

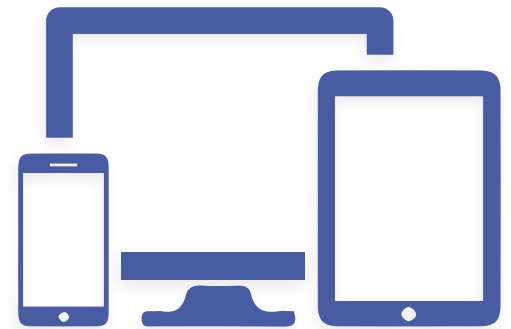


# Sandata

## Employee Care

Properly managing a team of employees is critical to your compliance as an agency but also time consuming. You can make it more efficient for everyone on the team by automating workflows, digitizing forms, and empowering staff to complete tasks online. Solana has created Employee Care to streamline administrative work such as:

- ▶▶ Centralizing all information in a secure, web-based location
- ▶▶ Supporting documentation workflows and employee self-service
- ▶▶ Automating the employee training and requirements processes
- ▶▶ Creating and maintaining digitized forms and personal information
- ▶▶ Messaging staff with optional acknowledgement tracking



Cross-Platform Compatibility



Applicant Tracking



Self-Service



Employee Requirements



Electronic Forms



Human Resources



## Software Overview

With Sandata's Employee Care, all your staffing administrative needs are centrally located in a secure, web-based location. This means no more tracking down papers, housing binders of records, or finding miscellaneous materials left on your desk.

Staff can access and update information such as personal details, a to-do list, training schedules, and more. Notifications can be enabled to proactively alert staff to complete tasks that keep them in compliance.

Management can maintain workflows for processes such as applications, performance appraisals, leave tracking, corrective actions, and more. Keeping workflows on track and using digital forms saves hours of follow ups, repetition, and record keeping.

In addition, Employee Care works seamlessly with Sandata's other software allowing you to create a tailor-made system that empowers you and your staff to provide the best care to your clients.

Check out the following list for a more complete look at the functionality Employee Care puts at your fingertips.

### Employee Information

- ▶ Track personal information
- ▶ Track payroll data
- ▶ Track important dates
- ▶ Collect completed forms
- ▶ Track employment records
- ▶ Collect digital signatures
- ▶ Track training schedules
- ▶ Send messages and alerts
- ▶ Track completion status
- ▶ Track acknowledgements
- ▶ Track workflow status