optimum
HUMAN RESOURCES

Microsoft Partner
Gold Application Development

Premier Business Partner **IBM**

Protecting a company's most valuable asset – its people.

Optimum Human Resources is designed to help companies in any industry easily manage the difficult and cumbersome task of HR record-keeping and government reporting. Extensive employee information is readily available which aids in protecting a company's most valuable asset – its people.

The process of adhering to government requirements is streamlined with Optimum Human Resources. The system offers numerous reporting options such as EEO, COBRA, OSHA, Workers Compensation, and much more.

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Optimum Solutions' applications are like a breath of fresh air to our company.

Trish Grant, Senior Programmer
TUTCO, Inc.

Security is imperative when dealing with human resources information. Data can be secured at the menu, program, company, organization, and/or employee level. Confidential data such as social security number and pay rate may also be secured for select users.

Optimum Human Resources can be deployed on premise or in the cloud as a stand-alone module or integrated to Optimum Payroll and/or Optimum Time & Attendance. When integrated, the products utilize one masterfile database which eliminates redundant data entry. Integration to the other Optimum applications ensures a company's payroll and HR departments are always working with current employee information. Optimum also offers Employee Self-Service (ESS) and Applicant Tracking applications to fulfill an organization's HR needs.

OSHA

Optimum Human Resources provides companies with the information needed to adhere to strict OSHA guidelines and avoid infractions and penalties. Optimum Human Resources helps companies comply with OSHA guidelines by:

- Tracking information throughout the year and producing standard federal OSHA 300 and 301 reports
- Maintaining mandated OSHA codes
- Allowing safety managers to access and manage OSHA/Workers Compensation while keeping other confidential information secure

Wellness

Optimum Human Resources tracks data regarding wellness for employees while protecting their confidential and sensitive health information with advanced security features. Optimum Human Resources:

- Tracks data of physical exams
- Generates DOT-compliant random employee selection for drug screening
- Records information regarding general wellness, restrictions, and limitations of employees
- Helps companies adhere to strict HIPAA regulations

Attendance

Companies can effectively manage employee attendance with Optimum Human Resources, a fully integrated attendance tracking system. Optimum Human Resources allows companies to:

- Track and manage employee absenteeism
- Add or modify attendance records
- Immediately access employee FMLA information
- Associate attendance plans with specific point values
- Monitor infraction trends such as days tardy

Benefits

Optimum Human Resources allows companies to track eligibility for employees, dependents, and beneficiaries. With Optimum Human Resources, companies can:

- Monitor company benefit costs
- Track other insurance coverage for coordination of benefits
- Monitor dependents' age and student status to determine eligibility

Reports

Optimum Human Resources provides companies with numerous standard reports with a wide variety of sort and selection options to meet your managerial, compliance, and strategic planning needs. Report features in Optimum Human Resources include:

- Ability to generate standard reports to monitor employee data
- Option to export reports in a variety of formats such as Excel or PDF
- Ad hoc reporting with third party report writers such as Crystal Reports or Excel