

WORKFORCE

OBJECTIVE

Managing your employees with improved human resources management.

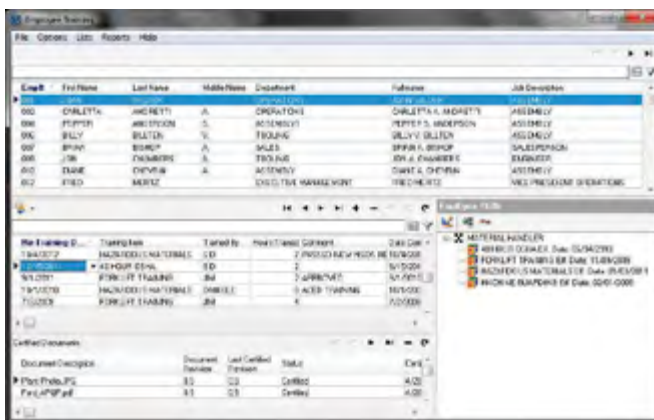
OVERVIEW

The DELMIAworks Workforce module enhances your ability to more fully handle your most important assets: your employees. It provides all the tools necessary to manage human resource activities including recruiting, benefits, training and injury/illness tracking. Employee performance, skill development, job postings and resumes are all easily accessed through the Workforce module. As with other DELMIAworks modules, Workforce provides seamless data flow between all ERP areas.

The Workforce module is more than just a listing of employees. Users can customize skill sets, training levels and job descriptions. Employee benefits and other human resources information is easily accessible. Applicant names and contact information can be added without affecting current employee listings. Attach resumes, references and offer correspondence and easily convert applicants to full-time employees with a click of the mouse. The Workforce skill matching option will quickly show you employees or applicants best qualified to fill any position required. Workforce also streamlines injury/illness tracking and reporting.

KEY BENEFITS

- Track employee training programs and skills
- Track injuries and illnesses and generate OSHA 300, 300A & 301 reporting forms
- Automatically receive notifications of expiring certifications
- Streamline and standardize the recruitment process
- Link directly to the Payroll or Time & Attendance modules
- Eliminate redundant data entry by converting applicants to employees
- Quickly access resumes or other documents associated with an employee or applicant



"The Workforce module from DELMIAworks has provided us a quick and convenient option to track employee training and certifications—such as forklift drivers. We can also document all aspects of a new job opening by linking resumes of applicants to their contact information."

-Tessy Plastics

Employees can be listed with corresponding customizable training items or skill levels, complete with effective and completion dates.

WORKFORCE: KEY FEATURES

Training and Skill Tracking

Workforce provides the tools necessary to monitor staff development, including:

- Define and track skills assigned to job descriptions along with training requirements for each skill
- Manage job descriptions and corresponding training requirements assigned to each employee
- Track and manage specific training program course requirements, including documents
- Monitor employee training history with current job/skill requirements

Recruiting/Applicant Tracking

Streamline and standardize management of the recruitment process

- Quickly and easily track status of an applicant through the hiring process
- Store job interview notes and forms
- Perform skill queries to determine available candidates
- Track referral sources
- Associate a single applicant with multiple job requisitions
- Transfer applicant information to Payroll upon employment

Injury/Illness Tracking

The Workforce module provides the capability to track injuries and illnesses, including:

- Generating OSHA 300, 300A & 301 forms for reporting injuries and illnesses
- Tracking of lost days, injury locations, types, classifications and costs
- Calculation of injury statistics and incident rates



Applicant information is segregated from employee data until you convert applicants to employees. This allows complete entry of resume information without the worry of over complicating your real employee list.

LEARN MORE

To learn more about Workforce or if you would like more information on the products and services from DELMIAworks, please visit www.3ds.com/delmiaworks.

Our **3DEXPERIENCE®** platform powers our brand applications, serving 11 industries, and provides a rich portfolio of industry solution experiences.

Dassault Systèmes, the **3DEXPERIENCE** Company, is a catalyst for human progress. We provide business and people with collaborative virtual environments to imagine sustainable innovations. By creating 'virtual experience twins' of the real world with our **3DEXPERIENCE** platform and applications, our customers push the boundaries of innovation, learning and production.

Dassault Systèmes' 20,000 employees are bringing value to more than 270,000 customers of all sizes, in all industries, in more than 140 countries. For more information, visit www.3ds.com.

