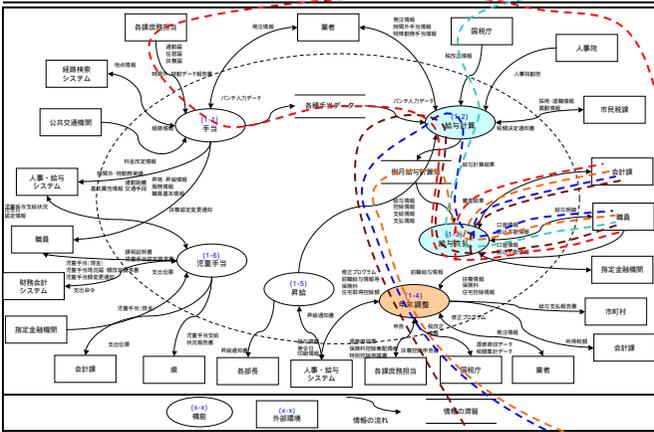
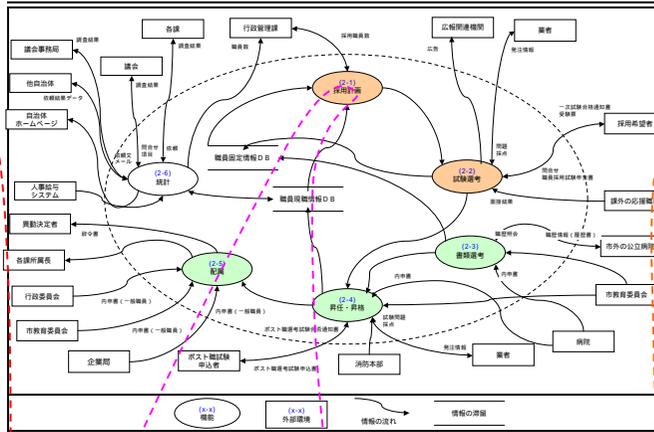


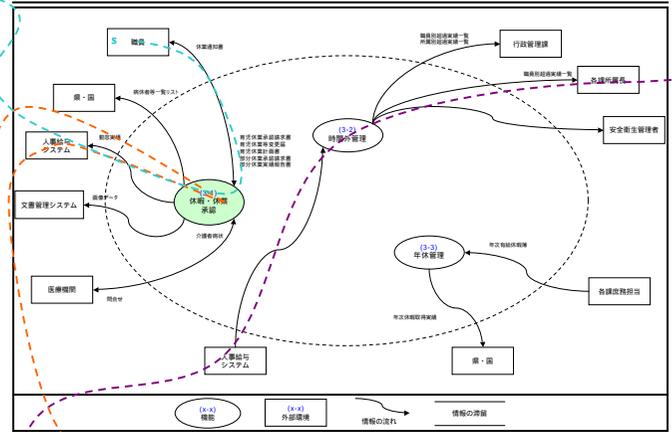
1. 給与・給与手当



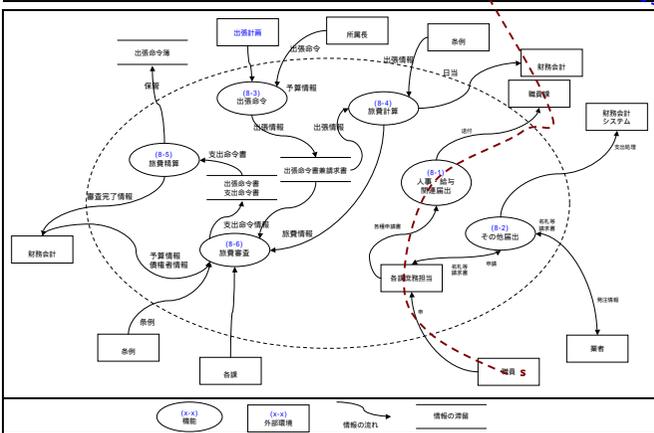
2. 採用・任用



3. 勤怠管理



8. 庶務手続き

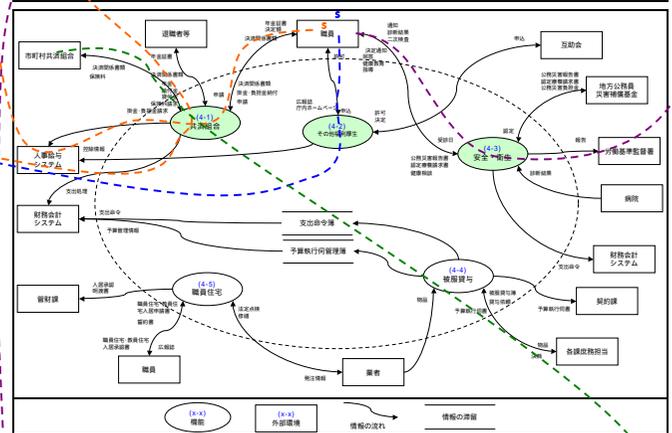


機能の凡例

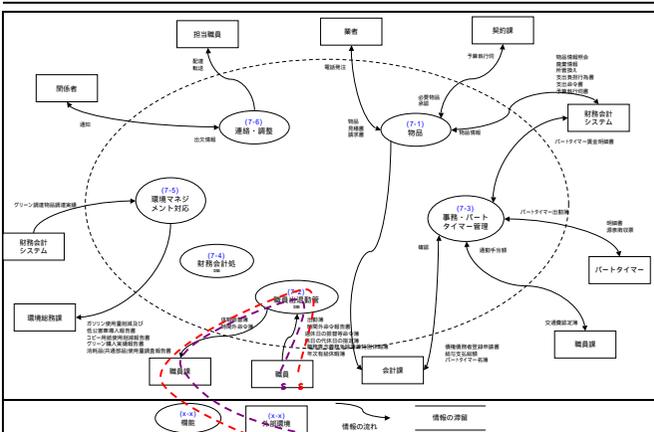
- (x-x) 機能
- (x-x) 機能
- (x-x) 機能
- (x-x) 機能

(x-x) : 日次で処理される機能
 ○(x-x) : 月次で処理される機能
 ●(x-x) : 年次で処理される機能
 ○(x-x) : 都度発生時に処理される機能

