	Employee Category	Employee Types
Cambell	Greg	0.1	4	Other	Other
SS#	212-12-1211				
Graham	Gary	0.15	3	Salary	Fulltime
SS#	555-99-5555				
Hector	Victor	0.3	3	Salary	Fulltime
SS#	667-66-6677				
Hendrix	Jim	0.1	3		