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.
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

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.
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**

- 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.
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

- 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