



Workforce Empowerment™ Training: **HUMAN RESOURCES**

Managing Employment Details

HR MANAGEMENT

PAYROLL SERVICES

BENEFIT ADMINISTRATION

AUTOMATE.

ORGANIZE.

STREAMLINE.

CUSTOMIZE.

THE INTEGRATION OF BUSINESS AND TECHNOLOGY

Employees, administrators and executives all benefit from the improved productivity and informed decision making derived from proper access to HR data. Your HRMS System is only as good as the information you track and manage into the system.

This training program will outline the processes and procedures to manage your Employment Details within the Workforce Empowerment™ application.

Specifically this training will cover:

- **The set-up and management of employee details. What are employee details? They are absences, assets, awards, benefit plans, certifications, COBRA plans, contacts, correspondence, disability, disciplinary action and many more.**
- **Reporting workflow, reporting menu and the report navigator.**

Length: 1 hour