



!Trak-It HR Standard Edition

HR MANAGEMENT made *Easy*

For Windows

!Trak-It HR 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 you can quickly respond to management, employee, and government requests with accurate and professional computer-generated reports. Almost 300 standard reports are included as well as a custom report writer that allows you to start with a copy of a standard report if you wish. !Trak-It HR 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 is ideal for organizations with 10 to 1,000 employees. !Trak-It HR's capabilities usually exceed other systems, even those that cost many times more, and !Trak-It HR is usually faster and easier to use.

Comprehensive Employee Data

!Trak-It HR eliminates file cabinets of paper by tracking:

- Personal information
- EEO, I-9 & Vets data
- OSHA, Workers comp
- Benefit details
- Compensation stats
- Emergency contacts
- Review dates
- Dependents
- Web Connections
- Insurance costs
- User-defined events
- Training, Licenses
- Job & Pay information
- Unlimited job history
- Wellness programs
- Skills, Education
- Attendance Tracking
- Built-in E-mail

And much, much more!

Reminders

!Trak-It HR includes a built in "reminder system that lets you set dates on notes to remind you to take action on an employee situation. There is also a custom report queue that lets you establish a list of reports that need to be run on a regular basis. When

the specified time arrives you are reminded to run the reports, so nothing falls through the cracks.

Benefit Administration and COBRA

!Trak-It HR provides a comprehensive "cafeteria style" benefit administration facility so each employee can 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 handles the required Federal Government COBRA benefits administration for both the terminated employee and dependents. It can produce notification letters, billing statements, mailing labels, a recipient report, a dependent list and cost reports.

At least 300 Standard Reports and Custom Report Writer

!Trak-It HR instantly provides the required Federal Government EEO-1, EEO-4, Work Force analysis, OSHA, and Vets-100 reports. The I-9 citizenship verification tracking helps ensure your compliance with federal laws. Besides the standard reports, 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. An unlimited number of form letters can be created along with the corresponding mailing label for each letter.

Links to Payroll Systems and Time Clocks

Options include: Multi-user Networking, (Windows 98, ME, 2000, NT or XP), Grievance Tracking, Links to Timeclocks, and Payroll systems.