



!Trak-It HR - SBE

HR MANAGEMENT made *Easy* For Small Businesses

Automates HR Record Keeping

!Trak-It HR-SBE is an extremely easy-to-learn Human Resource Management system, designed to eliminate the tedious clerical work common to most personnel departments. With !Trak-It HR-SBE you can quickly respond to management, employee, and government requests with accurate and professional computer-generated reports. Over 150 standard reports are included as well as a custom report writer. !Trak-It HR-SBE also saves you time by putting all your employee information at your finger tips, not in piles of paper.

The Ideal System

!Trak-It HR-SBE is ideal for organizations with up to 100 employees. !Trak-It HR-SBE's capabilities usually exceed other systems and can be easily upgraded to our standard version without any data conversion or having to re-learn the software.

Comprehensive Employee Data

Eliminates messy file cabinets by tracking:

- Personal information
- Insurance costs
- User-defined events
- Training, Licenses
- Benefit details
- Job & Pay information
- Compensation stats
- Unlimited job history
- Emergency contacts
- Former employers
- Review dates
- Skills, Education
- Dependents
- And much, much more!

Tracks Time Off & Leaves of Absence

!Trak-It HR-SBE's attendance tracking is designed to save you countless hours of tracking, accumulating and summarizing employee absences. Vacation, sick leave and personal time accruals are instantly calculated. The accompanying reports help spot and monitor problem employees and departments.

Benefit Administration & COBRA

!Trak-It HR-SBE provides a comprehensive administration facility so each employee may have an unlimited number of benefits. The benefit date range and associated costs for both the employer and employee are individually tracked by benefit. When an employee terminates, !Trak-It HR-SBE handles the required Federal Government COBRA benefits administration for both the terminated employee and dependents. It produces notification letters, billing statements, mailing labels, a recipient report, a dependent list and cost reports.

150+ Standard Reports and Custom Report

Besides the 150+ standard reports, most of which are customizable, a powerful Report Writer is built-in to allow you to design reports with the information you want. You can sort and select records and include headings, sub-headings, sub-totals, and grand totals, as well as calculated columns. There is also a Letter Generator that allows you to create an unlimited number of form letters, and produce mailing labels for each letter.

Link to Payroll s

Options include: Multi-User networking and interfaces to payrolls such as ADP, PayChex, Pay-e and Zurich.

Easy Upgrades

When your company reaches 100 active employees or you need more features, simply call us with your credit card and we will quickly upgrade you to our Standard Edition right over the phone. You already have the documentation and are trained in the use of !Trak-It HR. What could be easier? Our Standard Edition has been used by larger companies with hundreds and some with thousands of employees since 1988.