

Carter-Pertaine, Inc.



Human Resources System

Employee Demographics, Credentials, Education/Skills, Leave Tracking, Personnel Action Forms, Applicant Tracking & CBEDS

Integrated Administrative Software for Education

Human Resources Features

- Extensive demographics
- User-defined security throughout
- Full education and teaching history
- Detailed skill tracking
- Subject and site preference
- Certification tracking
- Work history tracking
- Comprehensive medical information
- Single source data entry
- Equal opportunity reporting
- Extensive leave and absence tracking
- Emergency data information
- Staff analysis reports
- Contract generation
- Termination information
- State-required reports
- Retirement projection
- Applicant tracking
- Substitute tracking
- Absence tracking
- Credential tracking
- Personnel assignment tracking
- Personnel action forms
- Personnel downloader (to the PC)
- Employee evaluations
- Misassignment reports

Human Resources Integration

- Salary Schedule / Benefit Projection
- Position Control
- Payroll
- Budget Development
- Benefits Management
- Student Administration

Customer Benefits

Information obtained on an applicant is automatically transferred to a permanent record when employee is hired, saving hours of repeated data entry.

Data indicates true staffing needs based on absence history and substitute usage.

Reduces misassignment of teaching staff through full qualification, certification, work and job history.

Reduces administrative costs by facilitating effective planning for substitute needs.

Specifically designed for K-12.