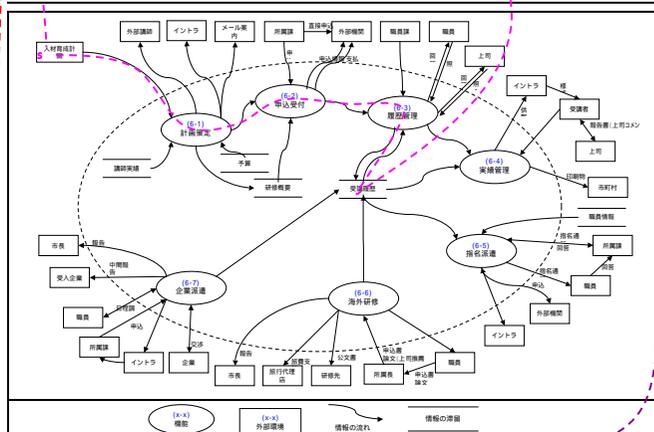
4. 福利厚生



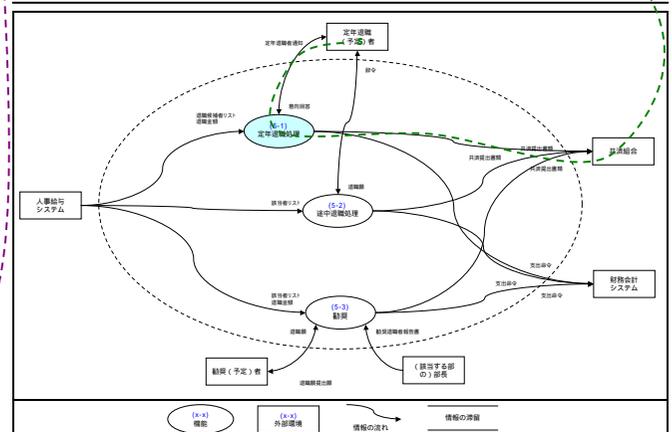
7. 庶務総合



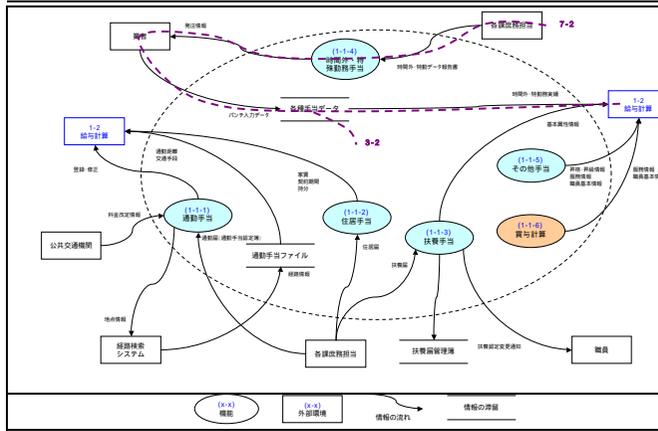
6. 研修



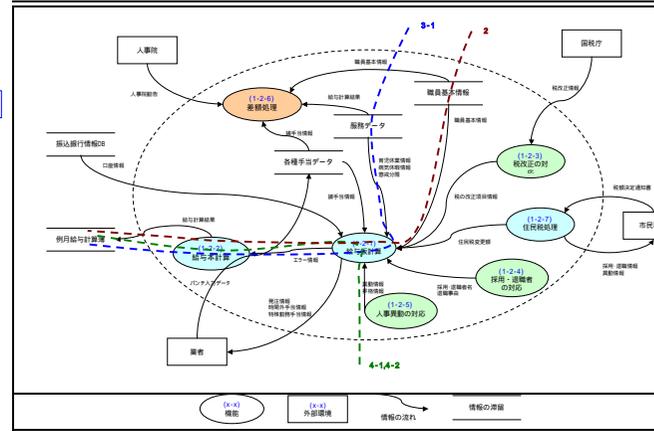
5. 退職



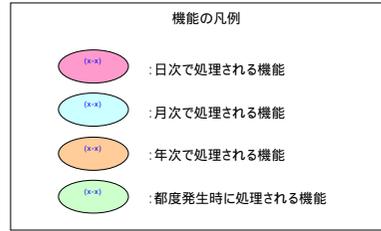
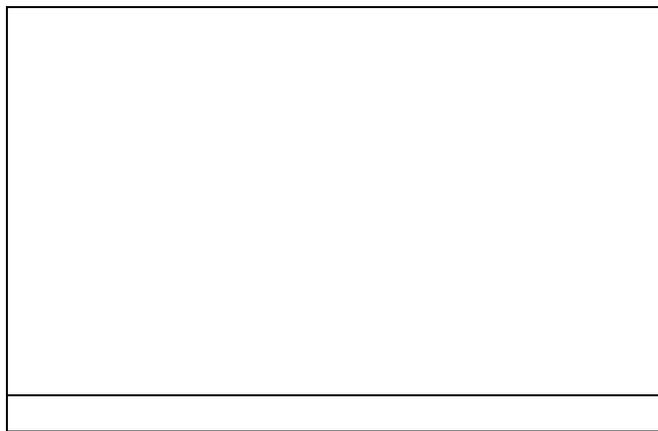
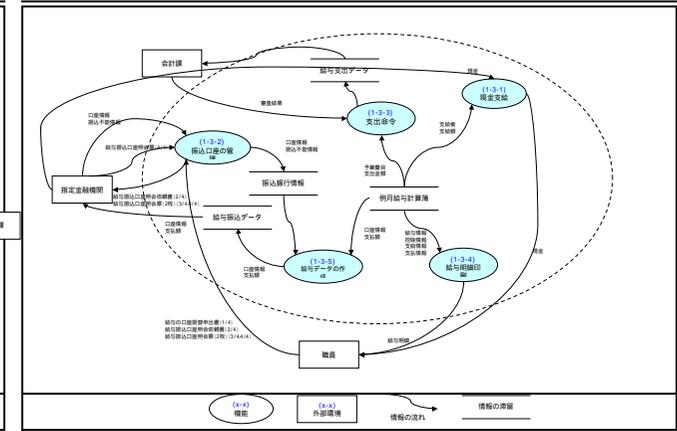
1-1.手当



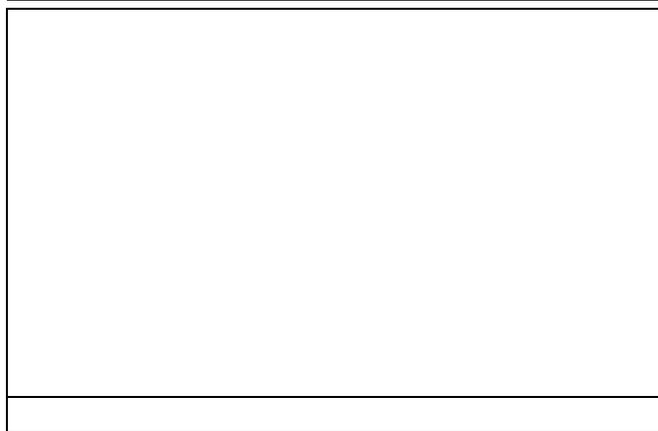
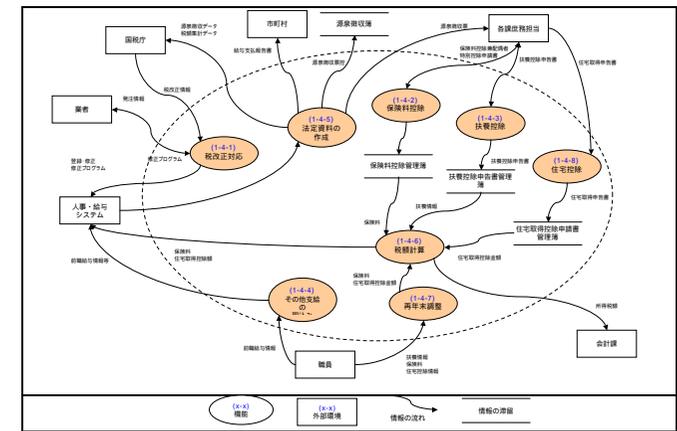
1-2.給与計算



