



**Record personal information on employees, including date hired, pay history, employment review history, termination date, birth date, education information, race, dependent information and emergency contacts.**

The screenshot displays the 'Personnel' module interface for an employee named Allan P. Berns. The interface includes a header with the employee's name, ID (ZYBEHAD), department (TRUS), and hire date (November 2021). Below this is a table of key information: Active Full Time, Title (TRUSTEE), Pay Grade, Deductions (8), Gender, Pay Periods (2), Direct Dep Active?, Days/Hours off (8), Union Code (N), Hourly/Salary (Hourly), Earnings Entered!, and Last Paid (11/21/2021). The main section is titled 'Employee Details' and contains several tabs: 'Employee Details Information' (with fields for Birth Date, Date Hired, Date Resigned/Terminated, and Highest Education Level) and 'EEOC Information' (with dropdown menus for EEOC Function, EEOC Race, EEOC Job Code, and EEOC Agency). Below these are sections for 'Emergency Contact Information', 'Special Education Information', 'Dependents Information', 'Employee Review Information', and 'Pay History Information', each with a link to 'Add a new' record.

- Assists with EEOC reporting.
- Track Important Employee Date such as Hire/Dismissal and Birthdates.
- Interfaces with your existing Payroll Employees
- Employee Performance Reviews
- Pay Rate increase scheduling.
- Pay Rate History
- Performance Evaluations
- Employee Training
- Emergency Contact Details
- Special Certifications.
- Employee Dependent Information



**Learn how the LOCiS Personnel Module can help your organization.**

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