

## Human Resources managed in the field and office.

Extend and expand your personnel management to the field with HR Mobile Onboarding and Training. Eliminate manual time data entry and streamline the hiring process. Minimize your risk for fraud and exposure to employee disputes.

PET Tiger's Onboarding Application allows you to hire new and returning employees in the office or out in the fields using a laptop or tablet. It's not just an app it's a smart app featuring a SSN recognition, the Onboarding will let you know if the employee is new or returning. Sign government and company forms. Real time communication allows you to get the employees information as soon as they get onboarded.

- Enrolls employees using a laptop or tablet
- Use in the field or in the Office
- Electronically sign Federal, State and company HR forms.
- Organize employees' documents into each employees' folder
- Automatically separates I9 from other documents
- Saves time, since you enter employees' information just once
- Simple process to export employee information to accounting
- Provide badges immediately in the field
- Capture images straight into the app for creating picture ID's
- Eliminates printing hundreds of paper forms
- Enhance employee/employer communication
- Do it electronically, use PET Onboarding

## Yes Orange Enterprises, Inc. Powered By PET Tiger PET Onboarding and Training ADD NEW EMPLOYEE CURRENT EMPLOYEE LIST Number of employees from Server : 3431 Employee missing Forms: 1 Employee missing Training: 1 Total number of new enrolled employees: 1 Orange Enterprises, Inc. Import Orange Enterprises, Inc. Powered By PET Tiger PET Onboarding and Training 1 Employee LIST 1 Employee missing Forms: 1 Employee missing Training: 1 Export Import

## Human Resources Module

Print completed documents and forms required when hiring new employees. These include I9, W4, as well as, company specific forms like meal and housing acknowledgments, handbook receipt, employment applications, Sexual harassment, etc. Additional forms like individual state withholding forms can be added at users' request. Provides photo ID's for your employees. PET can print badges to any CR80 blank card, with or without magnetic stripes or proximity capabilities.







## LOOK NO MORE WE HAVE IT ALL!!

Have your employee perform only activities for which they are trained.

Because some jobs require specific training. PET can record your employees training sessions using the **Training** module. PET provides a record of the trainings and compares it to allow only trained employees to time in and out on that specific job. The record tracks the training, trainer, trained employee, job, equipment type and expiration date. Print Training certificates and training logs when needed.

Only trained employees are allowed to time-in to jobs flagged to require training. This is also true with the use of equipment. The training record allows entry of equipment types. PET Tiger will verify an employee has been trained to use the defined equipment types when creating Time In records.

CERTI	FICATE OF TRAINING
	This is to certify that
	Lisa Bosarge
	completed the
	Safety Training
08/02/17	Ernest T Bass
Date	Trainer

Did your employees take their paid break, meal period or have an injury free day? Have your employees electronically sign an affirmative response at the end of the day. Build your own questions; pick up checks, lunch waiver, meal waiver or seventh day waiver. The **Signature** and **Time Out Question** modules allows you to create questions and electronically sign using any smart device.

The **Paid Sick Module** allows for accrual of paid sick leave by employee. When the employee uses the time the accrued total will be reduced.

Biometrics in the field? Avoid buddy punching by taking a picture of the employee at time-in, time-out or both. Trust but verify. Using the real time feature you can review the time in records and verify you pay the right employee.

Record **Non Labor** time, pay time off, sick pay, vacations, holidays and H2A refuse hours in the field. Have PET create the job cards with a click of a button. Human resources has never being easier.



Orange Enterprises, Inc. incorporates the newest mobile technology into today's payroll accounting software giving users a seamless, paperless and wireless labor tracking solution.



Orange Enterprises Inc. Fresno, Oakland, CA. 559.229.2195 800.656.7264 Integrating Software and Technology since 1984