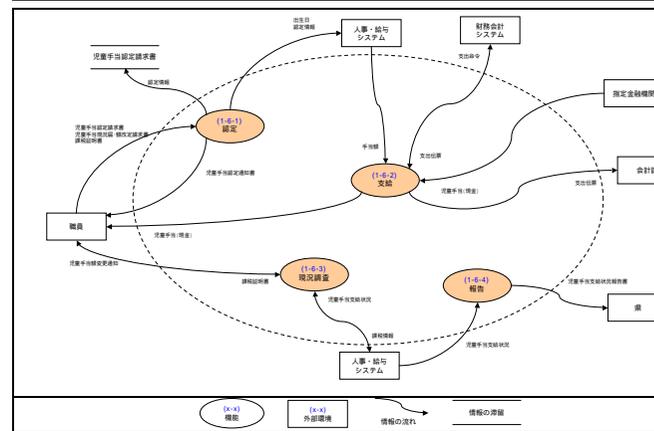
1-3.給与支払



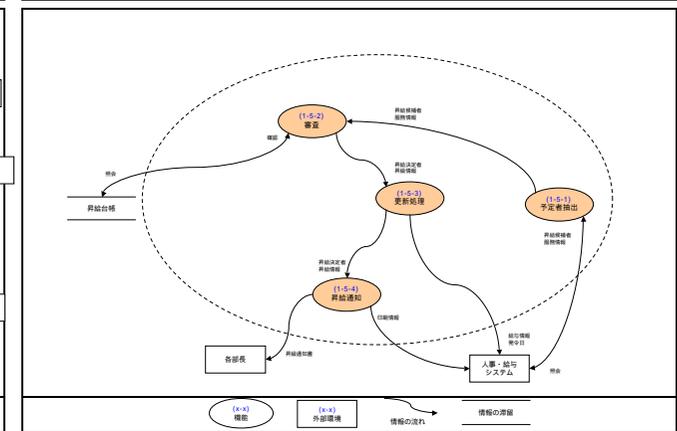
1-4.年末調整



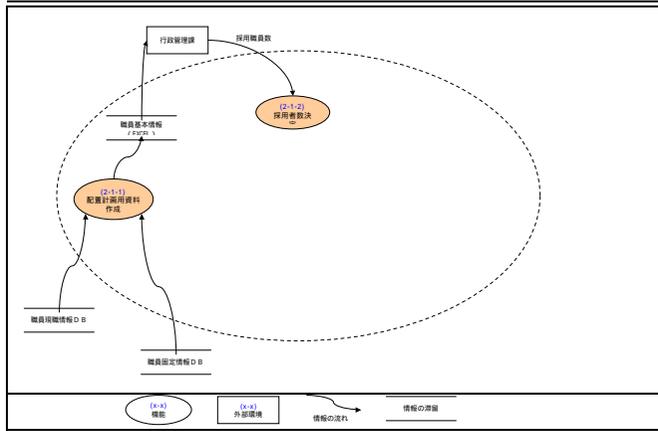
1-6.児童手当



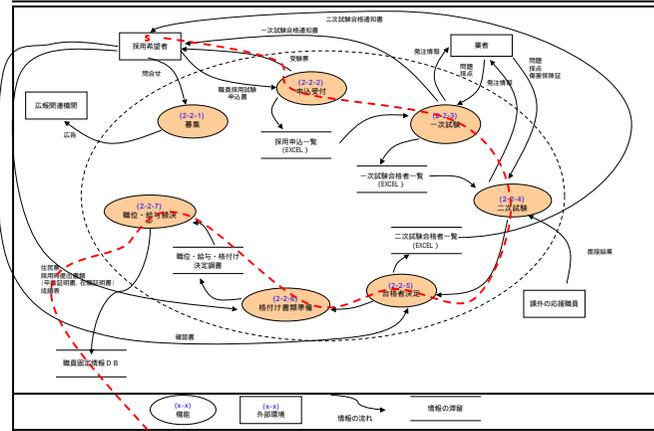
1-5.昇給



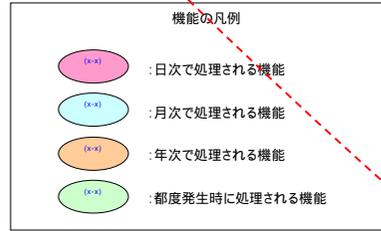
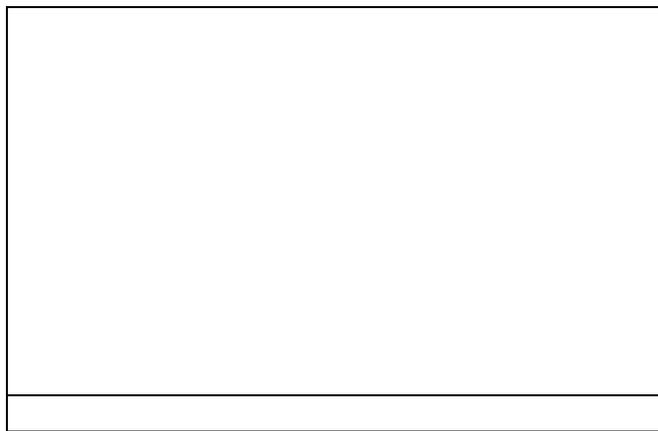
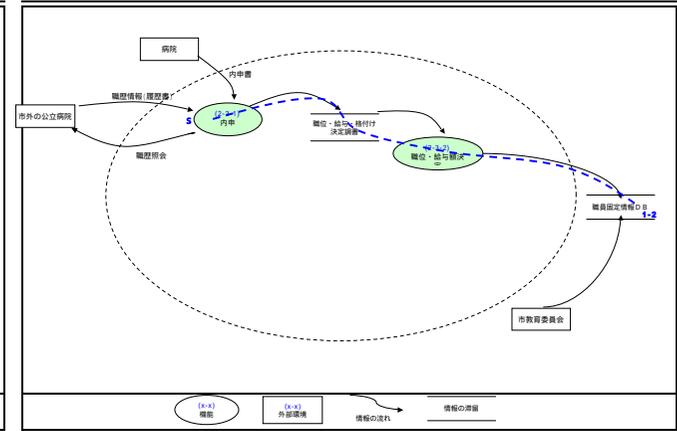
2-1.採用計画



