

Administrative Software Solutions



Human Resources System

Administrative Interactive Management System - AIMS

INTEGRATED SYSTEM

The application suite and optional modules are designed to work together for seamless workflow and user-friendly interface.

OPEN PLATFORM

A software architecture built on solid programming, flexible for on-demand custom routines and able to run on PC's, LAN's, WAN's, LINUX and UNIX based computer systems.

CONSULTING SERVICES

Annual maintenance subscription provides user support covering normal software operation during the subscription period. Refer to maintenance agreement for detailed description of covered services.

Integrated modules for flexible and efficient workflow.

Personnel - A database containing pertinent information for each individual employee.

- System handles personal demographic data.
- Alpha look-up feature is available.
- Tracks positions and multiple assignments.
- Tracks years of experience in and out-of-state.
- Maintains Degrees, Majors and Minors.
- Tracks Licenses and Certificates, as well as endorsements.
- Generates Educational Background Report.
- Produces ISBE Teacher Service Report.
- User defined data screen.
- User input at development time.

Personnel History - Allows tracking an employee's Academic and Job/Classification History.

- Ability to track continuing education and CPE's.
- Tracks courses, universities, grades and credit hours.
- Tracks employee job history with salaries with district.

Applicant Tracking - Helps organize the glut of resumes by allowing district to input pertinent data.

- Provides search criteria when filling a position.
- Hired applicants can roll to Human Resources and Payroll systems.

Contract Negotiation - Allows administration to produce cost projections based on proposals or anticipated proposals for employees groups.

- Scattergram creation and reporting.
- Creation of "What If" salary schedules using indexing, increments and percentage calculations.
- Cost projections of each proposal.

Salary Verification - Provides an efficient way to enter Contract/Salary information for all employee groups without updating the live files until contract payment begins.

- Ability to print contracts for employees.
- Allows for multiple salary schedules.
- Automatically loads contract into P/R System.
- Creates Salary and Benefit Budgets.

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A.I.M.S. Base System

Accounts Payable

Budgetary Accounting

Budget Reporter

Check
Reconciliation

Encumbrances
Accounting

General Ledger

Payroll Database

Payroll History

Employee Attendance - Provides detailed and summarized tracking of all time taken away from school by district employees.

- Interfaces to Personnel System and Payroll Systems.
- User defined codes available to track reasons for leave.
- Tracks when any leave time was used.
- Screen or print complete transaction detail by employee, group or building.
- Can create leave policy file to automatically accrue all leave time based on each employee's code.
- Can automatically increment data fields (i.e., years experience, step & lane, etc.).
- Internal calendar allows tracking for the day of the week that leave occurs, including analysis of individual employees as well as employee groupings.
- Simple correction maintenance with full audit trail.
- Produce detail of summary information for screen inquiry or reports.

Substitute Tracking - Track substitute teachers subbing for a specific teacher or for those not subbing for specific teachers. Produces P/R period information.

- Tracks who substitutes for which staff member.
- Tracks the number of days a substitute has worked (i.e. TRS Report).

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