

# Hamilton County Facilities Department

Available Support Services - IWMS  
(Integrated Workplace Management System)



## Personnel Management

The Personnel Management modules are used to track County employees

### Personnel Management Module

This module tracks employees in the county, associating them with the appropriate department/agency, location, phone number, email, etc. This module is very important as we are giving people access to Archibus, but can also be managed by each department for other purposes.

### TEAMS - EHS - Tracking Training / Medical Monitoring

This module is used to tracking training (County and non-County) and medical monitoring (fit testing), what training has been taken by each employee, and who is due for training that is required on a scheduled term.

### TEAMS - EHS - Incident Reporting

This module is for tracking incident reported in the various buildings.

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## What is the Facilities Personnel Mgmt Module

### Facilities Personnel Management Module

In the process of utilizing other ARCHIBUS modules, the Facilities department has compiled a list of all Facilities employees in the Personnel module, and is tracking various pieces of information about each employee: location, job title, pay rate, email address, phone number, supervisor, etc. This information is also in the system for other departments and agencies that utilize our Work Order, Fleet, or Project Management modules. Recently, we have started taking advantage of this availability, and have begun generating various reports about our staff. For example, when an employee leaves the department, we can print a report showing everything that was ever assigned to that employee, and verify that it was returned. The list could include tools, computers, palm pilots, County issued shirts and jackets, and phones.

#### Benefits of the Module:

- All personnel information is in one place
- Ability to use this information in other modules
- Ability to track the items that have been issued to each employee
- Tracking inventory back to personnel assists in the audit process - each person is given a list to update, instead of leaving the entire list up to the Building Manager or Trades Supervisor

## Benefits

### Personnel Management - ID Badges

This Activity was developed by a third party vendor in an effort to track ID Badges being issued by the Board of County Commissioners. The badges could be issued to personnel, vendors, and/or temporary visitors; and multiple types of badges or location accessible badges could be issued to each. As this activity is based on the Personnel module, it is necessary for new employees to be entered in the personnel table, prior to tracking their ID badges. When a badge is lost or stolen and a new one is issued, that information is then tracked in the system, and Facilities can monitor the system to identify problems, or to quickly determine who has access to certain locations.

**EMPLOYEE RWALLACE SUMMARY**

EMPLOYEE DATA

Employee Code: RWALLACE	Status: Active	Alloc Rm Area: 0 sf
Name: Robert Wallace	Emp Number: 3000	Chargeable Area: 0 sf
Building: 2020	Phone:	Chg Comm Area: 0 sf
Floor:	Extension: 0	Room Comm Area: 0 sf
Room:	Fax:	Spec Comm Area: 0 sf
Division: 01	COB:	Tot Comm Area: 0 sf
Department: 06	Pager:	Plot of Room: 0.00
Employee Type: employee	Email:	Chargeable Cost: \$0.00
Essential?: No	Mailstop:	
Date Started: 12 Jul 2007	Emerg Phone:	
Date Ended:		

Facilities Dept. Employee  
Job Position: Laundry Worker



**ASSIGNED EMPLOYEE ID BADGES**

Badge ID	Card ID	Card Type	Card Status	Issue Type	Issued
151		A	New Hire		12 Jul 07

**EMPLOYEE BADGE COUNT**

Badge Count: 9

**Division - UNDEFINED**

Emp Code	Name	Emp Floor	Room	Status	Emp Type	Phone	Num Badges
CHURCHES	Cara Hughes	0138	A	employee	946-4309	1	
COMTEY	Cristen Smith	0138	I	employee	946-4480	1	
GATLUR	Glary Alur	0138	A	employee	946-4521	1	
HEATER	Norman Bader	0138	A	employee	946-4479	1	
HFSCHESSE	Hilary Fuchsesser	0138	A	employee	946-4700	1	
JZETERS	Jason Detors	0486	A	employee	946-8950	1	
LWESB	Lisa Webb	0138	A	employee	946-4306	1	
PEREDMAN	Fredman Philip	0138	I	employee	946-4545	1	
PROSS	Patricia Ross	0138	I	employee	946-4316	1	
RROBERTS	Ron Roberts	0138	I	employee	946-4403	1	
SHENDENSON	Shawn Henderson	0138	I	employee	946-4439	1	
TRAPLEY	Tonya Rapley	0250	A	employee	946-7738	1	
WIKATARSULO	William Wikatardo	0138	A	employee	946-4632	1	
WPORTER	William Porter	0138	A	employee	946-4460	1	

14 Records for Division

**Division 01 - County Commissioners, Board of**

Emp Code	Name	Emp Floor	Room	Status	Emp Type	Phone	Num Badges
KRAMPHAKE	Tom Kramphake	1000	08	A	consultant	721-9030	1

1 Records for Department

**Department 01 - County Commissioners, Board of**

Emp Code	Name	Emp Floor	Room	Status	Emp Type	Phone	Num Badges
CACERSON	Cassandra Jordan	0138	A	employee	946-4405	1	
CNORMAN	Charles Norman	0138	A	employee	946-4406	1	
DISIMPSON	Debra Simpson	0138	05	A	employee	946-4401	2
DSINCLAIR	Debra Sinclair	0138	A	employee	946-4415	1	
STEWART	Gregory Stewart	0201	A	employee	455-0955	1	
JSTEELE	James Steele	0201	A	employee	455-0955	1	
KENNE	Kathleen Kenne	0138	05	A	employee	946-4402	1
ZEDMONDS	Zalicia Edmonds	1000	08	A	employee	946-6019	1

