

## About HROffice

### Overview

HROffice is a human resources management system (HRMS) for small to mid-sized organizations. The software builds on the latest technologies from Microsoft for easy integration with the tools HR departments use on a day-to-day basis.

### Features and Functionality

A pioneer in human resources management systems, Ascentis offers a fully integrated and centralized HR system that promotes connectivity, communication and control throughout an organization.

- HROffice connects employees to their personal information, to HR, to their benefit providers and to payroll.
- HROffice opens up lines of communication between HR and employees and facilitating efficient distribution of information via emails and employee self-service portals.
- HROffice controls policies, eligibility, procedures and rules. Benefit costs are controlled through automated technology that ensures compliance and provides a simple way of reconciling carrier bills.

HROffice provides full-scale human resources management for issues such as benefits management, billing reconciliation, attendance, compensation, COBRA administration, open enrollment and FMLA tracking, employee correspondence management and employee self-service. HROffice delivers comprehensive and paperless HR and benefits management and integrates with other key technologies and services within your environment.

Employee information is seamlessly connected to both benefit providers and payroll through:

- Electronic transfer of enrollment data to both HIPAA and non-HIPAA insurance carriers.
- Seamless two-way connectivity between HROffice and Payroll Solutions Millennium software.

HR managers and employee supervisors quickly become experts in all aspects of HROffice, enjoying the benefits of HROffice's Microsoft XP-like, user-friendly, wizard-based management tools and intuitive interface.

[Manager Self-Service](#) is included with all purchases of HROffice. All HROffice users are assigned roles within HROffice and are granted specific security rights. For example, an HR administrator may have access and change rights throughout the system while a department manager may only be able to view the employee records of their direct reports. Like everything else in HROffice, roles and security rights are set up through intuitive wizard technology.

The HROffice product line includes many add-ins, including [Employee Self-Service](#), [Alerts](#), Recruiting module and [Applicant Manager](#). Please click on the above links for further detailed information on each add-on module.

HROffice is available in two versions, US and Canadian.

To get your copy of HROffice, [call Payroll Solutions now at 1-888-PAYSOL-4](#).

## About HROffice Self-Service

### Overview

#### What is HROffice Employee Self-Service (ESS)?

Employee Self-Service connects employees to their personal employee data including attendance and benefits information as well as to company information. All employees need is a web browser.

#### Employees get fast answers to their most common questions

*"What is the cost coverage difference between Health Plan A and Health Plan B?"*

*"How many vacation days do I have left?"*

*"What will it cost to add my daughter to my medical plan?"*

*"I moved. How do I update my address?"*

Whether it is a basic employee or family detail question, a comparison and review of benefit options, a current elections question, an attendance question or finding a colleague's work extension, HROffice Employee Self-Service can answer it. ESS enables employees to obtain answers to questions they previously would have asked the HR department.

The simplicity of Employee Self-Service drastically reduces the call volume to the human resources team by 75% or more and employees experience a 50% increase in satisfaction as they are able to instantly obtain answers to their every day benefit-related questions (Cedar 2002 Human Resources Survey).

#### Never mind the headaches, open enrollment made simple

Let's say you are 500-employee organization that offers ten benefit plans with four documents per plan (each plan varying in length). An open enrollment period could entail over 20,000 documents for you! Online open enrollment eliminates these 20,000 documents and allows HR personnel to save time and money on paper, postage and labor while significantly increasing the accuracy of information. An enrollment cycle that normally takes four weeks to process, takes only one week with Employee Self-Service (Cedar 2002 Human Resources Survey).

#### Innovative employee communication

HROffice's Employee Correspondence Wizard (ECW) opens up lines of communication between HR and employees and facilitates simple yet efficient distribution of information. The ECW provides HR administrators with a tool to quickly and efficiently communicate with individuals or groups of employees via emails and letters in the form of a mail/e-mail process. All emails sent using the ECW are noted in an employee's record. HR professionals can easily pull up a correspondence history on an employee and see when and what correspondence was sent as well as the subject and the included content.

### Easy to install and extremely secure

Installation and set-up have been designed with both HR and IT in mind. All setup is accomplished through simple fill-in-the-blanks wizard-based technology, just like everything else in HROffice. Security is of vital importance to Employee Self-Service and privacy of the information stored in the database is maintained at all times. HROffice Employee Self-Service is based on the latest in Microsoft technologies deploying 128-bit encryption with "Verify Me" and invitation-based access with special consideration for kiosks.

