

ReportWare

®

Human Resource Management System

Sample Screens



Human Resource Main Menu

Main Menu

We all know that the market for qualified people is becoming more and more competitive. Finding, selecting and keeping the right individual is a major concern for all companies. ReportWare provides you with state-of-the-art tools to select and track your employees from when they first enter your doors as an applicant through their life as an employee.



Job Applicants List

Job Applicant

The Job Applicant List allows you to find or view all of your applicants by day, position, or name. Once you have identified the applicant for whom you are searching, you can go directly to the applicant's file.



Applicant Detail Information

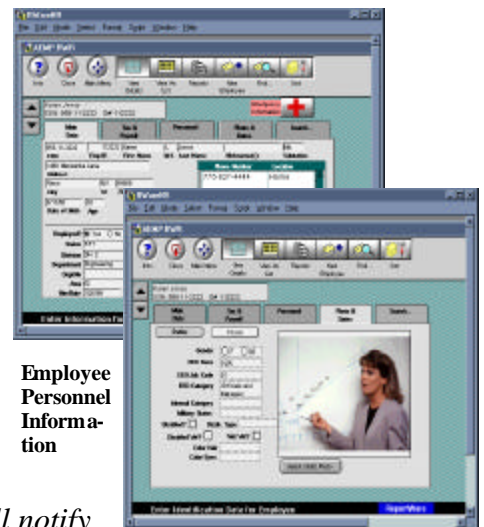
The Job Applicant Detail screen displays the positions for which he (she) is applying, their references, skills, education, training, and experience. Monitor affirmative action programs while managing constantly changing federally mandated legislation.

Employee Management

The Personnel screens manage all of the employee information and history. They track multiple pay positions, tax and payroll data, company property issued, and training. Employee's attendance is tracked and evaluated, and performance evaluations, promotions and complete salary history are measured.

ReportWare eliminates the stress associated with an INS audit by maintaining current employee photos, copies of I-9s, W-4s, and social security cards. It monitors OSHA regulations and the costs connected with accidents or injuries.

For your terminated and retiring employees, the system will notify the individual of Cobra requirements.



Employee Personnel Information

Employee Photo, W-2, I-9 may be kept

Human Resource Management System

Sample Screens *continued*

Payroll Generation

ReportWare assists the Payroll department with the generation of the scheduled payroll checks. Reports can be created for internal processing, an ASCII file can be generated for outside processing, or an approved pre-formatted file can be exported to ADP or Paychex payroll service providers.

Daily timekeeping records for each employee maintain the actual time of clock-in and any adjustments that were made and by whom.

Messages can be displayed at the clock-in area for specific employees, wishing them a Happy Birthday or notifying them to contact HR.



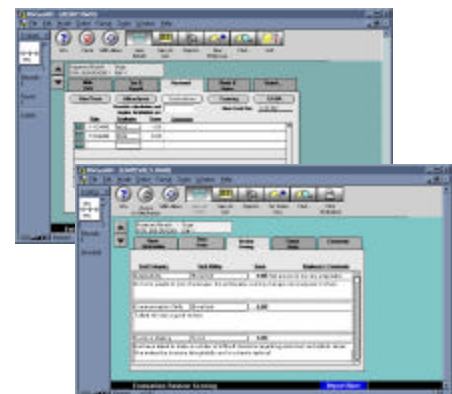
Employee Personnel Information

ReportWare tracks the hire and termination information for all employees. At termination, benefits and COBRA data is monitored and a COBRA letter is issued, if requested. Company-issued property and vacation taken and vacation paid are also monitored.

Employee attendance is tracked for subsequent reporting on OSHA conformation, absenteeism, and benefits and vacation administration.

Classes and professional training are tracked for later review.

Performance evaluations are entered and maintained in the system forever. Improvement, or the lack thereof, can be documented for later review or support in a termination case. Goals are established and then evaluated upon. The system provides pre-determined evaluation points for ease of performance reviews. After all, the easier the process, the more likely that it will be accomplished.



