

LAW ENFORCEMENT MANAGEMENT SYSTEM (LEMS)

Personnel

The Personnel Information System is an application that allows the department to maintain its own personnel records system.

This application will provide the department the ability to maintain a personnel record for each employee and to account for the distribution of hours worked that is broken down into vacation, holiday, sick, etc. At the present time this application is stand alone, but could be interfaced with a payroll system.

SYSTEM HIGHLIGHTS:

- Maintains a full Personnel Master record by employee.
- Allows for the entry of time card records by employee.
- Provides the ability of an interface to a payroll package.
- Tracks the last four promotions by employee.
- Tracks the date of physical exam, psycho exam, etc.
- Tracks Vacation, Holiday and Sick time.

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LEMS POLICE/SHERIFF DEPT
Personnel Information System
View Personnel Master

PIS102B
F5=Select Officer
F7=Return to Menu

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Name GARDNER, STEVE FRED
Address 1 101 MAIN STREET
Address 2 APT. #22
City JANESVILLE State WI Zip 53545
Telephone # 608 555 1212 D.O.B. 8/15/68
SSN 123 45 6789 Driver's License # WIG635 1548 1548 05R
In case of emergency Blood Type 0-
Contact ANNE SMITH (WIFE) Telephone # 608 555 1616
Date of Hire 4/08/02 Position LT. PATROL
Date of Term L.O.A. Return Date
Promotion 1 PATROL 11/15/89 Promotion 2 SGT. 12/15/92
Promotion 3 LT. 5/15/99 Promotion 4
Exam Dates: Medical 10/12/89 Psycho 10/16/89 Written 10/17/89
Hrs Mn Hrs Mn
Emp. Group 16 Acc. Sick 56 00 Acc. Vac. 32 00
Emp. Type F F=Full,P=Part Acc. Pers. Free 8 00 Acc. Comp 19 00
Pay Code P

VIEW PERSONNEL INFORMATION AND PRESS ENTER

3 LEMS POLICE/SHERIFF DEPT PIS109C
Personnel Information System F1=Previous Screen
(c) 2003 FSG, Inc. Time Record Maintenance F4=Delete Record
F7=Return to Menu

Officer JVL / 975 GARDNER, STEVE FRED

Date In 041006 (MMDDYY) Total Time 8 00 (Hrs/Mn)

| Time Worked | Hrs | Min | Reason |
|-------------------------|-----|-----|---------------|
| Regular | 007 | 00 | |
| Overtime | 001 | 00 | |
| Holiday Worked | 000 | 00 | |
| Earned Comp Time | 000 | 00 | |
| Pay Differential | 000 | 00 | (+ .25 /Hour) |
| <u>Time Compensated</u> | | | |
| Used Comp Time | 000 | 00 | |
| Vacation | 000 | 00 | |
| Sick Time | 000 | 00 | |
| Personal Free | 000 | 00 | |
| Holiday Off | 000 | 00 | |
| Total | 8 | 00 | |

Overtime Authorized by JVL / 975

ENTER TIME INFORMATION AND PRESS ENTER