## About HROffice Alerts

### Overwhelming workloads

Uncompleted to-do lists, lengthy task bars, overwhelming project reports, missed meeting notices, late appointment reminders, and the list goes on. As an HR professional you are not only inundated with typical deadlines and meetings, you are in a unique position in which your job directly affects your employees' well-being. HR professionals are assigned an immense amount of responsibility.

- What if you forget to notify payroll of a change in compensation? Not only will your employee be disappointed, you will have to spend significant time correcting the situation.
- What if you forget to advise a carrier of a change in dependents and your employee cannot take his or her child to the doctor?
- What if you forget to terminate an employee and they don't receive their COBRA information? Unfortunately those legal fines are quite hefty.

### What is HROffice Alerts?

HROffice Alerts is designed to ensure the right people get the right information at the right time, all the time. Alerts proactively monitors your HR information and helps you remain one step ahead of your employees' needs. For example, when an employee changes their personal data, Alerts will automatically send out an email to the employee's supervisor, the appropriate HR managers, payroll, benefit vendors, and anyone else that should be advised of the change.

Alerts monitors new hires, payroll changes, benefits eligibility, review due dates, changes in employee status, birthdays, I-9's, W-4's, COBRA or FMLA activities, and more. With HROffice Alerts, companies can reduce cycle times, improve internal communications, and provide employees with personalized attention.

### Get payback within a few months

How long does it take you to produce a list for each of your managers of their key employees with performance reviews due this month? To illustrate this point let's say each list takes 20 minutes to compile. If you are a company with 250 employees and 18 managers, it would take you 6 hours to prepare this basic report -almost an entire work day. Annually, you will spend 72 hours on this task. Alerts can automatically notify the appropriate managers of upcoming employee review dates so you don't have to. The alert can even include an attachment of the appropriate review form. If you apply this same sort of calculation to the entire library of alerts, payback is guaranteed on your investment.

HROffice Alerts comes with a turnkey library of automated Alerts. To use one of the Alerts in the library, there is no need for complex programming, IT

personnel, or expensive consultants. Simply select the Alert you want to use, specify who you want to notify, and turn it on. It really is that simple. You can also create your own custom Alerts. [Click here to view a list of included Alerts.](#)

[View a list of included Alerts](#)

## About Applicant Manager

With the job market as it is today, what happens when you post a job opportunity in your local newspaper and other resources? You get bombarded with hundreds of cover letters, resumes and phone calls. How do you move forward in the overwhelming new hire process?

### Consolidate your Applicant Information

HROffice's Applicant Manager streamlines the new hire process and makes it easy to manage contending candidates. Applicant Manager centralizes and stores the applicant information you want to track.

- Name, address, phone numbers, email addresses, and applicant ID
- Multiple note types such as interview comments and references
- Applicant's resume, cover letter and application
- Previous employers, skills
- Position applied for, application date and hiring manager
- Recruiting events tracking, EEO Information

If you have specialized data tracking requirements, use Applicant Manager's customization wizard to create custom fields. You decide what information you want to save and Applicant Manager will store it for you!

### Built-in Report Wizard makes it easy to create reports

Applicant Manager's built-in Report Wizard makes it easy to create a variety of reports and lets you to select the information you would like to analyze. Reports can be customized with options such as sorting and subtotaling. There are advanced reporting options such as criteria matching. For example, you can ask to see all applicants who applied within the last month and are familiar with Microsoft Word. Once you have a report that you are satisfied with, you can export it to Microsoft Excel with the click of a button.

### Communicate with potential candidates

You've narrowed down your search to the perfect candidate but your job is far from done. Use the Applicant Correspondence Wizard (ACW) to communicate with all the applicants via email or written correspondence. Take advantage of the technology and use it to send out offer letters, rejection letters, appointment confirmations, and more - all the while keeping the information tracked.

### Instant transfer of data

Once your new employee has accepted your job offer, speed up the new hire process with the Hire Wizard. The Hire Wizard transfers all applicant information into HROffice's Employee Manager. Your new employee's data can be transferred to the HROffice database days before he or she even begins

working at your company! Use the Employee Correspondence Wizard to send your new hire a welcome note and invite them to make their benefits elections online through Employee Self-Service.