Human Resource Management System

Sample Reports

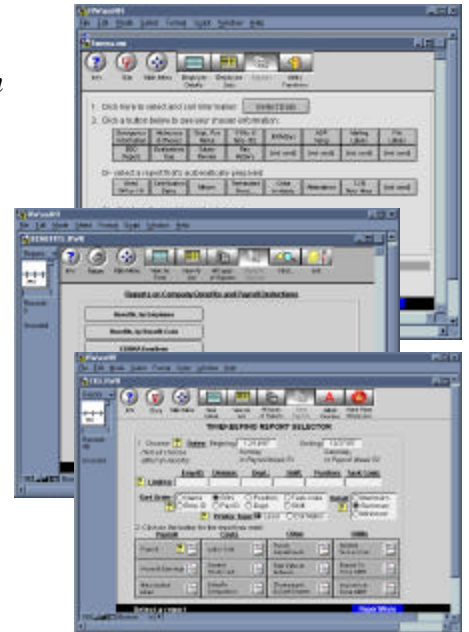
Report Menu

ReportWare provides you with accurate, customized reports when you need them.

Performance reviews, salary analysis reports, employee detail and exception reports showing missing or duplicate information. Benefit and compensation reporting thus simplifying benefit administration for your organization.

Timekeeping reports to provide Payroll reconciliation and employee labor analysis.

ReportWare provides a host of reports that allow you to view and analyze your human resource data.



Report Menus

Report Examples

Employee	Position	Start Date	End Date	Start Date	End Date
David, Zaneen	ATN	07/29/97	08/28	11/29/96	1/29/98
Earl, Derek	ATN	06/99	08/08	08/98	
Scott, Travis	EPO	10/24/97	09/02/02	06/92	11/02/95
Miles, Colleen	ATN	07/94	11/94	10/94	
Mitchell, Taryn	ATN	07/99	04/05/01	4/00	
Proctor, Linda	ATN	01/94	02/14/04	2/2/94	
Hsu, Aida	ATN	07/97	11/94	10/97	
Jean, Lisa		4/24/99	1/28/00	1/28/99	

Evaluations Due Report

Employee	Position	Annual Sal	Per Hour Pay
David, Zaneen	Accounting Clerk 2	\$18,000	17500-22000 per Year
Earl, Derek	Lab Technician 1	\$28,000	26000-40400-54000 per Year
Scott, Travis	Hip Assembler 3d	\$45,000.00	42000-52000-60000 per Year
Miles, Colleen	Order Jumper 2	\$18,000	20000-40400-54000 per Year
Mitchell, Taryn	Personal Assistant	\$18,000	17500-22000-26000 per Year
Proctor, Linda	Chief Financial Officer	\$100,000.00	\$10000-117000-133000 per Year
Hsu, Aida	Engineering Assoc 2	\$30,000.00	28000-40400-54000 per Year
Jean, Lisa	Chief Financial Officer	\$60,000.00	\$30000-417000-170000 per Year

Salary Review Report

Emp No	Emp Name	SSN	AMOUNT	CH-630	Net Pay	Number	Exclusion	Rate	Rate	Rate
1234	Earl	000-00-0000				01	01	0	000000	
1234	Earl	000-00-0000	2000	W-2		01	01	0	000000	EX: FTE11
1234	Earl	000-00-0000	3000	W-2		01	01	5	000000	EX: FTE12
1234	Earl	000-00-0000	4000	W-2		01	01	2	000000	EX: FTE13
1234	Earl	000-00-0000	5000	W-2		01	01	2	000000	EX: FTE14

Employee Setup for external Payroll Service

Human Resource Management System

Report Examples *Continued*

SSN	Hire Date	Exp. Date	SSN	Exp. Date
800-00-0000	1-Dec-03	31-Dec-04	800-00-0000	31-Dec-04
800-00-0000	5-Nov-03	31-Dec-04	800-00-0000	31-Dec-04
800-00-0000	5-Nov-03	31-Dec-04	800-00-0000	31-Dec-04

