

## Features and Functionality

HROffice includes HR Administration, Benefits, Attendance, Compliance, and Compensation Management, Performance Reviews, Customization, Reporting, Organization Charting, and QuickStart as described below.

### HR Administration

Keep track of your employee information:

- Name, address, multiple phone numbers, marital status, DOB, supervisor, shift, phone #s, e-mail addresses, notes, emergency contacts, union
- US Version: W4,19, EEO class, OSHA , Workers Comp class, disability and veteran status
- Canadian Version: Employment Equity, OSH Organizational information with complete history including location, division, department and job title
- Employment status and length of service
- Termination analysis with types of reasons
- Skills, training, education, previous employers, licenses, assets
- Complete dependent information with other insurance coverage for coordination of benefits
- Includes many reports such as Employee List, New Hire, Address Labels, and Birthday List

### Benefits Management

HROffice supports a wide variety of benefits plan features including:

- Accurate point-in-time benefits report for any past, current, or future date
- Automatic calculation of employee and dependent eligibility
- Automatic calculation of volume, costs including company and employee contribution, smoker vs. non-smoker rates, age-based rates, overage child rates, and before or after tax status
- Complete history of all benefits enrollment and changes including what changed, when it changed, and who made the change
- Conventionally insured plans and self-funded plans
- List billing report with billing adjustments
- Other insurance coverage for coordination of benefits
- Open enrollment tracking
- Easy duplication of plans across companies
- Quickly generates benefit statements
- Billing reconciliation with remittance reports

HROffice Supports the following types of benefits:

- Medical, dental, vision and hearing
- Prescription drug
- Individual and aggregate stop loss
- Short and long term disability
- Employee/retiree life and AD&D
- Supplemental life and AD&D (employee, spouse, and dependent)
- US Version: Section 125 plans including Premium conversion, healthcare & dependent care reimbursement, 401 (k) plans
- Retirement plans
- Other plan types such as pre-paid legal and other voluntary plans

### Compensation & Performance Reviews

- Review Wizard automatically records the results of the review including bonus and compensation changes, if applicable
- Compensation reports include detail, history, and change
- Payroll reports include payroll info, deductions, and deductions change
- Review and bonus reports include reviews pending, review form, bonuses awarded, pay raises awarded and performance history

### Attendance

Using the Attendance area of HROffice, you can keep track of all the leave types that your company may offer from vacation to sick to jury duty. Features include:

- Automatically calculates eligibility, accrual, lump sums, carry over, amount taken, amount available and leave lost due to maximums
- Track attendance in days or hours
- Supports leave types that do not accrue, such as jury

- duty or maternity leave where you simply want to track the number of hours taken
- Supports accrual and lump sums awards based on length of service
- Calculations can be based on a calendar or fiscal year, as well as the employee's hire date
- Enforces both a maximum carryover and/or a maximum available
- Quick one click reports for a single employee

Powered leave request functionality allows employees to request time off via HROffice Self-Service. Managers can then view and approve the requests online. Intuitive leave calendar views allow managers to see all employee leave, including both current requests waiting his/her approval, and requests which are already approved.

### Compliance Management

- Family Medical Leave (FMLA) tracking including number of hours available and paid vs. unpaid leave
- US Version: EEO class, OSHA, Workers Comp class, disability and veteran status
- Canadian Version: Employment Equity, OSH

COBRA and coverage continuation functionality:

- Separate COBRA rates
- COBRA summary screen gives you a quick summary of the COBRA status of all employees
- Tracks COBRA election and notifications
- COBRA and coverage continuation letters that are generated and customizable in Microsoft Word
- Tracks COBRA payments
- Supports a COBRA TPA and fees
- Several reports including an eligible list, detail report, status report, and notices sent list

Complete OSHA Incident tracking and reporting

- Provides users with the tools to easily record any work-related injuries or illnesses and quickly produce the required OSHA forms (300, 300A, and 301)

### Reporting

Report Wizard makes it easy to create a variety of reports:

- Includes more than 300 pre-defined reports that you can customize with options like summary vs. detail, sorting, subtotaling, and page breaks
  - Custom reports that you define
  - Makes it easy to select individual employees or groups of employees by location, division, department, job titles, supervisors, and employee status
- Use criteria matching to select which employees to include on a report (i.e. show me all employees that earn more than \$40,000 per year)
- Once you have customized a report, it can be saved to run at later date
- Distribute reports electronically by printing to Adobe PDF format (requires Adobe Acrobat, purchased separately)

HROffice Advanced Reporting Services and the powerful functionality of Crystal Reports allow you to perform true workplace analysis on the wealth of employee information you have stored in HROffice. Requires Crystal Reports 8.5.9.0, 10.0 Professional edition, sold separately.

### Customization

Keep track of whatever information you want using Custom Fields:

- Supports an unlimited number of custom tabs and fields that you create
- Load Custom templates from the Ascentis website including credit cards, stock options, and more
- Define the field types as date, phone dollar amount, numeric, alpha numeric, drop down list, and decision (i.e.: Yes, No using radio buttons)
- Employee notes with multiple note types

### QuickStart Data import and Export

The QuickStart Data Import Utility makes importing your employee data into HROffice simple. QuickStart supports Microsoft Excel, dbase or any program that can create delimited text files.

HROffice can export data into a delimited file that can be read by other programs.

## Organization Charts

HROffice supports creating organization charts created in Visio 2000 or later. Visio must be purchased separately.

## Security

HROffice allows you to create multiple security levels and define what areas of HROffice users can access, HROffice also includes a built in supervisor security level that you can use to give supervisors access to the records of the employees that report to them. The Access database used by HROffice has been encrypted and cannot be accessed without permission.

## File Attachments

You can attach any type of file to the employee's record such as a resume or application on the Attachments tabs in the Employee info, Compensation, and Benefits windows. HROffice tracks the data of the attachment, the file name, a description, and who attached the file. This feature is also available in the Applicant Manager module.

Benefits of FAME and SQL Server

A SQL database backend offers many valuable features and benefits for organizations that Access and FoxPro based solutions cannot offer.

- Improved performance
- Supports more users
- Reduces network traffic, which is especially important when running remotely over a WAN or VPN
- Protects your data. Preserves changes between backups and prevents database corruption caused by network outages
- Reliable security. Database is isolated on server machine. More advanced encryption and security technology

## Hosted Software

HROfficeASP customers reap the benefits of an enterprise application without the large up-front costs involved with purchasing, implementing, and managing an in-house client/server application. This managed Internet-based infrastructure offers organizations a way to outsource their HR technology needs.

- HROffice ASP package comes standard with COBRA and Attendance module plus HROffice Employee Self-Service and Carrier Connect.
- HROffice ASP utilizes a robust Microsoft SQL Server platform.
- HROffice ASP is extremely secure and utilizes the latest security technologies.

Each customer utilizing HROfficeASP is subject to role-based security definitions at the application level and database security at the database level. No user has direct access to the database. Get up and running on HROfficeASP ASAP.

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