

***HR e-FILE:* STREAMLINED, PAPERLESS INTEGRATION OF ALL MAJOR HR FUNCTIONS**

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WHO HAS THE TIME TO MANAGE IT ALL?

Running a company, no matter what the size, has never been easy. Nowadays, it's harder than ever, thanks in part to the many regulatory requirements that come with having employees.

Any distractions from your core business can limit your company's ability to succeed. *HR e-File*, a powerful online human resources tool, can take your benefit enrollment and administration to a whole new level.

WHAT IS HR e-FILE?

HR e-File is a seamless "Hire to Fire" human resource management and benefits administration system that allows you to manage your Human Resource functions over the internet, 24 hours a day, seven days a week. With *HR e-File*, you have the ability at your fingertips to handle easily and securely:

- ✓ Employee Documentation
- ✓ Federal and State Regulation Compliance
- ✓ Benefit Administration
- ✓ Performance Reviews
- ✓ Compensation Evaluation



HR e-FILE, A POWERFUL HR SYSTEM AT YOUR COMMAND.

At the heart of all the services we provide, *HR e-File* is a unique, robust HR system that provides streamlined, paperless integration of all the major HR functions that help you attract, manage, and retain employees. You and your employees, using any Web browser, can access their appropriate information on an as-needed basis.

UP-TO-THE-MINUTE INFORMATION.

HR e-file gives you the resources needed to take care of daily routine functions, making reporting easier to appropriate agencies and benefits providers. All authorized personnel can review employee activities 24/7 thru passcode protected portals.

EXPERT ADVICE ON TAP.

We can also consult with you on a broad variety of HR management issues or introduce you to HR specialists, who can help you make sure your company's policies and procedures are effective and well enforced. In addition, should you require, we can even arrange for expert legal consultation on HR issues, at extremely competitive rates.

HR e-FILE ONLINE BENEFITS ENROLLMENT AND ADMINISTRATION, AT A GLANCE:

- ✓ A full, streamlined, paperless integration of all major HR functions
- ✓ Customized web page for each client
- ✓ Online enrollment forms
- ✓ Open enrollment tracking
- ✓ Summary plan descriptions online
- ✓ Employee enrollment confirmation statement
- ✓ Rate tables for each specific plan
- ✓ Real time benefits reports
- ✓ Online employee handbook and updates
- ✓ 401(k) enrollment, census reporting for discrimination testing
- ✓ Online COBRA administration
 - Compliance
 - Eligibility (qualifying event)
 - Payments
 - Notification Letters
 - Exceptions Report
- ✓ FMLA enrollment and tracking
- ✓ Online Section 132 administration (parking and commutation expense reimbursement)
- ✓ Online Section 125 administration (health insurance premiums, medical expense reimbursement, and dependent care reimbursement)
- ✓ Streamlined online Flexible Spending Account Administration
- ✓ Eligibility tracking, waiting periods, location, job title, qualifications
- ✓ Employee annual total compensation — Benefit Statement
- ✓ Workflow process that will notify HR, benefits administrator, payroll and/or broker of employee eligibility, enrollment, changes or service actions needed
- ✓ All employee records
- ✓ And much, much more!!
- ✓ Dependent information for benefits enrollment
- ✓ HIPAA certification and compliance
- ✓ Ability to send HIPAA secure data to insurance carriers
- ✓ OSHA compliance and OSHA 300 log
- ✓ Benefits enrollment alert module and status change report
- ✓ Consolidated billing report to facilitate monthly invoice audits
- ✓ Up-to-the-minute billing across multiple geographic regions and multiple insurance carriers
- ✓ Online vacation, PTO approval



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HAVE IT YOUR WAY.

Of course, you may already have certain HR functions outsourced. If so, we can custom-tailor our services to meet your specific needs. If you would like to talk about any aspect of your payroll, benefits, or other human resources needs, you only need to make one call.

For more information, please e-mail us at info@hrefile.com or visit us at www.hrefile.com.



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