

Benefit Providers

HR ADMINISTRATION . THE PAPERLESS WAY



Benefit Providers, LLC Announces HRe-File, a Self-Service Human Resource System

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www.benefitprovidersllc.com

Newsletter #2

Based on U.S. government statistics, that an average 300-person company with a 22 percent turnover generates about 3,300 new-hire and termination documents per year. At a rough cost of \$16 to process each of these documents, that comes to a grand total of about \$58,000.

HRe-File is an online, Web-based Human Resources system designed to allow you to manage Human Resources over the Internet. Produced as a modular package, you can select the various HR modules that apply to your business, allowing you to select a ASP solution that will manage Basic Operations, or Highly Sophisticated Business rules.

With HRe-File, you are safe in the knowledge, that as you evolve, your HR and Benefit Solution will evolve with you. HRe-File aims to address many of the problems identified in today's Human Resources Software Packages. Working closely with HR professionals and staff alike, we believe we have produced the most comprehensive Online HRMS package available.



Recruiting

Internet job postings	On-line job applicants database
Interview questions	Posting on job boards
Interview evaluation documentation	

Job Applicant Tracking:

Background or reference check	New hire procedures and database
Contact data (address, telephone, email) Name, address, date applied, applicant ID	Search, sort and report capabilities
EEO information	Skills inventory
File attachments (i.e.. Resume, etc) fax or pdf	Position applied for
Import to employee records database	Previous employers
Instant notification to payroll	Notes

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Employee Records:

Attendance records	Part time/full time report to determine benefits eligibility (ex. Life ins.)
Birth date, sex, marital status, nickname	PTO, sick, vacation, personal time tracking
EEOC information	Safety and training records
Employee Photo, Name, address, social security number	Skills inventory
Education and certifications	Supervisor
E-mail address	Supervisor history to know who has been supervisor of any given employee
Emergency contacts	Telephone number
Employment status history and tracking	Termination module
Hire date, length of service, seniority date	Termination date, type, reason, rehire status
Job description	Training log
Notes field	Training skills inventory to help employee with competency issues
Orientation checklist and accompanying receipts (i.e.. Handbook, employment at will, priority information and/or non-compete, etc)	Terminated employee record history database
Organization information (history, assigned location, division, department, job title, job description.	Unemployment Insurance tracking

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OSHA injuries and illnesses, OSHA 300 log information	W4, I9 status, EEOC reporting data, ADA, VETS 100, union, shift, Visa expiration tracking, I-9 tracking, workers compensation class code
Online file interface and storage (i.e.. Resume, insurance applications, W4, etc.)	Work schedule online
Performance reviews, history	
Benefit Compliance Tracking:	
All records can be electronic filled and printed	ERISA
All records are populated from master employee database	HIPAA
Cobra compliance system	Records are electronically signed and filed
Compensation Records:	
Amount and pay periods for normal pay periods	Last review date, review period and next review
Annualized earning report, Salary history since hire date, performance review system on line	Pay rate
Bonus tracking, award dates, bonus type, review date, flat amount or percentage of pay, comments	Pay stubs online
Cost center allocation	Online time clock with payroll EDI or integration
Effective dates of any pay adjustments	Over time reporting and query by date, pay period, month, quarter, annually
FLSA	Review documentation (format, ratings, comments, reviewer)
Interface to employee records	

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Benefits Enrollment and Administration:	
401k enrollment, census reporting for discrimination testing	Employee enrollment confirmation statement
Ability to have dependent info, number of dependents covered under benefits	Employee annual total compensation statement
Ability to enroll off-line and upload the laptop enrollment into paperless system.	Form letters for eligible employees
Ability to send HIPAA secure data transfer to insurance carriers	Medical Expense Reimbursement Plan Administration
Benefits enrollment alert module	On-line enrollment forms
Benefit status change report	Open enrollment tracking
Consolidated billing report to facilitate invoice audits	Plan descriptions online
Claims filing hyperlink	Rate tables for each specific plan
COBRA, FMLA, ADA tracking, eligibility (qualifying event), payments, notification letters, exceptions report	Real time benefits reports
Dependent information for benefits enrollment	Report to be able to differentiate between pre-tax/post tax
Eligibility tracking, waiting periods, location, job title, qualifications	Section 125 administration POP, FSA, dependent care, HSA and HRA
Employee benefit census for discrimination testing, 5500 reporting and future RFP's	Workflow process that will notify HR, benefits administrator, payroll and/or broker of employee eligibility, enrollment, changes or service actions needed

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Report Generation With Sort and Edit Capabilities:	
Anniversary list	Education history
All reports are fire walled for controlled access capabilities	FMLA reports
All reports can download to excel spreadsheet	Inactive/terminated employees
Birthday list	Import capability, excel, csv, ASCII, txt
Benefits report	New hires
COBRA tracking	Payroll time submission history
Dependent list	Performance (reviews) management
Emergency information	PDF supported reports
Employee pay history	Time sheet tracking
Employee census	Training history with expiration dates for tracking
Employee counseling	Work schedule vs. actual time punch
General System Capabilities:	
All employment postings	Hyperlink to general references (i.e., Social Security Administration, OSHA, DOL, ERISA, INS, and other state and federal sites)
All client-specific forms storage and retrieval	Hyperlink to customized sites for ancillary services
Controlled access and security protocols to provide employee and manager self service, total client access	Job description generation and up-date
Customized web page for each client	

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Custom report writer	On-line time and attendance tracking
Employee handbook delivery and up-date	Online: Policy manuals, benefits, all employer forms and documents, etc
Employee communications capability (i.e.. To support job postings, on-line application to internal postings, general employee communications, etc)	Payroll interface
File import/export capabilities	Succession Planning
Hyperlink to custom information and training sources (i.e.. BNA, CCH, embedded training libraries, external training providers, etc)	Vacation, PTO approval
Workers Comp Management	
OSHA Log 300 Information database	Workers' Comp claim filing and management
Workers' Comp actual premium calculation module	Workers' Comp clinic database
Workers' Comp annual audit management	Workers' Comp certificate request
Workers' injury reporting	
Training (multimedia online video, text, power point, or flash)	
Employee online HR training (customize quiz author by employer)	Privacy
Orientation	Safety, OSHA
Standard Web Design	
Employer Security Password Log-in	Manager Security Password Log-in
Employee Security Password Log-in	
Standard Payroll Interface	
Custom Timesheet Functions (Provide edit, store, adjustment, overtime, custom pay codes functions etc.)	Standard Online Time Clock
New Employees Payroll Profile Export to any Payroll Provider (csv or txt)	Standard Online Time Sheet Export (csv or txt)