

## Employee Profiles

- Character or numeric employee IDs of up to 25 characters
- Fully integrated with the Empower payroll system
- User-defined employee attributes such as mail stop, parking space, drivers license, etc.
- Employee work history
- Employee education/training
- Employee skills inventory with online search
- Employee injuries and related treatments/time lost
- Employee equipment assigned with renewal dates
- Employee absences are traced LTD
- Employee events for recording commendations, awards

## Entitlements

- Table driven definition for entitlement accruals such as vacation, holidays, floaters, and other excused leaves
- Employees are automatically enrolled based on eligibility by seniority and/or hire date
- Complete audit trail of accrued and time taken LTD

## Benefits

- Table driven setup for all benefit plans including medical, dental, insurance, etc.
- Automatically calculate the cost of employer paid benefits
- Direct interface to EmpowerPY for benefit deductions
- Support for cafeteria plans
- COBRA processing includes notification, responses, enrollment, and tracking of payments

## Applicant Processing

- Ability to record and post job openings
- Record applicant work history, education, skills, and requirements
- Track positions each application applied for, interview results and final decision
- Search for qualified candidates based on education/skills
- Analyze the effectiveness of your recruiting sources, such as ads, references, and agencies
- Produce applicant notification letters

## Wage and Salary Administration

- Schedule employee reviews
- Record established goals for each employee
- Record supervision comments
- Analyze reviews by supervision and/or employee ratings
- Compare your incumbent salaries to external wage surveys
- Compare wage guidelines to incumbent salaries
- Compare wage guidelines across departments

## EEOC/OSHA Reporting

- Record ethnic and gender classification by employee and/or applicant
- Produce EEOC-1, EEOC-4 and IPEDS reports
- OSHA reporting module works with the employee injury information to simplify OSHA reporting

# HR Human Resources Features Checklist

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## Reporting

- Complete library of standard reports including:
  - Benefit/Plan Coverage
  - Benefit Eligibility/Enrollment by Employee
  - Enrollment by Benefit/Plan/Coverage
  - Benefit Claims by Employee
  - Job Requisition Analysis
  - Applicant/Employee Search
  - Applicant Source Analysis
  - Applicant Notification Letters
  - COBRA Notification Letter
  - Scheduled Employee Reviews
  - Employee Reviews by Rating
  - Wage Comparison By Survey
  - Wage Comparison by Grade
- Easily modify any standard library report or create additional reports using the powerful PowerBuilder® report writer

## Inquiries

- Inquiries put information at your fingertips. EmpowerHR provides inquiries for:
  - Employee Profile
  - Employee Work History
  - Employee Education/Skills
  - Employee Absences
  - Employee Entitlements
  - Employee Benefits
  - Employee Events

## Additional Features

- Multiple companies
- Secure access via username and password
- Intuitive navigation
- Establish menus/navigation by job task or by user
- User preferences establish business rules for processing

## Client Server Technology

- Open system architecture
- Multiple DBMS support for Oracle®, Microsoft SQLServer®, Sybase® and SQLAnywhere®
- Client support for WindowsNT®, Window 3.x® or Windows95®

## Service and Support

- Onsite installation
- Onsite training
- Custom programming
- Source code
- Annual maintenance
- Software enhancement lists
- User conferences