



MCSJ Human Resources tracks employee benefits, dependents, grievances, and attendance. The HR module can be used with MCSJ Payroll or used as a stand-alone application. It gives you the ability to decentralize attendance entry, no more chasing after department heads for time sheets. There is no limit to the amount of history you can store, go ahead print an attendance report for the past 10 years, it's there!

Integration: MCSJ Human Resources is fully integrated with MCSJ Payroll; however, the ability to run the module separately is also available. MCSJ Human Resources also integrates with time clocks to import time and attendance.

Attendance History Report: The history report can be broken down by employee, department, and/or attendance code. It may also be run for any time period. These reports give staff the ability to see patterns of absences.

Attendance Calendar: The attendance calendar will show the employee or department head a picture marked with the entire employee's time used. Attendance codes are defined by the user and are labeled on the calendar accordingly.

Benefit Tracking: An unlimited number of benefits can be tracked and reconciled in the system. All benefits are user defined and track type and detail, plan administrator, frequency, and eligibility. Co-pays and COBRA recipients are stored for easy reporting and tracking.

Incident Reporting: Track and report on user defined incident types with the ability to store such things as; Claim Numbers, Witness Info, Location, Date and Time of the incident.

Applicant Tracking: The system allows you to post jobs and store "applicants" in MCSJ. In addition to the many fields stored for each applicant, there is also the ability to electronically attach supporting documentation from the applicant. Once a decision is made, seamlessly convert the successful applicant into an employee.

Attendance Entry: Users have the option to decentralize attendance entry. Departments can be given access to their employees and have the ability to enter either time worked or absences. Planned time off can also be entered to help manage a workforce. Attendance may also be imported from an employee time clock or the user defined master schedule.

Employee Schedule: A simple way to make the payroll process more efficient is to create "Employee Schedules". This allows you to pre-define the employee's daily time and import it directly into the time entry process. Employees' or department heads have the ability to modify (add sick time, OT or vacation) the schedule prior to submitting to the payroll office.

Other Features: Dependents can be tracked in the system for eligibility and co-pay purposes by age, social security number, address, phone number, and other insurance coverage. Job and salary history are automatically recorded when changes are made to the employee file. If an employee is required to obtain continuing education credits, the system stores CEU's and reports on balances and expiration dates of certificates held as well as other educational requirements. Print and submit the EEO4 report directly from the system. The system also provides a table for tracking Leave of Absence. Keep track of all dates associated with a LOA, such as FMLA.

Simple.

- Simple to Learn
- Simple to Use
- Simple Documentation
- Simple Support Access

Effective.

- Effective Training
- Effective Integration
- Effective Reporting Tools
- Effective E-Notifications

Solutions.

- Finance Super Suite
- Electronic Requisitions
- Business Licensing/AR
- Developers Escrow
- Payroll
- Human Resources
- Real Property Tax Billing
- Utility Billing
- Web Inquiry & Payment Portal
- Customer Work Orders
- Inventory Control
- Animal Licensing
- Construction Permitting & Code Enforcement

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