



Knovada HRMS

Manage and support your most important asset:
YOUR EMPLOYEES with a cost effective Human Resource Management System that provides:

- Posting job openings on the company's website
- Online application and submission
- Hiring matrix to evaluate applicants
- Employee work scheduling and time management
- Employee appraisals
- Employee career pathing
- Payroll Management
- Online communications with employees and customers
- System administration controlled by the HR staff
- Easy to use customization options
- No IT resources required

A CLOSER LOOK AT THE KNOVADA HRMS

POWERFUL FLEXIBLE SCALABLE SIMPLE FAST COST EFFECTIVE

Improving productivity through effective personnel management



Knovada is an internationally recognized provider of enterprise solutions with a focus on the delivery of web enabled integrated software solutions for human resources, education and training and employee/customer communications. With a modular design and component architecture, the organization can select those specific elements which provide the greatest value to the enterprise thereby achieving the lowest total cost of ownership while maximizing the return on their software investment.



We are positioned to capitalize on our products today and continue to support corporations and their visions for the web in the future. Knovada has developed various web based business tools with features and functionality applicable today. With speed and efficiency, our web based software solutions enable corporations to real-



Applicant Processing and Tracking

- Job openings and position descriptions are posted on the company's website.
- Applicants complete and submit an online employment application specifically designed by the organization's HR staff.
- The HR staff can specify specific attributes to perform an automated screening process for qualified applicants.
- Automated notification of applicants who meet the specific attributes required for the job position.
- Provides a hiring matrix which ranks applicants based upon the specific job attributes.
- Provides a defensible hiring process.
- Applicant information is automatically transferred to the employee database once the applicant is hired.

Employee Appraisal

- Define required tasks for an employee to complete during the appraisal period which will serve as the baseline for the appraisal
- Report on the completion status of each appraisal task.
- Provides the option for both supervisor appraisal and employee self-appraisal.



Career Pathing

- Employee planning to define career objectives.
- Define the steps required to achieve these career objectives.
- Define specific assignments for employees to support their career objectives.
- Track employee's progress on completing these assignments.
- Provides each employee an opportunity to achieve their career goals.



Payroll, Work Scheduling and Time Management

- Centralize work scheduling for all employees and/or contract personnel
- Provides the ability for employees to submit requests for company designated leave categories up to one year in advance.
- Automated e-mail notification for submission and approval/denial of work schedule requests.
- Ability to assign multiple approval levels by work schedule type.
- Maintains employee accruals, holidays, payroll dates, work shifts, employee payroll deductions, per diem, employee banking information, payroll deposit information, hiring forms and various payroll related forms. The employee payroll information can be integrated with your accounting system.
- Manages and administers timesheets for actual hours/days on specific work assignments.
- Automated e-mail notification for submission and approval/denial of time-sheet entries.
- Timesheet entries can be integrated into the company's payroll system.
- A calendar displays pending and approved work schedule requests.



Communication Modules

The following modules are provided to enhance the communications between the company, their employees and their customers.

- Online Surveys
- Online Newsletters



HRMS Administration

- The management and administration of the HRMS infrastructure is controlled by the company's HR staff
- No Information Technology resources are required.
- Easy to use customization options.
- Selecting screen display fields
- Modifying field name descriptions

