



The information you gather and have available from the time an employee applies for a position at your organization is the basis for many of the decisions you will make throughout your relationship with that employee. FAMCare® incorporates HR forms and modules depending on an organization's needs and helps you to collect valuable employee data right from the start - with intuitive pull-down menus and questions that give decision support as you begin the employee-profiling and tracking process.

Human Resources Module Data Sheet

- **Human Resources Employee Information (Admin Functions)**

- Job Title/History Forms
- Performance Appraisal Tracking Forms
- Probation/Suspension Tracking Form
- Workers Compensation Tracking Form
- Physical and Tuberculosis Tracking Information Form
- Hepatitis / CRU - Fingerprint Module /References Tracking Form
- Benefits Tracking Form
- Sick Time Tracking Form
- Vacation Time Tracking Form
- Emergency Leave Tracking Form
- Other Leave Type Tracking Form
- Emergency Contact Information Tracking Form
- Change of Job Status Form(s)
 - Transfer an employee
 - Terminate an employee
 - Adjust the salary of an employee
 - Place an employee on disciplinary probation or suspension
 - Review an employee's disciplinary probation or suspension
 - Review an employee's new hire probationary status
- Employee Transfer Tracking Information Form

- **Employee Utilities (User Functions)**

- My Leave Status
- My Staff Development (Training)
- My Pending HR Actions
- Employee Recognition Nomination Tools
- Employee Recognition Past Awardees
- Employee Recognition Nominees

- Links - Employee Assistance Program | Employee Health Insurance | Employee Dental Insurance | Employee Retirement Plan
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- **Functionality / Form Work Flow**

- Supervisor dashboards
 - Configurable email notification and alert work flow
 - Electronic sign-off / Approval work flow - when needed per an agency business rule, each approval process can include multiple sign-off's and review by different department heads and personnel. Each part of the decision process is tracked by level of approval: authority name, a confirmation whether they reviewed the application in its entirety, any recommendations by that person, their decision, the date they reviewed/approved/denied, and an electronic signature of that individual - and maintained through a complete audit history. A work flow is configured to “approve” the individual for employment only after all “signatures” have been captured and sign off has been achieved - e.g., a hiring decision can be based on receiving approvals from the:
 - Immediate manager
 - Department supervisor
 - Hiring authority
 - Human Resources
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- **Technical Specifications**

- Web-based
 - Cross-browser compatibility (IE, Firefox, Chrome, Safari)
 - Forms can be implemented individually, sold as a complete module and incorporate “personalize” work flow based on your agencies needs
 - Content-specific documentation | help panes | advanced help documentation editor for adding in your own rules and business requirements for your staff
 - Basic forms within FAMCare can help to “feed” data to third-party HR systems | Active Directory compatible | The FAMCare® HR modules can complement existing HR systems or be used to track many of the HR data points and information domains to help agencies manage their employee workforce.
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- **Learning Management / Certification**

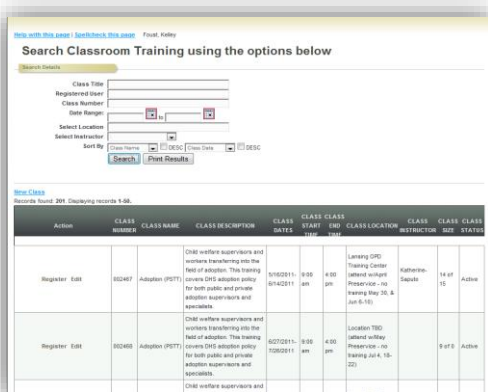
- **Classroom Tracking**
 - Your instructor-led classes are scheduled and tracked.
 - Run your class and keep track of it in the system.
 - Employees/Students can self-register
 - Administrators can mark “complete/failed” and add comments
 - Feedback surveys can be automatically issued to those who attend/pass the class for feedback on instructor and information.
- **Exams, Quizzes, Surveys and Essays**
 - Follow-up your classes and presentations with exams and quizzes to assess their knowledge.



- Full electronic grade book - view results by exam, by individual and run reports to see which questions are frequently missed.
- Full randomization and question pooling capabilities
- Automatically allow trainees to take an exam multiple times - without manually intervention.
- Survey your employees at any time.
- **E-learning, Distance Learning, Interactive Course Presentations**
 - Easily create full, engaging eLearning courses
 - Add a full audio narrative or incorporate a “talking-head” or video to your PowerPoint
 - Many different styles/templates
 - Imbed quiz questions for “quick-reinforcement”
 - Use as a follow-up to a classroom or in lieu of a classroom.
 - Full Tracking of all “slide views”, Login times and completion statistics
 - Set up daily or weekly information tips to be automatically emailed to trainee for daily reinforcement.

Running your training program doesn't have to be complicated, overwhelming or time-consuming. Train new caseworkers or re-certify for continuing education needs. Deliver “reinforcement” presentations on auto-pilot. Manage your classroom training with ease and have instant statistics at your disposal when you need them.

Designed “by trainers, for trainers”... FAMCare® includes e-learning which will give you all that you need to “fire-off” your next training session... without a hitch! Transform your training program. Cut costs associated with LIVE instructor training by delivering your training program... online!



User	Exam	Question	Correct	Given	Test	Test Score
Bill Employee	The New Big Test	True or False - Jack Nicholson won the best actor award for One Flew Over the Cuckoo's Nest?	True	False	12/7/2009 12:07:09 PM	50.00
Bill Employee	The New Big Test	What colors are on the American flag?	blue, white and red	blue, white and red	12/7/2009 12:07:09 PM	50.00
Bill Employee	The New Big Test	What is Google?	both C and D	A document repository	12/7/2009 12:07:09 PM	50.00
Bill Employee	The New Big Test	When you use the Internet or an Intranet to train employees remotely - what is that process called?	elearning	elearning	12/7/2009 12:07:09 PM	50.00

