

## Take Control of HR Administration and Recordkeeping

Comprehensive Human Resources Functionality  
 Integrates with Solomon IV Payroll or Stands Alone  
 Manages Applicants, Employees, Contractors and Volunteers

### HUMAN RESOURCES

The only HR module written specifically for Solomon IV provides Human Resources professionals with a comprehensive set of tools to capture, record and report the diverse information related to job applicants, employees, contractors, consultants, volunteers and other persons.

**Applicant Tracking** – Track applicants, interviews, tests, and background checks. Attach resumes and other documents. Capture work experiences and references. Create a database of people to contact for future positions. Avoid re-interviewing unqualified candidates. Produce candidate flow and hiring efficiency reports.

**Employee Information** - Capture the information needed to manage your business and protect your people: contact information, I-9 forms, W-4 forms, emergency notification information, employee-owned vehicles, digital photograph, and other relevant information can be recorded.

**Salary Administration** – Maintain a permanent history of past, present, and future salary changes. Record commissions and bonuses paid. Manage multiple rates of pay per person based on the job performed.

**Benefits Administration** - Define corporate benefit plans and manage enrollment. Apply cost changes. Produce roster and census reports for plan providers.

**COBRA Management** - Generate COBRA notification letters. Manage COBRA eligibility and election. Receive and apply COBRA payments.

**Payroll Synchronization** – Synchronize employee, salary and benefit information between Human Resources and Payroll. Record future changes in Human Resources for synchronization to payroll at the appropriate time.

**Employment Verification** – Maintain a directory of authorized requestors. Manage employment verification requests from initial contact through final disposition. Generate various responses and reports based on the request type and requesting agency.

**Property Management** – Track company-owned property such as keys, laptop computers, cell phones and credit cards assigned to employees and others. Recover assets on departure or reassignment.

#### Employees/Persons Screen

*The Employees/Persons screen is the focal point for managing applicants, employees, contractors, and volunteers. Users can navigate to any information about a person from this screen.*

**Job/Position History** – Record each position held by an individual including dates, grade, and supervisor. Human Resources manages multiple concurrent jobs for the same person.

**Job Requirements** – Maintain specific guidelines and requirements for each job including degrees, training, licenses and certifications required. Specify initial training and periodic retraining requirements for each job in the organization. Report impending expirations and retraining requirements.

**Training and Certification** – Track in-house and external education programs from application through completion. Capture information on degrees, skills, licenses, and certifications.

**Attendance Tracking** – Record work days and hours. Plan work schedules. Capture absences, time worked, community service time and other attendance related information. Manage vacation schedules, Categorize absences by type, paid vs. unpaid, and other criteria.

**Performance Evaluations** – Schedule performance appraisals, record evaluation results, and conduct supervisory reviews of evaluations.

**Injury/Illness Records** – Record injuries and illnesses. Categorize incidents as on-the-job, work-related, or non-work related. Track reportable vs. non-reportable incidents.

# HUMAN RESOURCES for Solomon IV

Human Resources for Solomon IV provides system-wide tools to enhance productivity and ease of use:

**Document Attachments** – Attach resumes, documents, spreadsheets, images, web links and any other type of file to virtually any record in Human Resources.

**Microsoft Word Integration** – Associate Microsoft Word® templates, Crystal Reports®, and FlexQuery's™ with Human Resources screens. Create documents and reports containing information from the currently displayed record with a single click of the mouse.

**Inquiry Tools** - Powerful task inquiry screens simplify management of scheduled activities in applicant screening, performance evaluation, and employee hire and termination.

**Configurable Features** – Human Resources for Solomon IV is designed to accommodate the policies and practices of different organizations. The extensive use of reference tables allows customization of many system functions and behaviors.

Extend Human Resources for Solomon IV with optional modules:

**Advanced Human Resources** adds automated processes and advanced features to Human Resources. Integrate Human Resources to Accounts Payable, utilize Salary Schedules, manage authorized positions, issue hiring requisitions, transfer attendance and exception payroll information between HR and payroll, and more

**FlexQuery for Human Resources** adds powerful ad-hoc query capabilities. Access, filter, sort, total and format information in a secure, easy-to-use environment. Export results to Microsoft Excel® with a single click of the mouse. Drill down to Crystal Reports and Solomon IV screens.

**Privacy Manager for Solomon IV** adds role-based security to Solomon's functional security model. Users only see the rows of data related to their area of responsibility. Privacy Manager is the perfect solution when Human Resources functions are distributed across multiple facilities.

## About Silver Brook Systems

Silver Brook Systems is a Solomon Certified Application Developer whose goal is to simplify the development, administration and use of Solomon IV accounting systems for Solomon resellers and their clients.

Silver Brook Systems is intimately familiar with Solomon IV and its vast potential. A long history of system design and software development enables us to provide efficient solutions to enhance the value of Solomon IV.

Silver Brook Systems has been a Solomon Partner since 1996: Solomon Certified Consultant, Solomon Certified Application Developer and Authorized Reseller.

## Technical Specifications

### Product Type

VB Tools Application

### Technical Requirements

Standard Solomon IV environment  
Payroll Module (optional)  
Customization Manager (optional)

### Supported Solomon IV Versions

Version 4.21 and higher

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800-633-3013

[www.silverbrook.com](http://www.silverbrook.com)

Tel: 203-454-0237

Fax: 203-227-5189

Silver Brook Systems, Inc.

25 Silver Brook Road

Westport, CT 06880