

Your workforce includes a wide range of personnel, from employees to volunteers and reserves, to full-time, part-time, sworn and civilian personnel. Work locations can range from administrative headquarters to patrol cars to firefight apparatuses located at numerous stations, or multi-campus correctional facilities. Tracking a wide range of operational information that is actionable as well as informational help improve efficiencies for all.



► **CENTRALIZED RECORD MGMT.**

With the *WMP Employee Records* module, each user's personnel and operational activities are saved in one location throughout their agency tenure. Information such as their organization, supervisors and pay history is tracked. Multiple funding streams, such as grant-funded positions, are tracked so that cost of services can be easily reported.

BENEFITS

- Centralizes user's personnel and operational information
- Tracks compliance history throughout career tenure
- Maintains continuity with agency-defined forms
- Role-based access control ensure information security
- Convenient informational access for authorized personnel

Personnel status types based on your rules can be assigned to users for temporary time periods that may trigger automatic alerts regarding scheduling or assignment conflicts. An extensive medical log of agency-defined event types are included with the ability to assign follow up tasks necessary to support each event. This may include formal tracking of FMLA, workers compensation claims and organizational responsibilities.

Operational info, such as employee asset assignments, skills and schedule history is tracked. Skill certifications include the ability to automate renewal notifications. Documents and forms can be stored in each user's record, along with evaluations and supervisory notes.

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FOR EMPLOYEES

- Manages full-time, part-time, sworn, non-sworn, volunteers and reserves
- Tracks user’s assigned and working organizations
- Agency-defined role-based access controls
- Assign one or multiple types of supervisors
- Personnel status tracking that triggers automation
- Internal job posting/hiring
- Announcement generator
- Employee records:
 - » Demographics, education and licenses
 - » Funding and pay
 - » Medical logs
 - » Forms
 - » Supervisors
 - » Suspensions
 - » Contacts
 - » Emergency contracts
 - » Awards
 - » Evaluations
 - » Equipment
 - » Skills and certifications with renewal alerting
 - » Schedule history
 - » Upload documents
 - » Employee forms
 - » Notes for managers
 - » Terminations/exits
 - » Transaction logs for auditing purposes

► **ADAPTABLE ROLE-BASED ACCESS CONTROL**

As a role-based solution, users are only given access to screens based on their assigned role levels. This ensures that only the right personnel can access and update your workforce data. What’s more, as a user moves to temporary assignments their access, capabilities and pay rates can be setup to adapt with the reassignment.

► **SIMPLIFIED INTERNAL JOB HIRING ADMINISTRATION**

With internal job posting and hiring capabilities, employees can view and apply for internal job opportunities. Hiring managers can review candidate documentation, collaborate with other managers, and extend job offers using online workflows.

► **VARIETY OF EMPLOYEE SELF-SERVICES**

WFMP’S self-service capabilities reduce administrative workloads and eliminate time consuming manual processes. Since all workflow automation is based on your policies, managers respond to requests with confidence knowing that checks are in place that flag conflicts.

Time-Off Requests	Overtime Requests	Schedule Bidding
Timesheets	Overtime Signup	Vacation Bidding
Internal Job Hiring	Off-Duty	Shift Swapping

Managing supervisors receive alerts via email and/or on mobile devices informing them about employee requests. At-a-glance views enable quick responses to requests from subordinates or for other supervisors. Once responses are saved, they are automatically saved several locations throughout the system in real-time.



CERTIFIED WOMEN OWNED BUSINESS

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