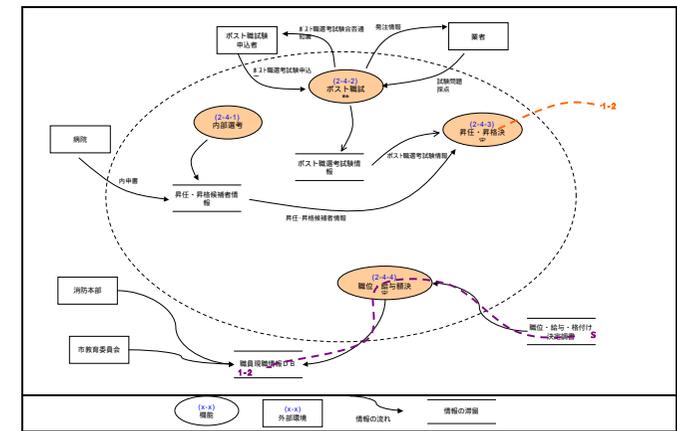
2-2.試験選考



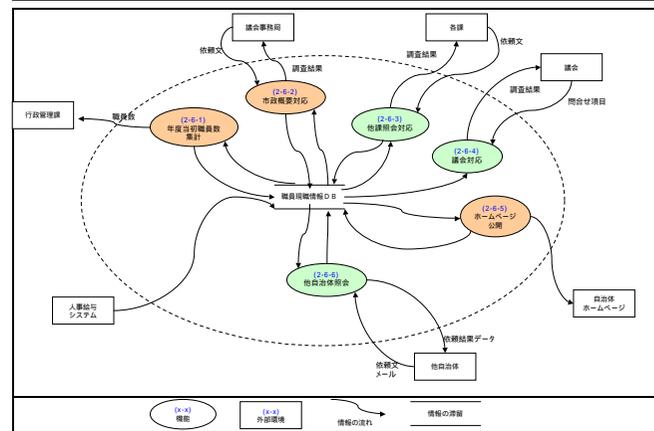
2-3.書類選考



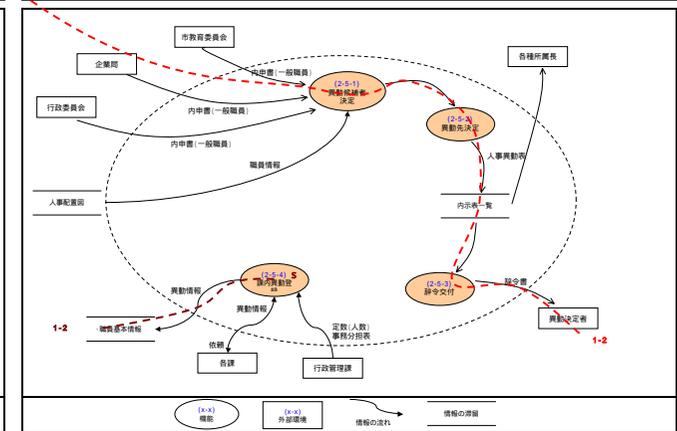
2-4.昇任・昇格



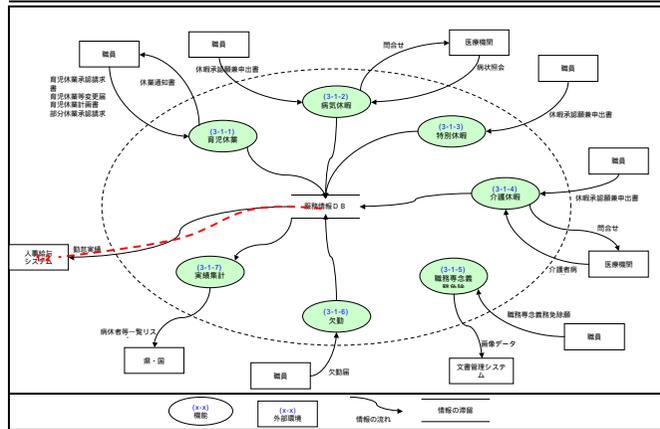
2-6.統計



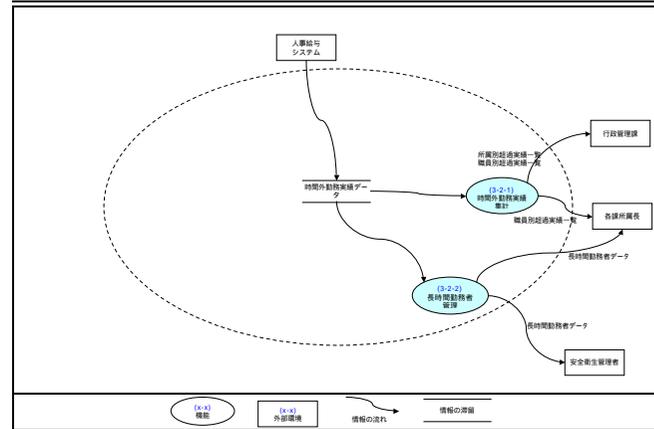
2-5.配属



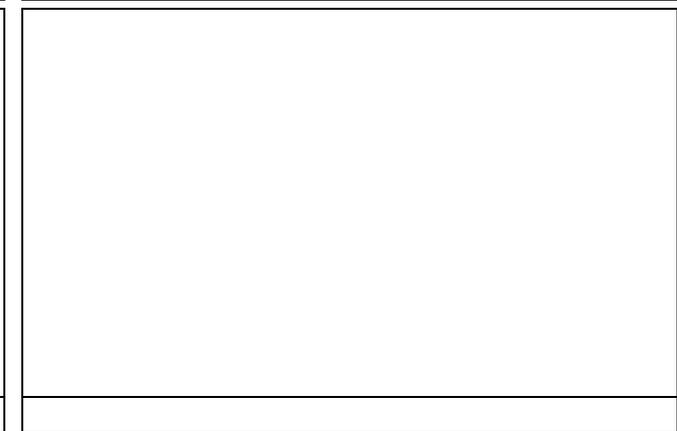
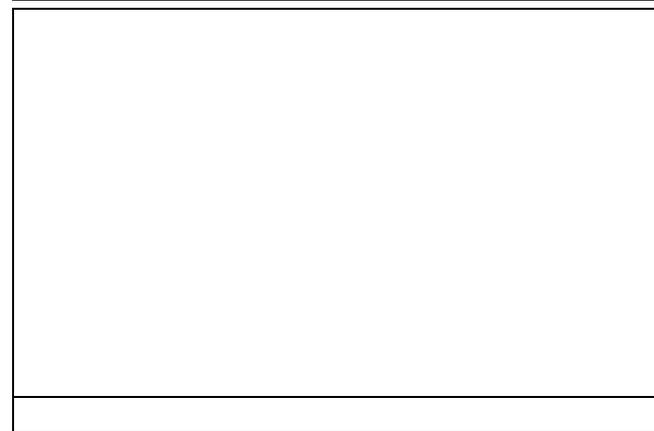
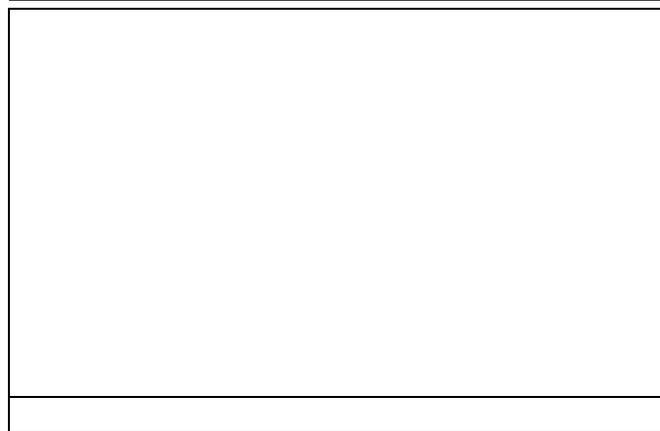
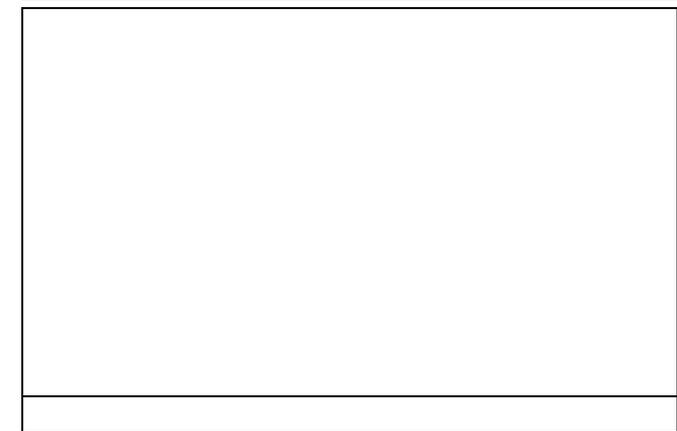
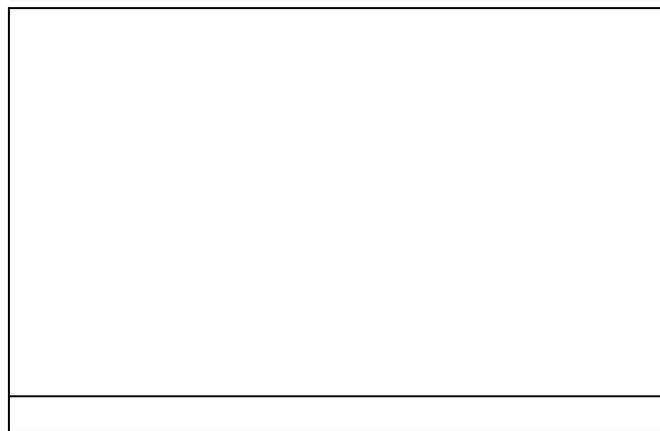
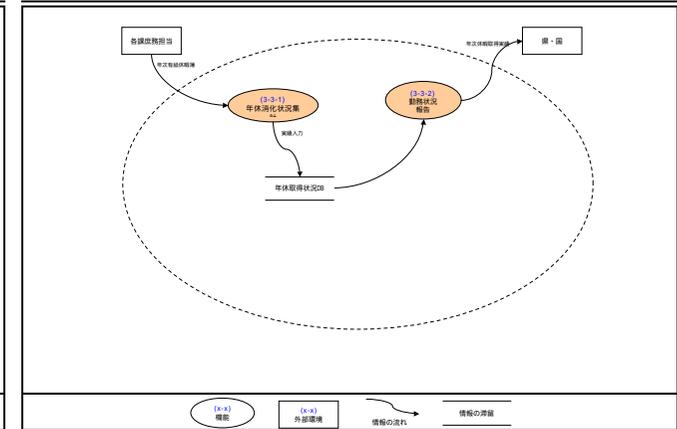
3-1.休暇・休業承認



