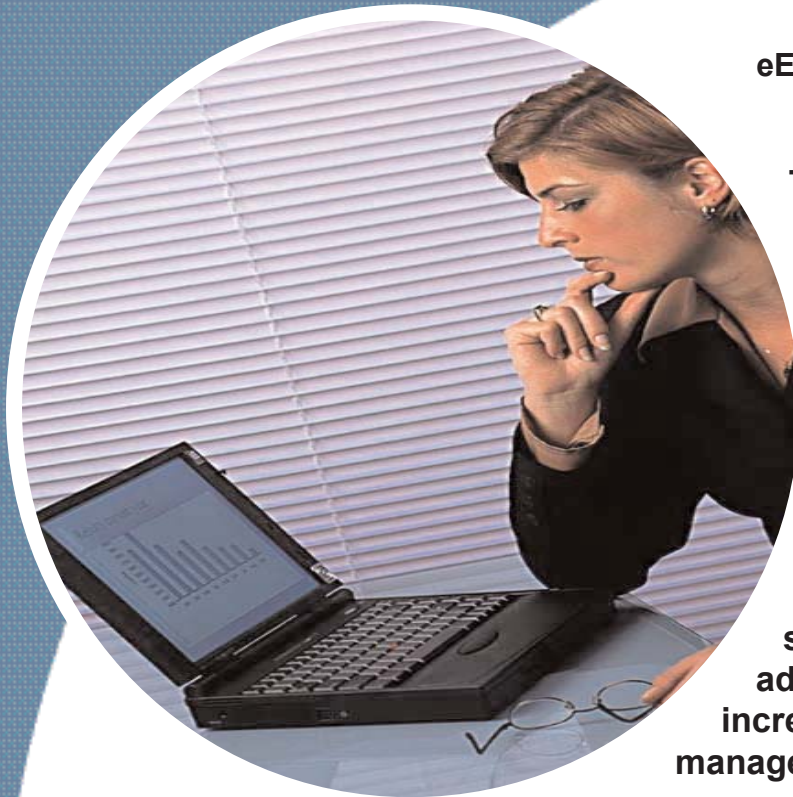


# electronic Employee Management Suite

**eEMS:** The way out of the paper quagmire.



**The electronic Employee Management Suite (eEMS) eliminates the paper trail method of accessing critical employee records, and it provides instantaneous retrieval of resumes, time sheets, leave balances, benefits and employee reviews. eEMS is an integrated set of secure Web-based, database driven employee management tools that automate time sheet collection, human resource management, recruiting and staffing. For you, this means reduced administrative and management costs, increased data accuracy and improved management control.**

## **Total solution to automate human resource processes**

The Employee Management Suite is an integrated set of four products designed to electronically enhance your processes for managing employee time sheets, pay stubs, human resources, personnel recruitment and staffing. The products can be purchased individually or as a complete integrated employee management solution. Together, they deliver a comprehensive solution to automate your human resource processes.

### **electronic Time Sheet Management Solution**

eTSMS automates time collection and approval processes, as it reduces administrative costs. The solution is a password-protected system available to employees and managers anywhere, anytime via Internet-enabled computers. For businesses that require quick, accurate tracking and management of employees' time by project, department, customer or other user-defined category, eTSMS is the ideal workforce management solution. Online features include:

- Electronic time sheets
- Leave balance display and management
- Pay stubs
  - Seamless interface to existing accounting systems
  - Ad-hoc reporting generation
  - Company-wide news page

- Company roster
- Company-specific forms

### **electronic Pay Stub Solution**

ePSS is a secure, easy-to-use Web-based tool that empowers employees to view their current and/or past pay stubs as needed, from Internet-enabled computers. With ePSS, your company will realize a 50% or greater cost savings versus that of traditional paper based systems. Your employees will have password-protected access to:

- Examine current pay period information
- Review pay history
- Obtain information for agencies requiring employment verification

### **electronic Human Resource Management Solution**

eHRMS is a secure Web-based, database driven solution that centralizes vital employee data, including compensation, benefits, contract histories and security clearance status which results in improved data accuracy, better management oversight and reduced administrative costs. Having employee data online and available to management – based on approval levels – reduces questions to HR about salary history and/or benefits. Strong ad-hoc reporting capabilities facilitate and simplify the generation of required Department of Labor reports. Web-based features include:

- Centralized data repository for corporate-wide employee data
- Security clearance status tracking
- Compensation and benefits history
- Ad-hoc report generation

### **electronic Recruiting and Staffing Management Solution, eRSMS**

eRSMS automates the recruiting and staffing process by providing a central repository for all vital recruiting data, which results in shortened hiring cycles. Potential employees complete online applications and upload their resumes into eRSMS. This process enables your recruiters to perform an automated search for applicants possessing skills your business requires, while eliminating hours of perusing paper resumes. Centralized access to applicant information facilitates EEOC and OFCCP requirements, and it provides all recruiters access to up-to-date candidate information. Online features include:

- Application and resume submission
- Documented applicant flow for EEOC and OFCCP reporting processes
- Job posting/editing for internal and external Web-sites
- Automatic e-mail acknowledgements/notifications as applicants apply for positions
- Searchable skills database
- Ad-hoc reporting capabilities
- EEOC and OFCCP data captures

#### **Eliminates data duplication**

Each component of eEMS is designed to work in tandem or on a stand-alone basis. Employee data is input into a secure, access controlled central database, which is available to each eEMS module. Utilizing this central repository eliminates the errors, confusion and volume of data generated by duplicate data inputs.

#### **Simple to use**

Consistent user interfaces across the product suite allow end-users to move seamlessly between products with minimal training and ramp-up time. The graphical user interface and built-in help features, standard to each eEMS module, will make your program intuitive and user-friendly for managers and employees.

Helpful features, such as a time calculator, drop down menus, and automated reporting, save time and greatly increase reporting accuracy.

#### **Flexibility to map to your business processes**

The flexibility to make adjustments necessary to meet your changing business policies and procedures is designed into each component of eEMS. Features that enhance project management and management oversight of employees include:

- Centralized access to automated employee data
- Minimized project ramp-up time
- Ad-hoc reporting capabilities for proactive report development, e.g., EEOC and Department of Labor
- Generation of email distribution lists by project, contract, department, location, or other user-defined category

#### **Industry standard architecture for seamless integration**

eEMS was developed using industry standard cross platform technologies, including Enterprise Java Beans, Java Server Pages, relational database and Secure Socket Layer (SSL) to ensure the privacy of sensitive employee data. Our commitment to platform independence protects your hardware and software investments, and it helps ensure a smooth migration to new software releases. Industry standard technology means eEMS can be integrated easily with your existing accounting solutions. Your business will realize faster, more accurate payroll, billing and financial reporting.

#### **eEMS: replaces the paper quagmire with seamless human resource management**

To learn how eEMS can make more time available to you to devote to your core business, while simultaneously increasing management control, contact PM Consultants & Associates at 954-962-9864 or visit us on-line at <http://www.pmca-us.com>



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