



Features List

!Trak-It HR

EASE OF USE

- Navigation by Menus, short cut keys or Tool Bar
- Icons easily recognizable and distinctive
- Persistent screen with buttons for fast, easy access to commonly used screens and reports

SCREENS –

16 FOR EMPLOYEE DATA COLLECTION

- Personal, Job, Second Job, Benefits, Dependents, Education, Emergency Contacts, Events, Former Employers, Injuries, Photo, Skills, Wellness
- Optional: Attendance Records, Status, Leave of Absence

STANDARD REPORTS

- 110+ pre-defined, each with multiple selection criteria
- Most are customizable by clicking the Customize button
- EEO, I-9, Vets - 19 reports
- EEO-1 Detail, Summary, EEO-4 Detail, Summary
- New Hire, Terminations, Promotions, Demotions, Transfers
- Job Group Analysis and Organizational Summaries
- True Workforce analysis for EEO audits
- OSHA, Accidents & Workers Comp - 12 reports
- OSHA 101, OSHA 200
- Attendance - 11 reports
- Benefits, COBRA & Insurance Cost Tracking - 9 reports
- Compensation & Analysis - 26 reports
- Employment and Organization - 15 reports

CUSTOM REPORTS

- Very easy to use. Unlimited number of reports can be created
- Can be based on standard reports or created from scratch

- Selection criteria is stored with report
- Selection criteria can prompt for values when run
- Creates labels, merge files, Excel files, Lotus files, ASCII files, DBF files

UTILITIES

- Mass-add training, events, pay changes, attendance transactions
- Mass update any database file

CONNECTIONS/LINKS

- Import from ADP, PayChex, and many other payroll services
- Import from AbraPay and other in-house payrolls
- Time clock fields on Pay Screen for direct access by Unitime and other time clock systems
- Export WordPerfect merge files, Excel files, Lotus files, ASCII files, DBF files

SECURITY

- Easy to set up and change
- Screen access limited by user ID
- User changeable passwords
- Data access definable to employee ID level

OPTIONS

- Attendance Tracking and Leave Accruals based on longevity or hours worked in a job (also available as stand-alone system)
- Multi-User
 - Allows unlimited number of users on network for one multi-user license price
 - Works with most servers such as Novell, NT, Windows 95 file sharing, AppleShare, or Apple file sharing
- Multi-Company Consolidation, with or without commingling data
- Cross-Platform - Windows (3.1x, NT and 95) and Macintosh on same network