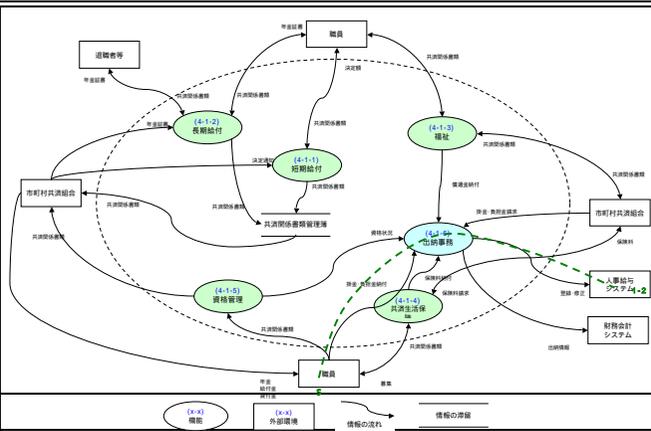
3-2.時間外管理



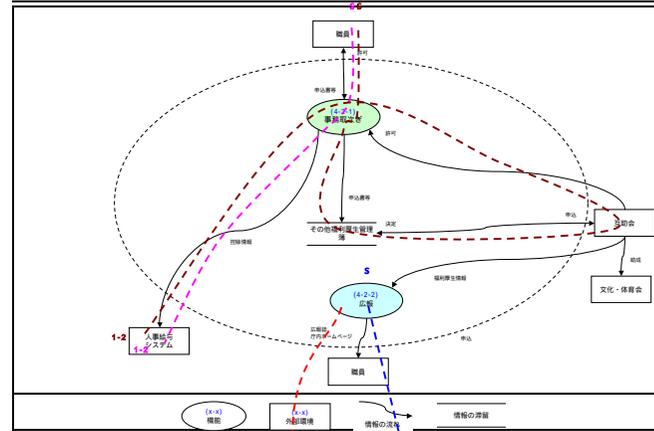
3-3.年休管理



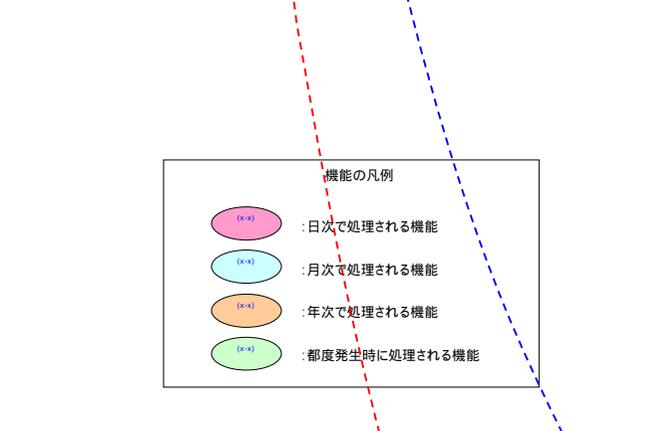
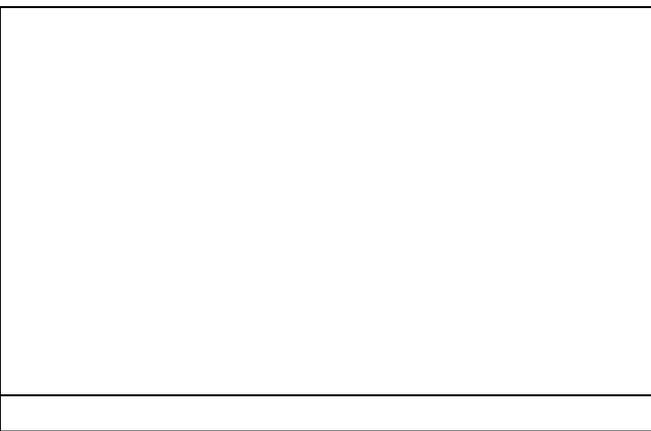
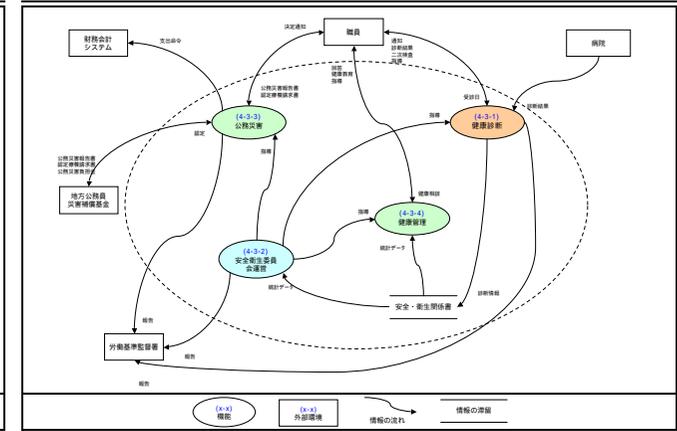
4-1. 共済組合



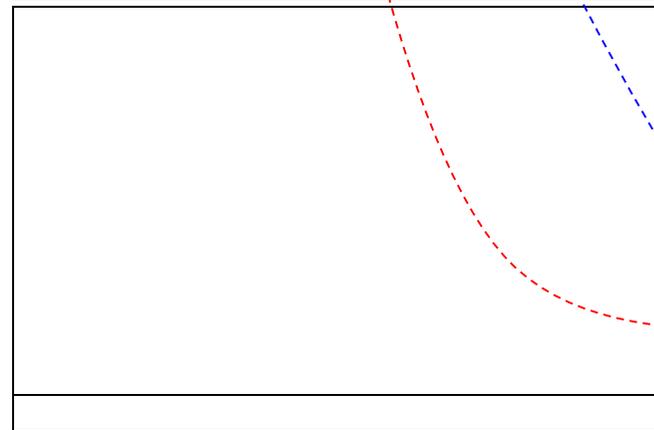
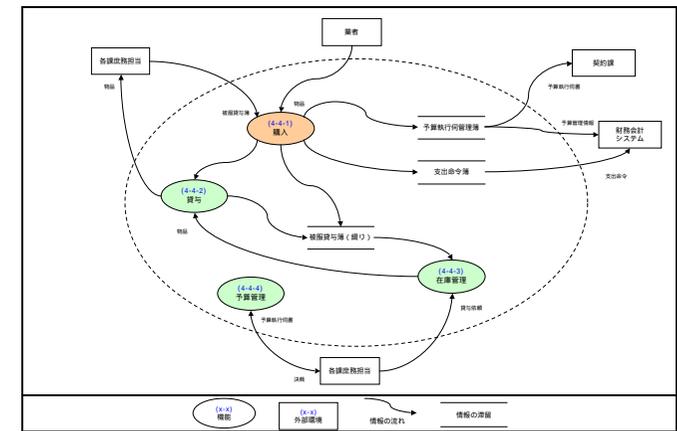
4-2. その他福利厚生