8 Records for Department 01

**Department 02 - Administration**

Emp Code	Name	Emp Floor	Room	Status	Emp Type	Phone	Num Badges
ARLINGS	Aranda Russell	0138	A	employee	946-4325	1	
KPLANK	Karla Plank	0138	A	employee	946-4439	1	
LNEHAUS	Ludie A Nehaus	0138	05	A	employee	946-4325	1
RROBERSON	Robin Roberson	0138	A	employee	946-4427	1	

4 Records for Department 02

**Department 06 - County Facilities, Dept**

Emp Code	Name	Emp Floor	Room	Status	Emp Type	Phone	Num Badges
ABUNKLEY	ANNE BUNKLEY-RBY	3000	I	employee	946-2600	1	
AKELL	Annelle Hall	1000	08	A	employee	946-5099	1
AHSICHEMILLER	Andy Hschemmiller	1021	A	employee	825-2170	1	
ALINGSKY	Anthony Alingsky	0246	A	employee	946-4325	1	
APARRETT	Arnold Parrett	0241	A	employee	552-4044	1	

## What is the ID Badge Activity





## What are the Tracking Training and Medical Monitoring Activities of the EHS Module

### TEAMS - EHS - Tracking Training/Medical Monitoring

The ARCHIBUS TEAMS EHS module assists safety managers with tracking incidents, training, medical monitoring, and work restrictions as part of a comprehensive Environmental Health & Safety management system. You can associate incidents with locations, equipment, and personnel. It easily links training and medical monitoring to the incidents that created the need. Incident witnesses, lost work, and short- and long-term corrective actions can also be documented. The underlying ARCHIBUS, Inc. role-based system security allows you to restrict access to selected information, particularly medical monitoring records.

The safety and health of your employees is vital to you and your business operations. This application creates an integrated listing of your training programs and employee training records. Make sure that employee training is up-to-date. Quickly and easily identify employees that meet the training requirements for specific job categories or projects.

Summary views show you employees whose monitoring or training has expired. A summary Missing Training view shows you a comprehensive list of who needs to be trained. Supervisors can quickly find who has completed training required for the job and check to see if they have any work restrictions.

Coupling the EHS module with Compliance & Financial Management allows you to monitor EHS programs, as well as schedule and document corrective actions, training programs, and other components of an EHS management system.

### Benefits

#### Benefits

- View the complete training history for a selected employee.
- View employees with missing or expired training, or with expired medical monitoring.
- Track detailed records of employee training and monitoring for monitoring agencies.
- Preview reports show all employee training that is ready to expire, in one easily accessible place

The screenshot displays the 'Personnel By Training Program' report in the Archibus TEAMS EHS system. The interface includes a navigation pane on the left with options like 'Training Categories', 'Personnel', and 'Training Programs'. The main area shows a table of employee training records.

Employee Name	Department Code	Employee Standard	Training Type	Training Date	Training Expiration	Document
John Smith	US110801001	SS 1b	4.5a	12/29/2017		
John Smith	US110801001	SS 1b	4.5a	12/29/2017		
John Smith	US110801001	SS 1b	4.5a	12/29/2017		
John Smith	US110801001	SS 1b	4.5a	12/29/2017		
John Smith	US110801001	SS 1b	4.5a	12/29/2017		
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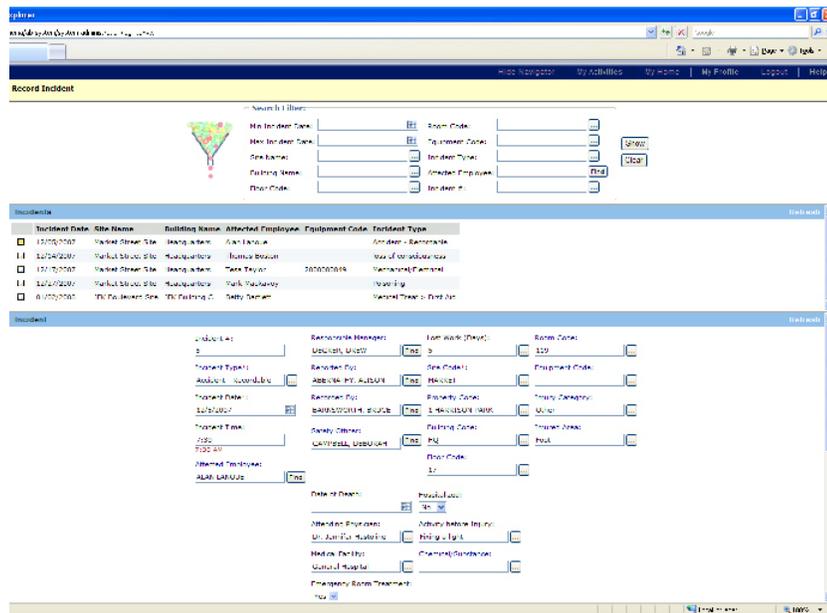


## What is the Incident Reporting Activity of the EHS Module

### TEAMS - EHS - Incident Reporting

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Know on a real-time basis where recordable incidents are occurring, and then track corrective action and root cause analysis. Incidents can be assigned to a facility, building, floor, room or piece of equipment.



## Benefits

### Benefits

- Track incidents in all buildings, viewable in one location
- Track detailed electronic records of incidents
- Make incident information available on the internet for the appropriate authorities to review