## About HROffice Recruiter

Employees are your company's greatest asset - Let HROffice Recruiter help you find the right ones.

HR professionals spend an extraordinary amount of time finding, qualifying, and hiring the right people. HROffice Recruiter is a web-based recruiting solution that automates the hiring process and seamlessly integrates with HROffice.

### HROffice Recruiter features:

- Requisition and job posting management
- Integrated career portal - (front-end portal for applicants to search jobs, refer a friend, submit a profile, and apply for the job)
- Advanced applicant management
- Automated resume management
- Skills-based screening and matching
- Integrated applicant communication management
- Advanced metrics and reporting (cost-per-hire, cost-per-source, number applications per requisition, etc.)
- Full hiring cycle integration
- Recruiting process workflow

HROffice Recruiter automates your recruiting process from the beginning to the end, cutting your associated time and costs in half. With the click of one button, information is seamlessly transferred from HROffice Recruiter to HROffice via an HR-XML file. A new employee record is instantly created in HROffice and becomes automatically populated with all information pulled from the HR-XML file. In seconds, your new hire is integrated into your HR system.

\*HROffice Recruiter is powered by E\*Track, a copyright of VirtualEdge. VirtualEdge supports over 900,000 users with its E\*TRACK™ enterprise applications.

## HROffice Features and Functionality

### Overview

**Integrated HR Administration:** HROffice maintains all employee data in a single database. HR Professionals no longer have to spend hours searching through paper files for specific information. Information is instantly accessible and always up-to-date. HROffice manages extensive employee information such as name, address, marital status, W4 & I9 status, employment status, benefits information, complete dependent information, compensation and performance reviews, payroll, and much more.

**Innovative Employee Communications:** HROffice opens up lines of communication between HR and employees and facilitates simple yet efficient distribution of information from HR to employees. HROffice's innovative Employee Correspondence Wizard (ECW) provides HR administrators with a tool to quickly and efficiently communicate with individuals or groups of employees via emails and letters in the form of a mail/e-mail process. All emails sent using the ECW are noted in an employee's record. HR professionals can easily pull up a correspondence history on an employee and see when and what correspondence was sent as well as the subject and the included content.

**Online Open Enrollment:** Online open enrollment eradicates the tedious paper enrollment process. Accuracy of enrollment data is guaranteed as employees are inputting their own data electronically.

**Carrier Connectivity:** When employees make their enrollment elections online, they are instantly connected to their benefits carriers through HROffice Carrier Connect. Upon HR approval, Carrier Connect compiles employee's benefit elections data in the government regulated ANSI 834 standard format and electronically transfers the information from the HR department to both HIPAA and non-HIPAA insurance carriers through the service. Through the electronic transmission of enrollment data, refusals of benefits due to inaccurate information become a thing of the past.

**Seamless Payroll Connectivity:** Payroll Connect simplifies the payroll process with a single-point of data entry, eliminating redundancy and double entry. When a new employee is hired or changes are made to an existing employee record, Payroll Connect transfers the updated information from HROffice to the payroll solution, as part of your payroll process. Payroll Connect seamlessly integrates HROffice with Payroll Solutions software.

**Full-Scale Benefits Management:** HROffice is built upon a flexible, robust rules-based benefits engine that supports multiple types of benefits ranging from medical, dental, disability, 401(k), and life insurance to non-traditional benefits such as paid employee parking, health club memberships, AFLAC, and other perks. Rate tables are automatically built into the database and virtually any benefit plan can be built within HROffice.

**COBRA and FMLA Administration:** Managing and tracking COBRA and FMLA is critical for companies as penalties for non-compliance are steep. Comprehensive benefits engines, tailored by the HROffice user to fit their company's specific benefits offerings, monitors employee and dependant eligibility across all plan types for COBRA and FMLA. If employees and/or dependants are eligible for COBRA or FMLA under the user-specified rules, the benefits engine will recognize the triggering event and will kick off the COBRA or FMLA process.

**Reporting Capabilities:** HROffice includes more than 260 preformatted reports - [click here](#) for a comprehensive list of all available reports. The report formats are predefined so users can specify sorting methods, define subtotal formulas and choose which employee records to include in the report. Customized reports can be created and saved so that they can be easily run, modified or deleted at a later time. All reports can be easily exported to an Excel file for further manipulation. **NEW! 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 seperately.

