

[Home](#)

Human Resources

<u>Organizational Charts</u>	<u>Job Classifications</u>	<u>Job Descriptions</u>	<u>Policies & Procedures</u>	<u>HRIS</u>	<u>EEOC Reports</u>
<u>Employee Files</u>	<u>OSHA</u>				

HRIS System

Kudler uses *Quick Books* and has outsourced payroll processing to Intuit (maker of Quick Books). Intuit's database tracks the following information for each employee.

- Personal information, such as name, address, marital status, birth date, etc.
- Pay rate
- Personal exemptions for tax purposes
- Hire date
- Seniority date (which is sometimes different than the hire date)
- Organizational information (store for budget purposes, manager's name, etc.)

Changes to this information are submitted in writing (on special forms) by the employee's supervisor and are entered into the system by an accounting clerk. The accounting clerk maintains a file with the appropriate tax forms for each employee and keeps the originals of any changes to employee data.

Employees fill out time sheets manually each week, which are approved by the store manager. These time sheets are faxed to accounting, where the data is entered for payroll purposes. Corrections to the time sheets must be approved by the direct supervisor and the store manager.

Each store manager has all of the employee files for the employees in the store — there is no central file area. These are kept in a locked file and typically include the following information:

- Job application/résumé
- Performance reviews (if there were any)
- I-9 forms
- Any disciplinary memos or performance management issues

Managers are responsible for tracking any requests for time off and vacation. There is no automated system for tracking vacation time used.

Store managers handle much of their own hiring, with the help of the HR recruiter. Applications of people not hired are kept in files by the HR department.

Workers' compensation is managed by a third party provider, which keeps its own records.

The HR manager keeps an Excel spreadsheet with the results of job analyses, salary surveys, and individual compensation decisions.

The HR assistant keeps information about complaints, grievances, harassment complaints, etc. in locked files in the HR office at headquarters.

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