



# InfoShare™ Personnel Module

*An Innovative System to Streamline HR Administration*

**The InfoShare™ Personnel Module** provides HR administrators with efficient, robust tools to view and manage all HR functions. Employee time, training requests and other documents are submitted and tracked through the system with a modern, paperless workflow. Digital signatures, automated routing, scheduling and notifications are just some of the features that will make your day easier and your records accurate and accessible.

A browser-based COTS (Commercial Off-the-Shelf) system configured specifically for your agency to support and streamline all of your HR functions, including leave time approval and accounting, training requirements, scheduling, travel coordination and expense tracking.



Provides a modern, paperless workflow of requests and documents that streamlines the request, approval and scheduling processes



Comprehensive Human Resources Administration system supports every function of your agency's HR Department

Permission-based security, controlled by the agency, provides customizable access to the system's diverse functionality



## Benefits

01

Eliminates the endless paper trail of leave slips, training requests and expense vouchers and replaces it with a paperless workflow that follows your agency's request and approval process

02

Replaces the manual approval process with digital signatures incorporated into the workflow process

03

Eliminates the problem of lost or mislaid requests and other documents

04

Secure features protect employee privacy

05

Provides a permanent, complete and secure record for each employee

06

You'll know at a glance where each staff member will be on any day

07

Training administrators can track who has taken the initiative for additional and specialized training and who is deficient

08

Integration with existing modules (such as Internal Affairs, Policy and Procedures and Scheduling) coordinates all personnel data for staff members

09

Authorized managers and administrators are provided the complete employee profile and record in one place



Paperless workflow of leave, overtime/  
compensatory time and training  
requests, tailored to your agencies  
requirements and practices



Approval process automatically  
routed through designated  
channels, and back to employee

Provides detailed usage pages for  
HR staff and employees;  
year-to-date totals are  
accumulated automatically



Easy updating of supervisor  
designation to accommodate  
promotions, resignations or  
any change in command  
(temporary or permanent)

Maintain personal profiles of  
employees, storing contact and  
emergency information for easy  
retrieval



Managers have access to  
**attendance and payroll  
reports**, with extensive search  
capabilities

## Features

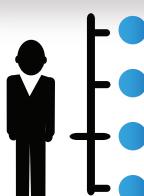


Certificates electronically  
stored in employee jacket

Provides alerts for  
training deficiencies



Optional sign-in kiosk uses  
fingerprint reading technology  
to identify the employee and  
record the date, time and  
location of sign in



Kiosk integrates completely  
with employee time records

Issues early warnings of  
potential breaches to agency  
policy and procedures



Monitor travel and expenses,  
track vehicle and equipment  
assignments



## See how the Personnel Module can streamline HR activities for your agency!

End the paper trail and misplaced leave slips! Automate your entire Personnel process from the moment an employee signs in through the entire time accounting, training administration and travel expense time line!



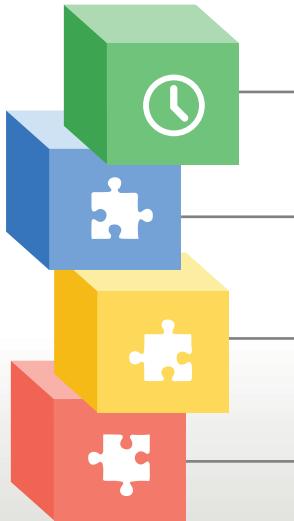
Know where everyone is and where they will be on any day!



Get a complete view of employee vacation and absence totals before approving leave or training requests!

Streamline and coordinate all HR Administration for your organization! With advanced features and ease of use for employees as well as administrators, the InfoShare™ Personnel module provides a modern toolset to view and manage all HR actions.

**Enhance your capabilities and extend functionality even further by adding:**



The optional Time Keeping Kiosk

Totally integrated Policy and Procedure module

Totally integrated Scheduling module

Totally integrated Internal Affairs module

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