



FACT SHEET



... from Ujima Consultants

HR2000 - Human Resources

Overview

HR2000 maintains records on personnel concerns such as salaries, job classifications, emergency contact information, and performance appraisals. This management information system has four modules that track employee information, position classification data, job information, and departmental profiles. There is also a quick-report feature. It is easy to use and navigation is clear and easy between screens.

HR2000 works with other personnel, accounting and payroll software with its data profile extracts but is designed as a narrative case file tools for online human resource management. The application also works smoothly with UjimaSuites' **BillMe2000** and **AIMS2000** applications. **HR2000** is enhanced to offer users better reporting and executive graphs.

Employee Information

HR2000 enables an agency to setup employee categories, which can be tracked by sites, divisions, locations or responsible person. The employee profile screen allows maintenance of details in Personnel Classification type, status (active, leave, terminated or any created field) and personal data.

The employee profile has performance ratings, dates, dependents and other related information. In addition, employee 'workweek' activities can be recorded. Information relative to hours worked on specific jobs can be collected and maintained. This 'workweek' information is easily accessible from drop down screens. There are also screen inputs for EEO classifications, gender, branch and basic contact data.

Job Information

HR2000 allows an agency to setup and maintain employees performing jobs with customer information in a concise profile. Staff from multiple branches can create job profiles. Agencies can enter their own job codes for customers as well as post customer contact and status information.

The manager can access the database for job information, which can be printed or maintained digitally for work status review, customer communications, planning activities, and performance ratings. The **HR2000** reports provide presentation graphics on planned versus actual work progress for job activities.

Salary Information

HR2000 enables an agency to setup and maintain employee salary information by historical event or by categories for specific job classifications. Multiple branches and/or divisions can sort data for job types or contract work. Agencies can enter their own job families and classification, which can then be linked to pay scales that are controlled by the system administrator.

Salary information can be printed or maintained digitally for employee reviews, job audits and salary planning activities. The **HR2000** report provides presentation graphics on planned versus actual salary change activities. Report also provides the tools for employee review, business planning, and recruiting.

Departmental Information

HR2000 also allows for department information to be available that includes staff listings, telephone numbers and seniority listing. There is a department profile with manager, identification number, location and other detailed data. The department information can be accessed and updated over a network for remote sites. Executive and personnel reports can be easily generated.

Position Classifications

Organizations can maintain personnel job classifications much more efficiently with **HR2000**. Most classifications can be recorded and status reported with ease. Position classifications can easily be grouped by department job families or track with job performance information. Position classifications can be tracked by review date, job families or salary survey data. Printed position profiles can serve as personnel standard. **HR2000** can be linked to the **Occupational Application** for more detailed data.

Forms and Reports Formats

Standard forms and reports fulfill many government requirements. Job profile details are easily accessible from the user input screens. **HR2000** has an extensive group association database that allows for multiple jobs or work task records. Related paperwork can be completed digitally, reducing normal work and storage requirements and increasing productivity.

Administration and Reports

System Administrator can make global category changes and control user access at different levels. Access for printing can be limited and various client-warning notices can be set. Staff tasks can be recorded for off-site activities. Specific reports are available by logged activity or dates (i.e., hire or termination). This application offers multiple users reporting and executive graphs, and can be accessed over a network or from a remote site. The database is compatible with NetMeeting®.

UjimaSuites Integration

HR2000 application is part of the **Ujima SuperSuite** that also includes **DonoVol**, **Occupational** and **ProjectTrek**. This application also integrates with other **UjimaSuites** packages such as the **AIMS2000** for tracking agency asset inventory and creating purchase orders and **BillMe2000** for billing management. The application can also be used with other **UjimaSuites** databases: **DeToxMe** for documenting mandated client drug and alcohol treatment services and counseling; and, **ShelterMe** for agencies documenting interim and temporary housing services and related activities.

HR2000 is a **Ujima Consultants** copyright application available as a CD release. **HR2000** is recommended for agencies requiring employee status tracking of Human resource issues and task activity. Such organizations generally have to be compiled and generate reports for management operations and legal compliance reasons. **HR2000** can be used for agencies with senior centers, daycare and housing facilities.

Support

PRODUCT is developed and supported by **Ujima Consultants** which provides after-sales support for all **UjimaSuites** products as well as application training. We also administer **the FORUM**, an agency and practitioner's organization for users of **UjimaSuites** products. FORUM members review applications and provide input on task requirements and sample data.



UJIMA Consultants
128 – 24th Avenue
Seattle, WA 98122

Phone: 206.568.5452 / Fax: 206.329.6359