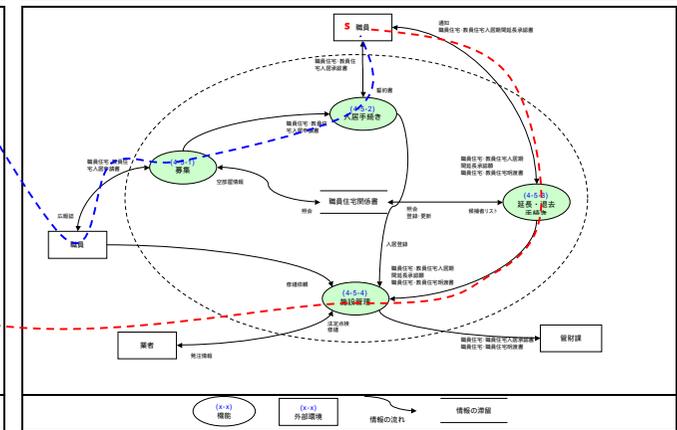
4-3. 安全・衛生



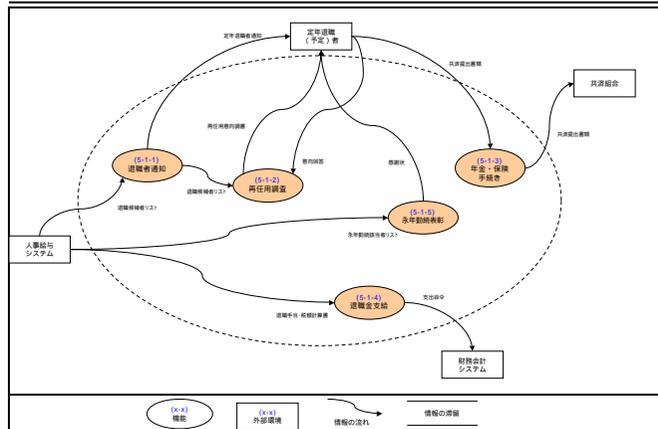
4-4. 被服貸与



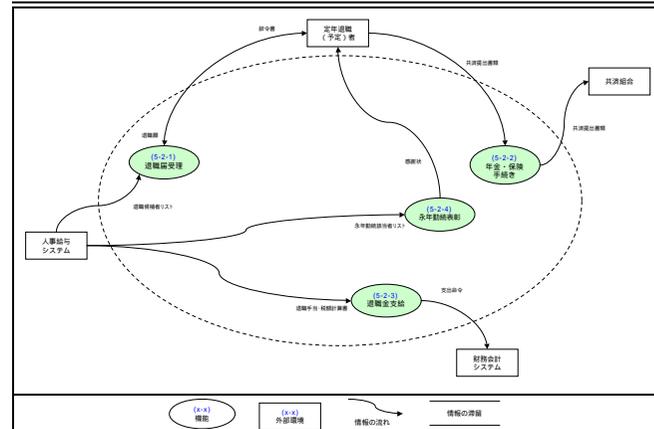
4-5. 職員住宅



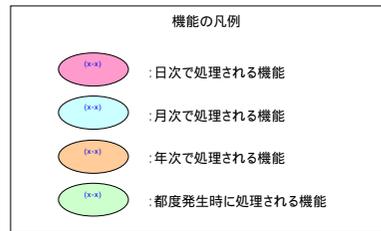
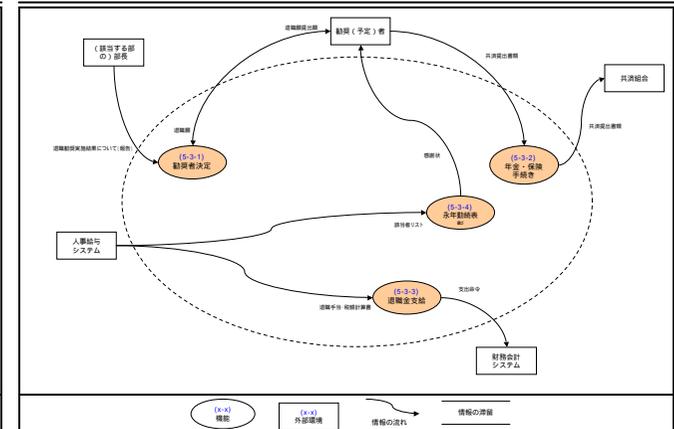
5-1. 定年退職処理



