



Workforce Empowerment™ Training: **HUMAN RESOURCES**

Hiring, Maintenance and Termination

HR MANAGEMENT

PAYROLL SERVICES

BENEFIT ADMINISTRATION

This training program will discuss the procedures involved in the basic Human Resources functions within the Mangrove application. Specifically this training will contain a detailed overview of:

- The 7 steps to hiring a new employee in the Mangrove system including tax information and compensation.
- Performing basic maintenance to a record and when “not” to use the maintenance tool.
- How to appropriately terminate an employee in the Mangrove system.

Length: 1 hour

AUTOMATE.

ORGANIZE.

STREAMLINE.

CUSTOMIZE.

THE INTEGRATION OF BUSINESS AND TECHNOLOGY

