Human Resources

AccuFund Onsite

Unify All Your HR Data

The Human Resources module drives important employee management functions, such as benefits management, performance tracking, training documentation, and more.

The Human Resources module provides a standard set of employee management tools, along with the flexibility to add on more data tracking items to meet specific organizational requirements.

When used in conjunction with AccuFund's Payroll module, all items entered in Human Resources are available for payroll processing.

The Human Resources module integrates with all components of AccuFund's HRMS system, and can be used in conjunction with them, such as in Employee Self Service.

Human Resources Online Version

Looking for the cloud online version of this module?

Show Me the Online Version

Browse H/R items

Locate: [_____] ☐ Include inactive

Item Name<	Description	Type	Log Changes	Multiple	Layout	Default
401KInfo	401K Benefit Info		✔		1 Column	
401KLoan	401K Loan Info		✔		1 Column	
AnnualIncentive	Annual Incentive		✔	✔	1 Column	
BenefitEligibility	Eligibility of Benefits		✔		1 Column	✔
BereavementLeave	Bereavement Leave		✔	✔	1 Column	✔
BoardBehavioralScience	Board License and Certificatic		✔		1 Column	
CPR	Adult, Infant/Child CPR		✔		1 Column	
ChildDevSiteSupervPerr	Child Dev Site Supervisor Pere		✔		1 Column	
ChildDevelopAssist	Child Development Assistance		✔		1 Column	
Compensation	Compensation		✔	✔	1 Column	✔
DentalIns	Dental Insurance		✔		1 Column	
DisciplinaryActions	Disciplinary Actions, Write up:		✔	✔	1 Column	
Discipline	Discipline			✔	Default	
DriversLicense	Driver's License		✔		Default	
DrivingInfo	Driving Information		✔		1 Column	✔
EEOC	EEO Categories		✔		1 Column	✔
Education	Education Info		✔	✔	1 Column	
FMLA	Family Medical Leave		✔	✔	1 Column	
FlexSpendAccount	Section 125 Flexible Spending		✔		1 Column	
HRTrainings	Human Resources Training In		✔	✔	1 Column	
HireInfo	This item contains the employ		✔	✔	1 Column	✔
JuryDuty	Jury Duty		✔	✔	1 Column	
Leave	Leave Information		✔	✔	Default	
LifeInsCovSupp	Life Insurance Coverage Supp		✔		1 Column	
MandatedChildAbuse	Mandated Child Abuse		✔		1 Column	
MedicalIns	Medical Insurance Info		✔		1 Column	
MilitaryLeave	Military Leave		✔	✔	1 Column	
NewEmployee	New Employee				Default	
OnBoardChecklist	Onboarding Checklist		✔		Default	
PDL	Pregnancy Disability Leave		✔	✔	1 Column	
PerformanceEvals	Performance Evaluations		✔	✔	1 Column	

👁 View   ＋ Add   ⧉ Copy   ✎ Change   ✕ Delete

Export   Import   Report   Quick   Close

Work Smarter with These Popular Features

The Human Resources module offers robust capabilities to streamline your workflow:

- HR Items can have a single entry such as EEO status, or multiple entries for training and reviews.
- HR Items can be configured to log and track changes over time.
- HR Items can be grouped into categories, making it easier to find and report similar items.
- Data access rules and security can be established for specific users.

Use Standard Screen Templates or Create Your Own

The Human Resources module includes a complete set of standard fields that can be used as delivered, modified, or replaced with your own designs. These templates include:

- Benefits Information
- Health Insurance Open Enrollment
- Onboarding information and checklists
- Leave information for all types
- HSA/FSA
- Education Completed
- ACA Reporting Information
- Disciplinary Actions
- EEO Categories
- Temporary Leave Activity
- Positions Held
- Review Observations
- Review Performance
- Termination Actions
- And more!

Browse employees

Locate: _____ View: Review Status

	Lookup<	First Name	Middle Name	Last name	Type	Department	Evaluation Due Da	Next Evaluation Da	Employee Comments	uation Completed	Evaluation Score
	100	William	T.	Walrus	BiWeekly	Housing	1/01/2009	1/01/2010		1/15/2009	96
	100	William	T.	Walrus	BiWeekly	Housing	1/01/2009	1/01/2010		1/15/2009	96
	101	Paul	F.	Pumpkin	BiWeekly	Administration	7/15/2009	1/31/2010	satisfied with review and position	7/20/2009	140
	102	John	T	Munson	BiWeekly	Administration	1/15/2009	1/15/2010		1/20/2009	
	103	Foster	I.	Grant	BiWeekly	Administration	6/30/2012	6/30/2013		6/30/2012	10
	104	Sally	T.	Periwinkle	BiWeekly	Clinic	1/18/2009	1/18/2010		2/10/2009	

Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or sales@accufund.com or visit www.accufund.com.

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