I-9s or W-4s required

Date	Initials	Start	Stop	Request	Reason	Comments
10/23/04		10	10	COMP		With Sick Leave Approval
10/23/04		10	10	COMP		With Sick Leave Approval
Totals:		20	20	20		

Attendance Report

Benefit	Employee	Start Date	End Date	Rate	Amount	Balance	Pay Date	Benefit Code
401(k) Retirement	David Jones	03/01/03	03/01/04	700000				
401(k) Retirement	David Jones	03/01/03	03/01/04	700000				
401(k) Retirement	David Jones	03/01/03	03/01/04	700000				

Employee Benefits Report

Individuals who are providing continuation of health or dental coverage are notified of their options.

You must notify your employer by the 30th day after the date of termination of your health or dental coverage. You must also notify your employer by the 30th day after the date of termination of your health or dental coverage. You must also notify your employer by the 30th day after the date of termination of your health or dental coverage.

The law also provides that your continuation coverage may be not due for any of the following reasons:

1. You are not an eligible individual.
2. The premium for your continuation coverage is not paid on time.
3. For the same covered individual, you have elected to continue your health or dental coverage under another plan.
4. The coverage is not available.
5. The continuation coverage is not available due to your disability and there has been a final determination that you are no longer disabled.

If you have any questions, please feel free to call me at any time.

Cobra Benefit Letter

SSN	Hire Date	Rate	Hours	Gross Pay	FICA	Net Pay	Pay Date
800-00-0000	03/01/03	50	40.00	2000.00	150.00	1850.00	03/15/04
800-00-0000	03/01/03	50	40.00	2000.00	150.00	1850.00	03/15/04
800-00-0000	03/01/03	50	40.00	2000.00	150.00	1850.00	03/15/04

Payroll Interface Report

SSN	Hire Date	Total Labor Cost	Total FICA	Total Net Pay
800-00-0000	03/01/03	2000.00	150.00	1850.00
800-00-0000	03/01/03	2000.00	150.00	1850.00
800-00-0000	03/01/03	2000.00	150.00	1850.00

Labor Cost Report

Human Resource Management System

Technical Requirements

Hardware Information:

ReportWare's Human Resource and Timekeeping Systems do not use proprietary hardware and will run on commonly available equipment, specifically:

1. Macintosh 68030 or better processor with at least 1MB available RAM and 20 MB hard disk space) running System 7.1 or later;
2. PowerPC (any model); or
3. Intel (IBM) compatible computer with at least:
 - a) 486/66 or better processor (the faster the better; Pentium is recommended.)
 - b) MS-DOS 3.3 or later;
 - c) Windows 95, Windows 98, Windows NT4, or Windows 2000;
 - d) 16 MB RAM
 - e) 20 MB available hard disk space;
 - f) VGA graphics or better;
 - g) A Windows supported mouse or pointing device.

Network Information:

The ReportWare product will operate on the following networks: LocalTalk, AppleTalk, Farallon PhoneNET PC 3.0, Farallon Timbuktu, Novell NetWare, Microsoft Windows NT, Windows built in networking. Mixed Macintosh/PC/PowerPC networks are supported. Supported network protocols include TCP/IP and IPX/SPX. Remote dial-in access is supported with additional software products needed.

Printers:

Any standard printer that works with the selected Windows or Macintosh system will work with ReportWare. To print attendance receipts for employees, a Star SP300 series printer (with or without cutter) is recommended.

Software Information:

Maximum file size	Limited only by available disk space
Number of records per file	Limited only by available disk space
Max field size:	
Text	64,000 characters
Number	255 characters
Date Range	1/1/001 to 12/31/3000
	(100% Year 2000 compliant)
Accuracy	Numeric calculations to 15 decimal places
Max Networked Users	25 (more with additional software)