

LIGHTWORK[®] PEOPLE MANAGEMENT

Keep track of all your employee data in one easy-to-manage location. LightWork People Management is the perfect tool to track demographic and organizational information as well as employee notes, events, emergency contacts, certifications, and much more. The employee profile design is clean, simple, intuitive and works seamlessly with other LightWork solutions.

FEATURE HIGHLIGHTS

ORGANIZATION

LightWork allows you to have up to 10 organization levels, an unlimited number of companies and employee types. Create an organizational hierarchy by assigning managers to employees. You can control what sections are available in the Employee Profile for each security level of your organization.

PERSONAL INFORMATION

Manage employee demographic information: address, contact information, date of hire, assigned managers, Emergency Contacts, hire and seniority dates, employment status and much more.

JOBS & PAY

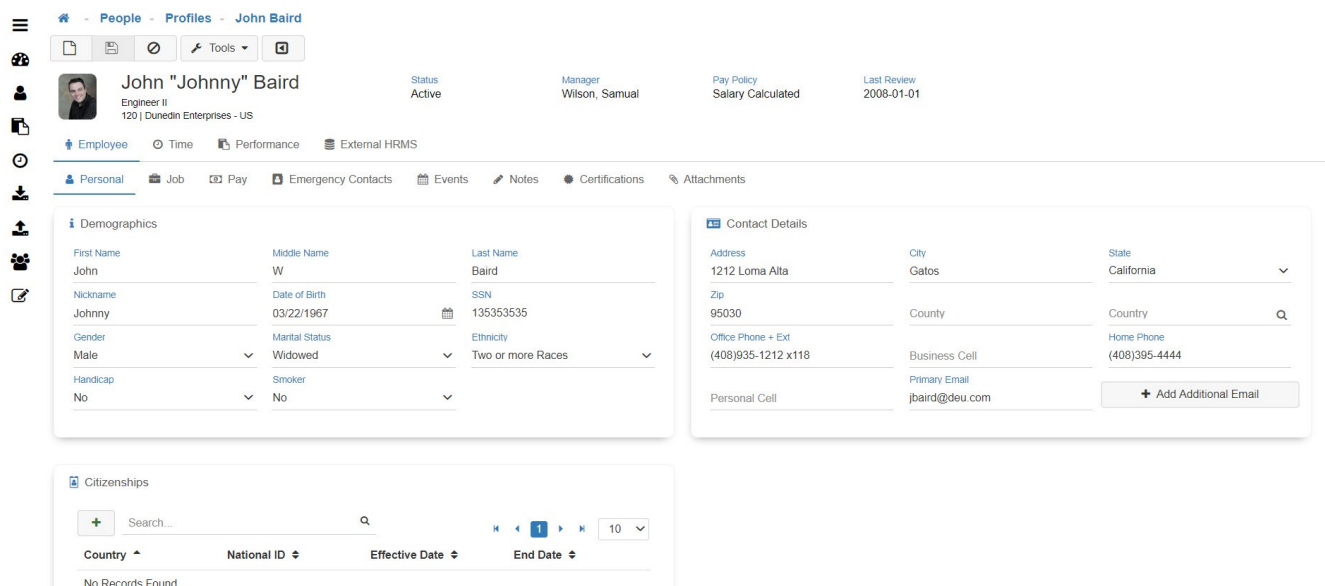
LightWork makes it easy to assign a primary job and secondary jobs to employees, then track the pay rates associated with those jobs. We also include the ability to set up secondary jobs with alternate rates of pay.

CERTIFICATIONS

Keep your employees on track and in compliance by tracking employee certifications. Important information like the date of certification, renewal dates, type of certifications, and relevant attachments is invaluable.

ATTACHMENTS

Easily attach important files to an employee record in this section of LightWork People. This provides a central place to record job-related information specifically tied to an employee record (regardless of file format.)



The screenshot displays the user interface for an employee profile. At the top, there is a navigation bar with a home icon, a breadcrumb trail 'People > Profiles > John Baird', and a 'Tools' dropdown menu. Below this is the employee's name 'John "Johnny" Baird' with a small profile picture, and several key details: 'Status: Active', 'Manager: Wilson, Samuel', 'Pay Policy: Salary Calculated', and 'Last Review: 2008-01-01'. A secondary line of information shows 'Engineer II' and '120 | Dunedin Enterprises - US'. Below the header is a horizontal menu with tabs for 'Employee', 'Time', 'Performance', and 'External HRMS'. A main navigation bar contains icons for 'Personal', 'Job', 'Pay', 'Emergency Contacts', 'Events', 'Notes', 'Certifications', and 'Attachments'. The main content area is divided into two columns. The left column is titled 'Demographics' and contains a table with the following data:

Field	Value	Field	Value
First Name	John	Middle Name	W
Last Name	Baird	Date of Birth	03/22/1967
Nickname	Johnny	SSN	135353535
Gender	Male	Marital Status	Widowed
Ethnicity	Two or more Races	Smoker	No
Handicap	No		

The right column is titled 'Contact Details' and contains a table with the following data:

Field	Value	Field	Value
Address	1212 Loma Alta	City	Gatos
State	California	Zip	95030
County		Country	
Office Phone + Ext	(408)935-1212 x118	Business Cell	
Home Phone	(408)395-4444	Primary Email	jbaird@deu.com
Personal Cell			

Below the contact details is a '+ Add Additional Email' button. At the bottom of the profile page is a 'Citizenships' section with a search bar and a table with columns for 'Country', 'National ID', 'Effective Date', and 'End Date'. The table currently shows 'No Records Found'.

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FEATURE HIGHLIGHTS (Continued)

EVENTS

Record important events like volunteer work, trade organization memberships, or any other job-related event you can think to track in this section. It is entirely flexible and allows administrators to define their system Event Type to describe what is being tracked and record all aspects of an employee's work life event.

CITIZENSHIPS

If you'd like to track and maintain employee Citizenship information, the Citizenship section can be enabled by Group Security access. You can record Country, effective date, end date, National ID for the citizenship entry.

EMPLOYEE NOTES

Notes can be added to an employee record with a note type and follow-up date. This can be anything from a disciplinary action to a letter from a customer for a job well done. Follow-up needed? Use LightWork Alerts & Workflow!

LIGHTWORK ALERTS & WORKFLOW COMPATIBLE

LightWork Alerts & Workflow will help you and your managers stay one step ahead of the game and stop saying "If only we had known". LightWork Alerts and Workflow monitors your HR data for critical, time-sensitive conditions and subtle shifts in data and can direct your attention to these situations in a variety of ways including email, texts, reports and FTP.

LIGHTWORK ANALYTICS COMPATIBLE

LightWork Analytics is a business intelligence tool designed to let you ask questions about your data, and display those answers in formats that make sense to your team such as a graph or a detailed table. You can utilize Analytics to review questions like "Where are most of my employees regionally based" or "How has this Manager's team average changed over time" or any other question that would be valuable to drill down into based on employee information.

