



# Employee Management System

## EMS



An organization's most valued asset is its work force. That is why it is so important to manage your human capital efficiently and effectively. Employers are also beginning to feel the pressure of the government to keep more accurate and verifiable employee records. Due to this constantly evolving environment, Byte Software has introduced its latest integrated software module, Employee Management System (EMS). Byte took its rich employee payroll database and added several new features to begin to solve the constantly evolving world of employee management.

## Benefits

- **More efficient use of time:** Now keep your employee information electronically instead of manually filing information in filing cabinets.
- **Cut administrative costs:** EMS allows instant access to employee information instead of fumbling through file folders looking for emergency contact, medical, or dependent information. EEO and other employee reporting is much easier.
- **Automate Rewards & Warnings:** Many employers have devised point systems for good and bad behavior. EMS helps automate these processes by tracking situations where employees are excelling and situations when they are not.
- **Easier Compliance with Government Reporting:** EMS easy shows you how many employees you have by ethnicity and EEO job category.
- **Access to E-Verify:** BYTE is an E-Verify Designated Agent. Through EMS, you can verify now the employment eligibility status of new hires

## Flexible Features

EMS comes standard with several powerful features to handle the way your company manages your human capital.

- Manage extended employee **Contact information**
- Manage **Dependent information, Emergency Contacts and Medical information**
- **Absentee tracking and reporting**
- Monitor **Attendance History**
- Track **Incidents & Job Status** including
  - Accidents / Injuries
  - Verbal / Written Warnings
  - Complete Job History and Pay History
- Track Employee **Education & Certification** information
- Automate **Rewards & Warnings** point systems
- Track what **Company Property** is assigned to your employees
- EEO data fields for **EEO Government Reporting**
- **I-9 Information & E-Verify**
- Seamless integration to **Piecework Production (PAC)** for piecework payroll & shop floor control.
- Seamless integration to **Payroll (PAY)** module for gross to net processing.
- Seamless integration to **Time & Attendance System (TAS)**



*Manage your employees the easy way!*



module

## The Time Is Now

Let us help you manage your precious human capital.  
Contact us today for more information.

For more information visit us on the web at [www.byte-ss.com](http://www.byte-ss.com) or e-mail us at [sales@byte-ss.com](mailto:sales@byte-ss.com)

EMS MODULE FEATURE LIST	
Employee Contact Information with Employee Photo	✓
Emergency & Other Contact Information	✓
Salary & Position History	✓
Dependents Information	✓
Skills, Training & Education Tracking	✓
Complete attendance Information	✓
Track Company Property by employee	✓
Track incidents (accidents with OSHA information)	✓
EEO data for EEO reporting	✓
Discipline Monitoring	✓
Integrated Payroll with the addition of Byte's Payroll Module	✓
Integrated Time & Attendance tracking with the addition of Byte's TAS Module	✓
Formal Process: Change Employee Status & Reason with Effective Date & Re-hire Status	✓
Formal Process: Change Employee Pay and keep pay change history	✓
Formal Process: Input and track Verbal & Written Warnings	✓
Formal Process: Input and track Accidents/Injuries	✓
Formal Process: Input and track Rewards & Warnings with Point System	✓
Report: EEO-1, Standard Form 100, Section D report	✓
Report: Complete Employee Record & History	✓
Report: Employee Contact Listing	✓
Report: Reward Points Summary	✓
Report: Written Warning	✓