

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.

## ORGANIZATION

## PERSONAL INFORMATION

## 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 filed to an employee record (regardless of file format.)

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## LIGHTWORK® PEOPLE MANAGEMENT

### 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.

