

## HR FORMS TRACKING SYSTEM

Our Higher Education focused HR Forms Tracking System assists in managing any HR Forms (Recruitment related requisitions or Employee related personal records) that need review and approval by one or more personnel like supervisors, department heads, directors, dean, provost, vice-president and president.



**Higher Education HR administrators have wide flexibility in assigning user privileges to other employees**

### Examples of HR Forms are:

1. **Personal Action Form**
2. **Promotion Request - Faculty Tenure Track**
3. **Term Renewal Form**
4. **Fund Allocation for Temporary Help**
5. **Rate Change / Transfer**
6. **Employee Separation Form**
7. **FMLA**
8. **Staff Development / Training Form**
9. **Compensation Authorization Form**
10. **Contractual Employee Termination Request**
11. **Appeal and Grievance Form**
12. **Staff Disciplinary Suspension Notification**
13. **Requisition to Fill a Vacancy**
14. **Hiring Proposal**
15. **Search Waiver**



Supports multiple customized forms and workflows /audit trail



Metric reports - Excel File Format



Secure and Industry-leading 24/7 support



Email notification to each approvers

