

# AM Human Resources Module



MACC's Accounting Master human resources module makes tracking employee records such as reviews, incidents, training, licenses and certifications easier and centralized in a technology-driven environment. With this system, your company will spend less time maintaining paper files and have increased time for more profitable activities.

## Track all employee information in one convenient location

With the human resources module, HR associates can track employee details such as:

- Job history
- Leave of absence
- I-9 information
- Workers compensation codes
- Incident/injury tracking for OSHA reporting
- Creates OSHA 300 and 301 reports
- Licenses and certifications
- Training and skills
- Performance review information
- Inventory of assigned items to an employee
- Dependent and beneficiary information
- Emergency contact information
- EEOC reporting
- Prior employer and education information

## Attach documents to an employee file

The human resources module allows for important documents to be attached to employee records for both safe-keeping and electronic viewing.

## Store comments for future reference

You will find a place for comments so that all members of your human resources department will have access to questions and information as well as the date for each notation.

## Federal reporting simplified

Data used in the incident, incident location, and medical treatment records will allow you to create the OSHA Form 300 and 301. The EEO-1

## Key Benefits

- ❑ **Store human resources information electronically**  
Information stored in this module ensures human resources associates can access information without the hassle of locating a paper copy of the needed document.
- ❑ **Comments can be tracked**  
Tracked comments allow for any approved human resources associate to be able to understand previous questions or notes about a particular employee.
- ❑ **Set reminders for upcoming reviews, licensure or training activities**  
Use the module to ensure employees keep up to date on certifications and training.



Job Category fields will assist with the Employer Information Report EEO-1.

## Create charts, graphs and reports

The employee reports screen will allow you to create reports, charts, graphs and export files using almost every database file associated with an employee. This makes a review of the latest information easy for supervisors and managers.

For more information on the human resources module, contact your MACC Client Relations Manager or National Sales Representative.