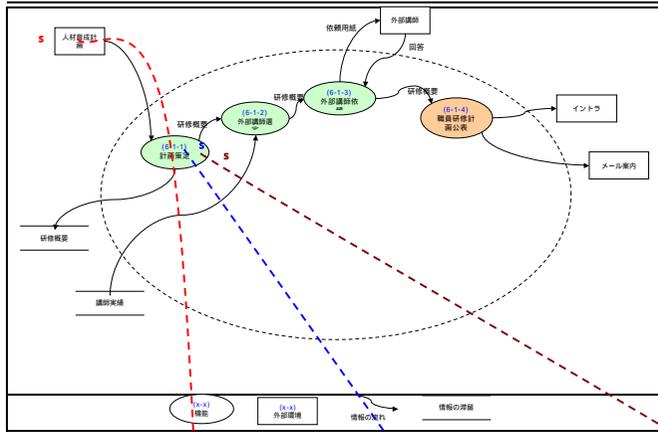
5-2. 途中退職処理



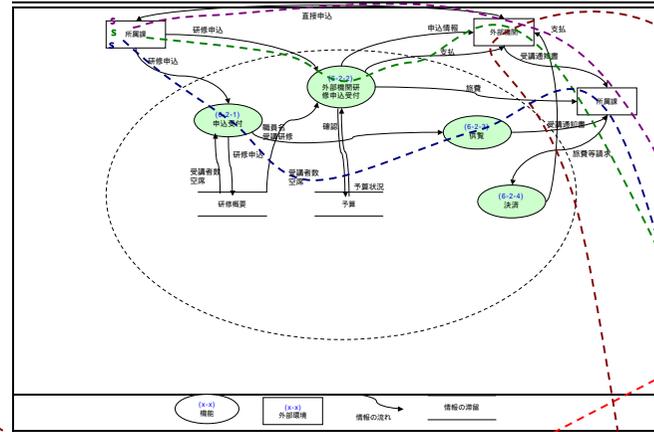
5-3. 勧奨



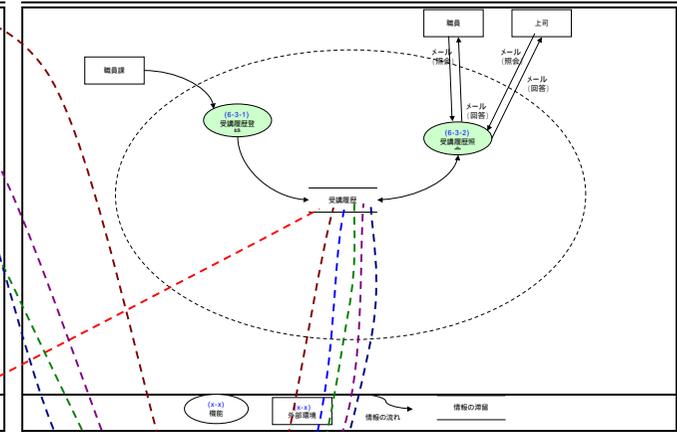
6-1.計画策定



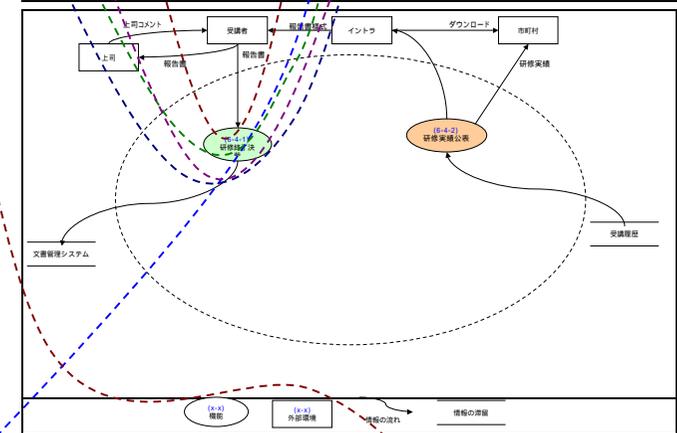
6-2.申込受付



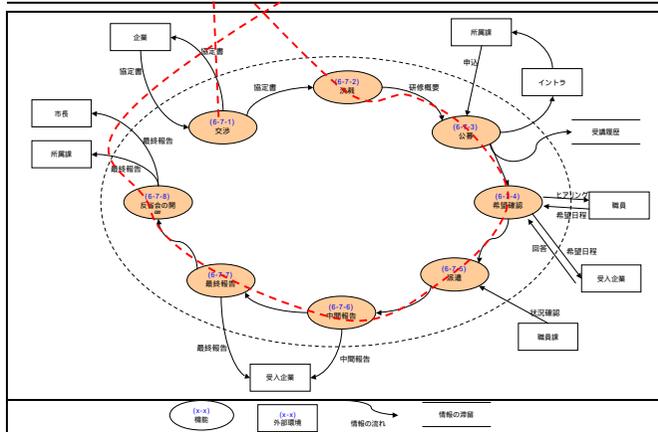
6-3.履履管理



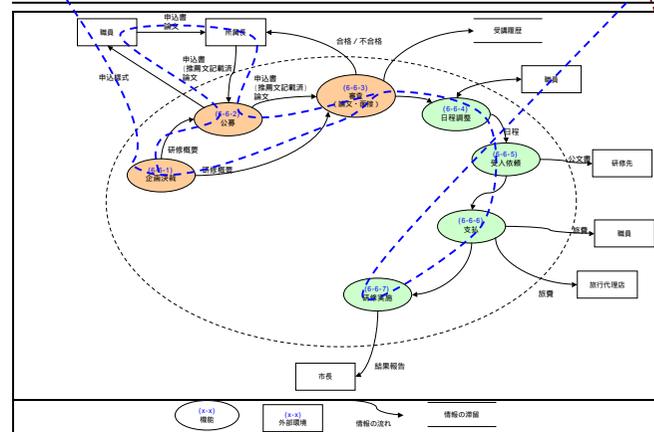
6-4.実績管理



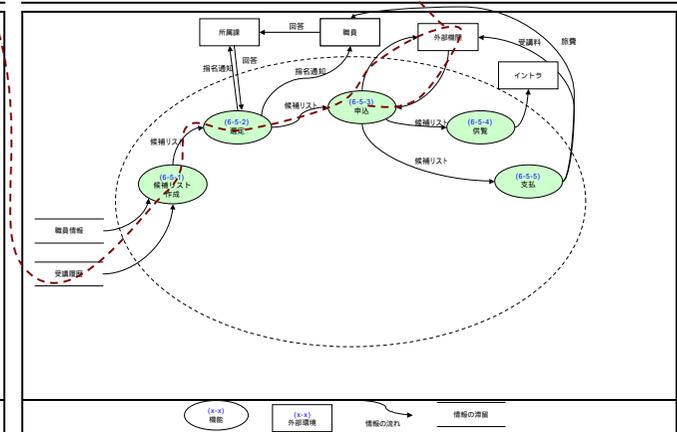
6-7.企業派遣



6-6.海外研修



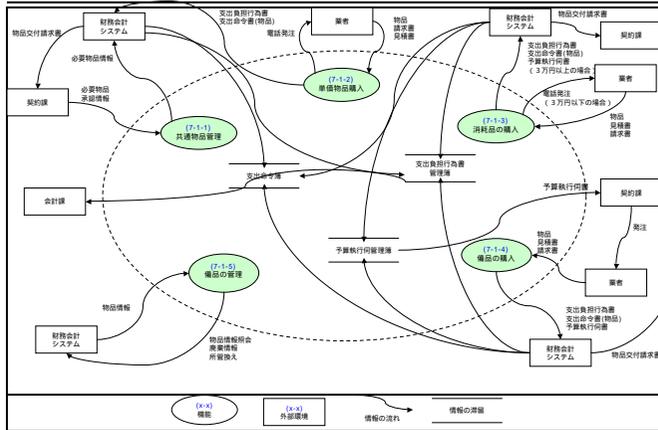
6-5.指名手配



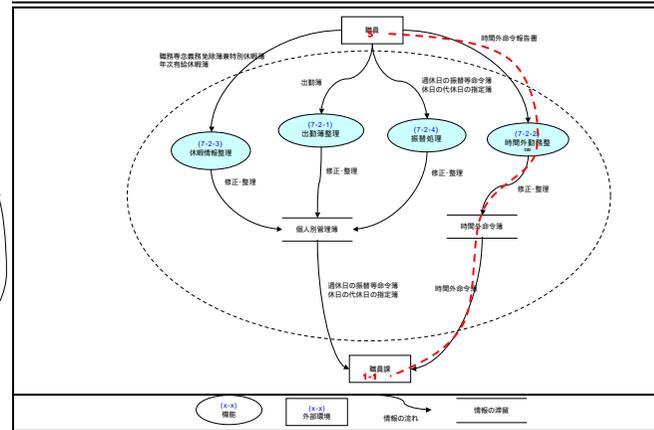
機能の凡例

- (x-x) : 日次で処理される機能
- (x-x) : 月次で処理される機能
- (x-x) : 年次で処理される機能
- (x-x) : 都度発生時に処理される機能

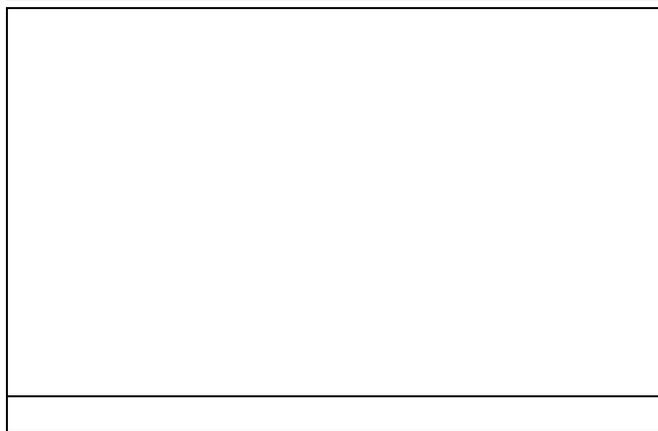
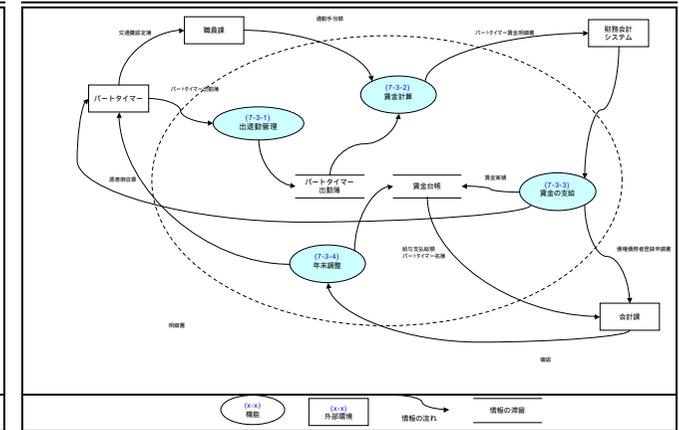
7-1. 物品



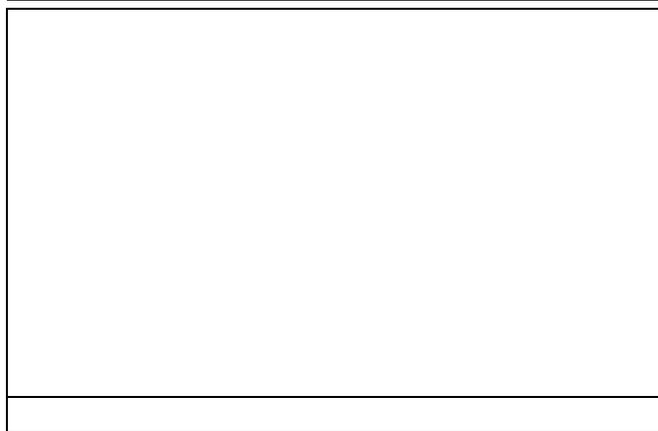
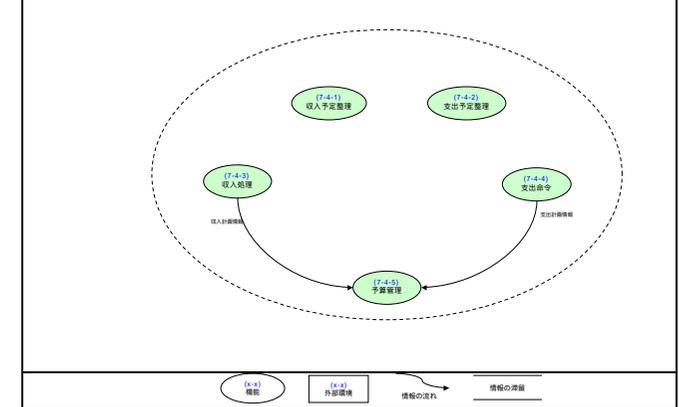
7-2. 職員出退勤管理



