



!Trak-It Grievance

GRIEVANCE TRACKING MADE *EASY*

One of the biggest challenges facing HR is tracking and staying on top of complaints, disciplinary actions, disputes and grievances. Until now the person charged with such endeavors has usually used a filing cabinet full of dog-eared folders, a day-timer or white board and lots of sticky notes to make sure nothing slipped through the cracks, exposing the company to a liability. Even then they probably didn't sleep too well, always thinking that they may have inevitably forgotten something.

!Trak-it Grievance makes it *easy*

!Trak-It Grievance Tracking System solves the problem by tracking all the many details directly and on-line. !Trak-It Grievance provides not only for tracking of the incidents but also all the dated steps to bring the item to resolution. For each incident an unlimited number of user defined steps can be specified. Each step includes the action taken, the response and the next anticipated step as well as a targeted follow-up note that triggers on the pre-set date. Once you start using this Grievance Tracking you or your harried HR manager will be getting a better night's rest.

Features include:

- Unlimited incidents per employee
- Unlimited user defined steps per incident
- Large text field for incident descriptions
- Dated follow-up tickler queue
- Standard reports
- Custom report writer
- Security to limit access
- Log in reminders to take action
- Report scheduling
- E-mail reminders



Reminders

!Trak-It Grievance includes a built in reminder system that lets you set dates on your notes to remind you to take action on an employee situation. There is also a custom report queue that lets you establish a list of reports that need to be run on a regular basis. When the specified time arrives you are reminded to run the reports, so nothing falls through the cracks.

Reports

!Trak-It Grievance includes many standard reports plus a very easy to use report writer and letter generator so you can quickly and easily create the exact reports you need. In fact, most of our standard reports can be copied and customized to make your custom reports even easier to create by starting with a copy of one of ours.

You need to test it for yourself

Actually there is much more to Grievance Tracking. The best way to understand it's full scope and the benefits to you and your organization is to download a free demo from our web site www.trak-it.com and try it yourself.