

## Take Control of HR Administration and Recordkeeping

Comprehensive Human Resources Functionality

Integrates with Microsoft Dynamics® SL (Solomon®) and External Payroll Systems

Manages Applicants, Employees, Contractors and Volunteers

Offers Web-based Applicant, Employee, and Manager Self-Service

## HUMAN RESOURCES

The only HR module written specifically for Microsoft Dynamics SL (Solomon) provides Human Resources professionals with a comprehensive set of tools to capture, record and report the diverse information related to job applicants, employees, contractors, consultants, volunteers and other persons.

**Applicant Tracking** – Track applicants, interviews, tests, and background checks. Attach resumes and other documents. Capture work experiences and references. Create a database of people to contact for future positions. Avoid re-interviewing unqualified candidates. Produce candidate flow and hiring efficiency reports.

**Employee Information** - Capture the information needed to manage your business and protect your people: contact information, I-9 forms, W-4 forms, emergency notification information, employee-owned vehicles, digital photograph, and other relevant information can be recorded.

**Salary Administration** – Maintain a permanent history of past, present, and future salary changes. Record commissions and bonuses paid. Manage multiple rates of pay per person based on the job performed.

**Benefits Administration** - Define corporate benefit plans and manage enrollment. Apply cost changes. Produce roster and census reports for plan providers.

**COBRA Management** - Generate COBRA notification letters. Manage COBRA eligibility and election. Receive and apply COBRA payments.

**Payroll Synchronization** – Synchronize employee, salary and benefit information between Human Resources and Payroll. Record future changes in Human Resources for synchronization to payroll at the appropriate time.

**Attendance Tracking** – Record work days and hours. Plan work schedules. Capture absences, time worked, and other attendance related information. Manage vacation schedules. Track FMLA and other leaves.

**Property Management** – Track company-owned property such as keys, laptop computers, cell phones and credit cards assigned to employees and others. Recover assets on departure or reassignment.

**Web-based Self Service** - Silver Brook Human Resources is the back-end core system for the optional applicant, employee & manager self-service modules.

### Employees/Person Screen

*The Employees/Person screen is the focal point for managing applicants, employees, contractors, and volunteers. Users can navigate to all other information about a person from this screen.*

**Job/Position History** – Record each position held by an individual including dates, grade, and supervisor. Human Resources manages multiple concurrent jobs for the same person.

**Job Requirements** – Maintain specific guidelines and requirements for each job including degrees, training, licenses and certifications required. Specify initial training and periodic retraining requirements for each job in the organization. Report impending expirations and retraining requirements.

**Training and Certification** – Track in-house and external education programs from application through completion. Capture information on degrees, skills, licenses, and certifications.

**Employment Verification** – Maintain a directory of authorized requestors. Manage employment verification requests from initial contact through final disposition. Generate various responses and reports based on the request type and requesting agency.

**Performance Evaluations** – Schedule performance appraisals, record evaluation results, and conduct supervisory reviews of evaluations.

**Health and Safety** – Record injuries and illnesses. Track reportable vs. non-reportable incidents. Create OSHA reports. Track workers compensation claims and expenses.

# SILVER BROOK HUMAN RESOURCES

Silver Brook Human Resources provides system-wide tools to enhance productivity and ease of use:

**Document Attachments** – Attach resumes, documents, spreadsheets, images, web links and any other type of file to virtually any record in Human Resources.

**Microsoft Word Integration** – Associate Microsoft Word® templates, Crystal Reports®, and FlexQueries™ with Human Resources screens. Create documents and reports containing information from the currently displayed record with a single click of the mouse.

**Inquiry Tools** - Powerful task inquiry screens simplify management of scheduled activities in applicant screening, performance evaluation, and employee hire and termination.

**Configurable Features** – Silver Brook Human Resources is designed to accommodate the policies and practices of different organizations. The extensive use of reference tables allows customization of many system functions and behaviors.

Extend Silver Brook Human Resources with optional modules:

**Silver Brook Payroll Extensions** enhances Dynamics SL Payroll with features for employee receivables, unpaid employee arrearages, auto-exemption of deductions and many more frequently requested features.

**External Interface Kit for Silver Brook Human Resources** permits you to export records from HR to third party payroll systems and services, time clock systems, and other applications requiring human resources information.

**Employee Self Service** provides employees anywhere, anytime web-based access to HR information and services.

**Applicant Self Service** provides web-based job search, job applications, resume services and screening processes.

**Privacy Manager** adds role-based security to Dynamics SL's functional security model. Restrict users to seeing records for only those employees in their area of responsibility.

**QuickSolutions** lets you extend Human Resources with custom screens in minutes without programming. Meet local information requirements quickly and easily.

**FlexQuery** adds powerful, secure ad-hoc query capabilities. Access, filter, sort, total and format information in a secure, easy-to-use environment. Export results to Microsoft Excel®. Drilldown to Crystal Reports and Dynamics SL (Solomon)

## About Silver Brook Systems

Silver Brook Systems is a Microsoft Certified Partner with ISV and Business Solution competencies. Our goal is extend the capabilities of Microsoft Dynamics SL with applications providing superior functionality.

Silver Brook Systems is intimately familiar with Microsoft Dynamics SL (Solomon) and its vast potential. A long history of system design and software development and more than 10 years experience with development specifically for Solomon enables us to provide efficient solutions to enhance the value of Microsoft Dynamics SL.

## Technical Specifications

### Product Type

VB Tools Application

### Technical Requirements

Standard Dynamics SL/Solomon environment  
Payroll Module (optional)  
Customization Manager (optional)

### Supported Versions

Solomon version 5.5 and higher  
Dynamics SL version 6.5 and higher

# SILVER BROOK SYSTEMS

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