**Security:** All users are assigned roles within HROffice and are granted specific security rights. For example, an HR administrator may have access and change rights throughout the system while a department manager will only be able to view the employee information of their direct reports. HROffice allows users to create and define multiple security levels.

**Data Import and Export:** To reduce data entry time, HROffice easily integrates with Microsoft Excel, Lotus 123, Paradox, dbase, and other programs for ease in data integration.

## About HROffice Alerts

### Listed by Appropriate Contact to Notify

Shown below are the individuals and the included alerts that might be appropriate for them.

#### Employee

[New Hire Forms](#) - Provides notification of information for a new employee to review and correct, contains appropriate forms

[Acceptance of Address or Name Change](#) - Provides notification that a name or address change has been made in HROffice

[Employee Birthday Card](#) - Provides an electronic birthday card to the employee on his/her birthday

[Benefit Eligibility](#) - Notifies employees when they become eligible for benefits

#### Supervisor

[New Hire Forms](#) - Provides notification of information for a new employee to review and correct, contains appropriate forms

[Acceptance of Address or Name Change](#) - Provides notification that a name or address change has been made in HROffice

[Birthday Listing](#) - Provides a listing on a monthly basis of all the birthdays coming up in the next month

[Termination Process](#) - Provides notification that a termination has been entered into HROffice

[Anniversary Listing](#) - Provides a listing on a monthly basis of all the anniversaries coming up in the next month

[Monthly Phone Listing to Supervisor](#) - Provides a list of employee home phone numbers on a monthly basis

[I-9 Verification](#) - Provides a reminder notice 90, 60, and 30 days prior to the I-9 renewal date, contains the I-9 form

[I-9 Not Complete](#) - Provides notification of employees with an incomplete I-9

[W4 Not Complete](#) - Provides notification of employees with an incomplete W4

[Performance Review](#) - Provides a list on a monthly basis of the employees who are due for a performance review

[Returning from FMLA](#) - Provides notification of an employee that is due to return from FMLA

#### HR or Benefits Manager

[Anniversary Listing](#) - Provides a listing on a monthly basis of all the anniversaries coming up in the next month

[Termination Process](#) - Provides notification that a termination has been entered into HROffice

[I-9 Verification](#) - Provides a reminder notice 90, 60, and 30 days prior to the I-9 renewal date, contains the I-9 form

[I-9 Expired Listing](#) - Provides notification on a daily basis of the employees that have expired I-9 re-verification dates

[I-9 Not Complete](#) - Provides notification of employees with an incomplete I-9

[W4 Not Complete](#) - Provides notification of employees with an incomplete W4

[Performance Review](#) - Provides a list on a monthly basis of the employees who are due for a performance review

[New Hire Eligibility](#) - Provides notification 90 days after an employee is hired for benefits eligibility

[Benefit Eligibility](#) - Notifies employees when they become eligible for benefits

[Employees Turning 65](#) - Provides notification of employees turning 65

[Overage Dependents](#) - Provides notification of dependents, which are turning 21, or 25 if they are a full-time student

[COBRA Payment Overdue](#) - Provides notification when a COBRA payment is overdue

[Returning from FMLA](#) - Provides notification of an employee that is due to return from FMLA

[Old Picture](#) - Provides notification when an employee's picture is more than 3 years old

#### Payroll Manager

[Acceptance of Address or Name Change](#) - Provides notification that a name or address change has been made in HROffice

[Payroll Notification of Employment Changes](#) - Provides payroll notification if a change has been made to an employee's employment status

[Payroll Notification of Job Changes](#) - Provides payroll notification if a change has been made to an employee's job information

[Payroll Notification of Personal Info Changes](#) - Provides payroll notification if a change has been made to an employee's personal information

[Payroll Notification of Salary Changes](#) - Provides payroll notification if a change has been made to an employee's salary

[Bonus Pay Notification](#) - Provides notification that a new bonus has been entered for an employee

[Termination Process](#) - Provides notification that a termination has been entered into HROffice

#### Benefits Vendor

[Acceptance of Address or Name Change](#) - Provides notification that a name or address change has been made in HROffice