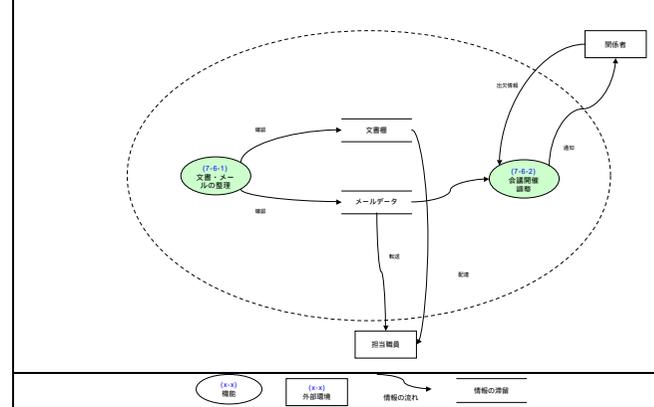
7-3. 事務・パートタイマー管理



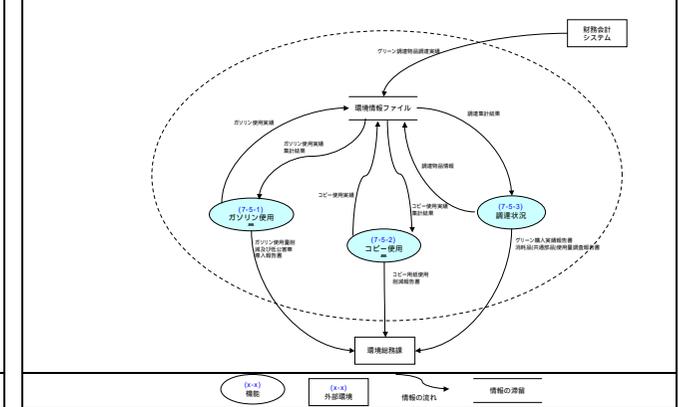
7-4. 財務会計処理



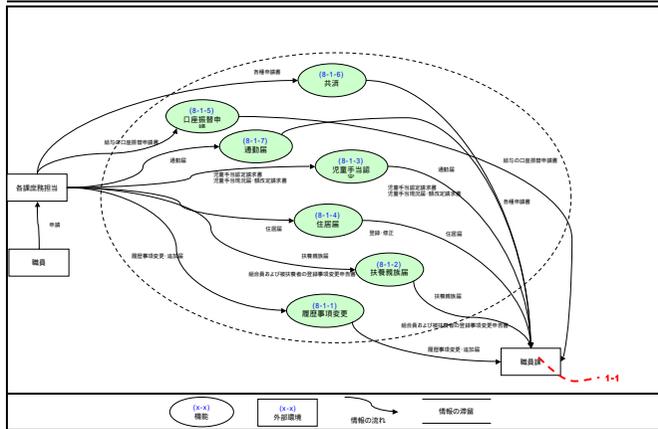
7-6. 連絡・調整



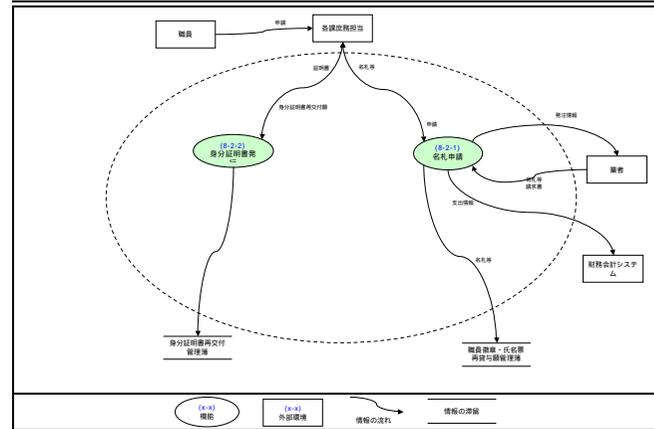
7-5. 環境マネジメント対応



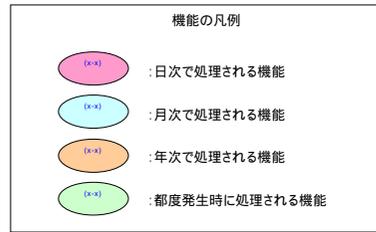
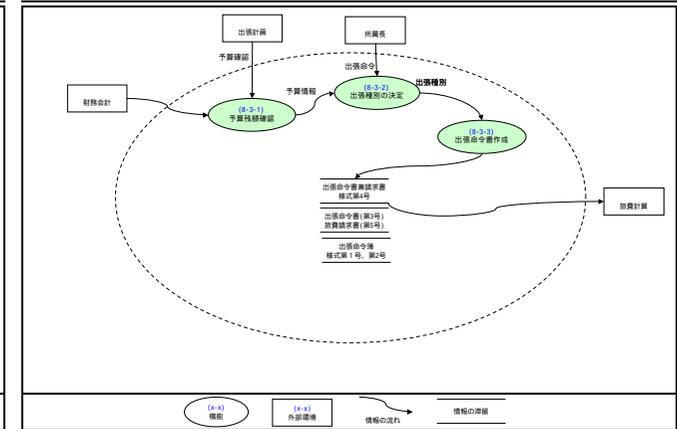
8-1.人事・給与関連届出



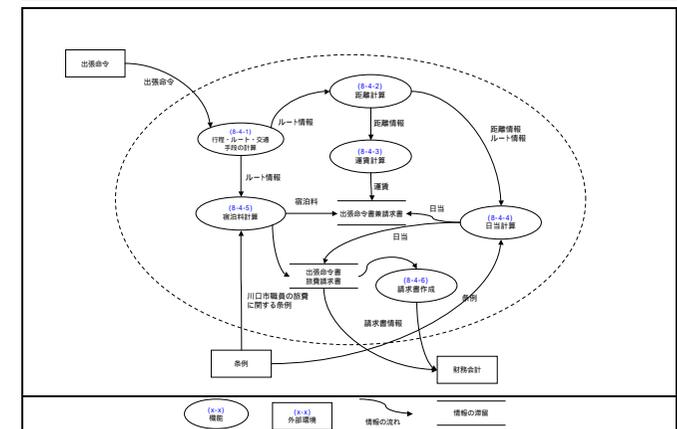
8-2.その他届出



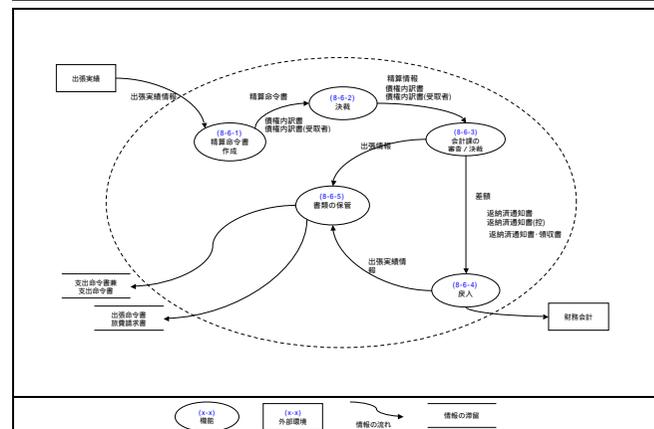
8-3.出張命令



8-4.旅費管理



8-6.旅費精算



8-5.旅費審査

