

PEOPLE MANAGEMENT

HIGHLIGHTS (Continued)

Important events like volunteer work, trade organization memberships, or any other job-related event can be tracked in this section. It is entirely extensible and allows administrators to describe their system. Type to describe what is being tracked and record all aspects of an employee's work-life event.

If you'd like to track and maintain employee citizenship information, the Citizenship section can be enabled by Security access. You can record Country, effective date, end date, Name, and ID for the citizenship entry.

NOTES

Notes can be added to an employee record with a note type and follow date. This can be anything from a contract to a letter from a customer for a job well done. Follow needed? Use LightWork Alerts & Workflow.

WORK ALERTS & WORKFLOW COMPATIBLE

Work Alerts & Workflow will help you and your managers stay one step ahead of the game and stop saying "I only found out about this because Work Alerts and Workflow monitors your HR data for critical, messages and subtle shifts in data and can direct your attention to these situations in a variety of ways including email, texts, reports and FTP.

WORK ANALYTICS COMPATIBLE

Work Analytics is a business intelligence tool designed to let you ask questions about your data, and display those answers in formats that make sense to your team such as a graph or a detailed table. You can utilize filters to review questions like "Where are most of my employees regionally based?" or "How has this Manager's team average changed over time?" and any other questions that would be valuable to drill down into on employee information.

