



**Building better software, to build better companies**

**Essential Integrated Data, Ltd.**



## Essential\*HR

## Human Resource Management

### Comprehensive Pay and Performance Administration

Tracks key pay and performance review dates and alerts HR personnel to upcoming events and needed action. EHR tracks pay, performance, and service histories.

### Government Reporting Compliance

EHR reduces time required to comply with Government regulations such as FMLA, OSHA, EEOC, COBRA, I-9, VETS-100.

### Monitor, track and document critical HR activities including:

- Absenteeism
- Employee leave
- Grievance documentation
- Accident & injury information & history
- Job related medical history
- Licenses, certifications, permits
- Disciplinary actions
- Continuing education requirements
- Skills inventory
- Formal education
- Additional training
- Test results
- Much more

### Customized Reporting and Data Access

EHR provides robust reporting tools that are easy to use without a long learning curve. EID's philosophy is to use the tools with which users are already familiar. Therefore, EHR is tightly integrated with Office productivity applications, MS Word, Excel, Email, Browsers, and Outlook. EHR contains GridView to display HR data files in grids that can be sorted in 100's of ways, and exported to Excel, HTML or CSV file formats. EID provides ODBC access using tools such as Crystal Reports, Excel, Access or any other ODBC compliant application. EHR has an interactive Query utility and predefined queries that users can run by point-and-click for instant results. EHR puts vital HR data at your fingertips.

### Comprehensive Benefit Administration

Create unlimited benefit plans, define eligibility requirements and calculate employee and employer premium and benefit costs.

Essential\*HR is an affordable human resource system that is comprehensive, yet easy to use. It eliminates the drudgery of having to maintain numerous employee paper files, and ensures information is instantly available. EHR is designed to fit companies of all sizes, therefore it is possible to track only the information you need today, then as your company grows, you can take advantage of additional features.

Employee benefits require almost constant management attention in today's fast paced legislative climate. EHR gives you control over this critical area with ready access to benefit plan information and employee demographics. EHR will keep you on top of regulatory reporting for FMLA, EEOC, OSHA, COBRA, I-9, Citizenship verification.

Essential\*HR can be used as a stand-alone application or integrated with Payroll, either Essential\*PR or one of the other Payroll systems to which EHR interfaces. When used with Payroll, users enjoy even more productivity gains and improved service to their employees resulting in better employee morale.

**EHR Employee Payroll Information**

Employee Number: 1 Name: Palmer, W. Edward

Workmans Comp Code: WCI Additional Federal Withholding: .00

Federal Filing Status: Married Additional State Withholding: 5.00

State Filing Status: Additional City Withholding: .00

City Filing Status: SWT Tax Code: SUI Tax Code: SUI Exempt?

Number of Exemptions: FWT: 2 SWT: 0 CWT: 0 CWT Tax Code:

Use Direct Deposit

	Bank Account #1	Bank Account #2	Bank Account #3	Bank Account #4
Bank Name	First National Bank	Chase One	Sterling Bank	
Bank Abbreviation	1ST NATL	CHASE	STERLING	
Bank Transit #	456123897	456123897	456123897	
Bank Account #	123-4567-8910	2300005547	894-562-7	
Account Type	<input type="radio"/> Checking <input checked="" type="radio"/> Savings	<input type="radio"/> Checking <input checked="" type="radio"/> Savings	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Amount Code	Fixed amount	Percent of net	Balance of Check	
Deposit Amount	50.00	10.00	.00	.00

When using EHR with Payroll, adding new employees to HR automatically adds them to Payroll. Subsequent changes to all shared information, will automatically update Payroll with the changes. For example, as shown in the above EHR screen, payroll information, including Direct Deposit banking information, is maintained by HR and updates PR at the same time.

EHR produces cost savings and a fast ROI in many ways. The system expedites placement, promotion, benefit and compensation processing. EHR promotes accuracy in the creation of personnel records while dramatically decreasing paperwork. The system assists you in adhering to government regulations and reporting requirements. Most of all, EHR makes sure workforce administration is done correctly which protects your company from unwarranted legal actions.

EHR can manage, report and analyze a wide range of benefit plans including life, disability, and medical insurance; cafeteria, retirement, dental, vision, pre-paid legal, investment, savings, child care, employee loans, and stock option.



## Features & Benefits

### Essential\*HR

### Human Resource Management

#### Position Driven System

Workforce requirements are managed by establishing position criteria. Employees inherit their attributes from their position. Attribute examples are Status – full time, part time, temporary; Exempt/Non-Exempt; Pay Method – hourly, salaried, piece-rate, non-employee; Pay Frequency – weekly, bi-weekly, semi-monthly, etc.; Pay Grade classification, increments and pay ranges.

#### Grade Tables

EHR allows unlimited Grade Tables that are associated with Positions. The use of Grade Tables is generally associated with Government entities, Union employees, or very large corporate environments. But Grade Tables are useful for any employer as a means to validate that pay amounts or increases or within the proper pay ranges authorized for a position.

#### Code Tables Assure Uniformity

Code Tables can be created to handle repetitive descriptions of HR data. By using Code Descriptions, data entry is faster because a code can be entered or selected from a popup list instead of having to type long descriptions. Codes also make sure descriptions are uniform and appropriate when referring to the same data. For example, an excused absence is described the same every time it is used when the absence is assigned a code and description.

#### Image & Document Enabled

Users can add employee photographs and display them from the employee demographics screens. Unlimited documents can be associated or attached to an employee record. Documents of any type can be attached to an employee - scanned .jpg or .bmp files; .doc, .pdf, .htm, .txt or others. When any of these documents are selected for viewing, EHR uses the Windows Association property to call the application associated with the document type based on the file extension. For example, if a document file with an extension of .doc is attached to an employee record, when selected for viewing, EHR will call Microsoft Word to display the document. This allows employers to attach an employment application, resume, recommendation letter, transcript, W-4, benefit sign-up form, I-9 document, or any other type of document to an employee record, and have it at their fingertips for immediate viewing. No more digging through file drawers and folders.

#### Customized Employee Communication With Office Integration

Because EHR is integrated with Office productivity software, users can design their own Email and MS Word form, letter and email templates. These templates can be used to send employees and supervisors notification of key HR events or needed action. For example, an employee may need to be notified they are now eligible for enrollment in a benefit plan. From within EHR, an Email or letter can be sent or printed that contains information that is automatically transferred into the Email or letter template from HR. Batch letters or notices can be sent to all employees or groups of employees that contain their individual HR data like address, key dates, premium costs, work location, plan elections, or any other data. This can save a tremendous amount of time by eliminating the drudgery of creating individual notices, researching each employee's individual data, and filling in the notice manually. With EHR it is all automatic – just point and click.

#### Extensive Reporting and Report Options

Dozens of standard reports are available from EHR that allow users to analyze, monitor and respond to HR events and activities, make better decisions, and better serve employee needs. All reports can be previewed, searched with a "Find" option, selective pages printed, multiple copies printed or elect not to print anything after finishing with the preview. Users can design their own reports using any ODBC compliant application. EID will assist users who want to design custom reports themselves or our service staff can handle the whole task. EID uses report tools that most users already have such as Excel and Access. By doing so, users do not have to buy additional software, and many can make modifications to the reports if their report parameters change in the future.

