

PerfectHR is a completely integrated web native or client server employee tracking and benefits management system designed to help you create the HR Perfect World. PerfectHR makes it possible for you to manage your complete Human Resource process. PerfectHR is a tool which provides the capability to manage the organization's human assets and human capital.



The role of HR is rapidly changing and requiring more strategic input. Achieving this goal can only be accomplished by eliminating administrative tasks.

PerfectHR is designed for middle market companies like yours. Our clients have been able to achieve these goals:

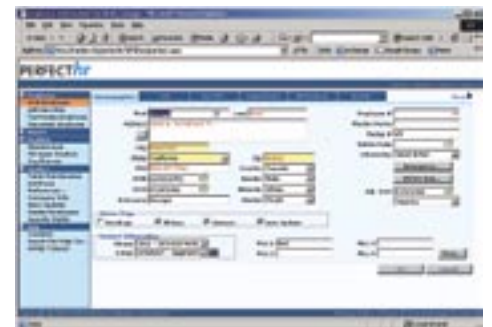
- Eliminate numerous spreadsheets containing duplicate employee information
- Allow for single entry of employee information to HR and Payroll systems
- Comply with government reporting requirements such as EEO and OSHA
- Manage salary administration and budgeting with easy to use tools for analysis, distribution of information to departmental managers
- Reduce the time for benefit enrollment, benefit reconciliation and benefit analysis
- Answer management's requests for information in a timely and professional manner
- Report on and help reduce excess absenteeism and respond to employee requests for information about vacation balances
- Improve employee development and maintain critical information about employee skills and improvement programs

PerfectHR will help you achieve your short term and strategic objectives by providing an easy to use, and understand Human Resource Information System. All of your employee data can be accessed via the web anytime, anywhere, 24/7.

Imagine a world where you are free to analyze information and not have a need to worry about the data administration functions that are inherent in manual or cumbersome systems. Your time will be spent providing management with strategic business information that will help you achieve the future success of your organization.

PerfectHR comes with hundreds of pre-configured reports that analyze every aspect of your employee information and will help you point out potential shortfalls in your Human Capital needs to management before they occur. You and only you will be in a unique position to recommend strategies that can avoid costly mistakes in hiring, promoting, benefits management and terminations. All

this while reducing the amount of time you and your department spend on data entry and administration.



With PerfectHR the system performs all of the routine tasks and stores your information in a single database that can be interfaced with PerfectPayroll and shared with other departments and applications, including third-party payroll. PerfectHR helps make your world a more Perfect World.



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Employee and Dependent Demographics

- Name and Address
- Multiple Phone Numbers
- Insurance Elections
- Union Identification
- Gender and Marital status
- Citizenship
- Hire and Rehire Dates
- Break in Service

Manages Salary and Job History

- Salary Administration
- Job Analysis
- Workers Compensation
- Organization Planning
- Salary History
- Job History
- Position Control
- Electronic DOL Handbook

Manages Benefits

- Benefits Administration
- Plan Definition
- Cost Analysis
- Premium Reconciliation

Career Development

- Skills Tracking
- Education
- Skill Development
- Org Charts
- ISO Certification

Government Compliance

- EEO and AAP
- COBRA
- OSHA Tracking
- I-9 Tracking
- Workers Compensation

Miscellaneous

- Grievance Tracking
- Mass Salary, Job and Benefit updates
- Full Database Security

Position Control

- Open and maintain jobs
- Fill open position from existing work force or applicants
- Create open positions for terminated employees
- Maintain FTE information for all open positions
- Maintain organization structures including open position

Custom Design

- Customize screens
- Create user defined fields
- Modify Standard Reports
- Define Benefit Rules
- Define Attendance Accruals
- Create custom code tables

STANDARD REPORTS

(over 200 included) using Crystal Reports

- Email Delivery Option

Employee Basic Information

- Census, Alphabetic
- Name List
- Age Listing
- Birthday Listing
- Employee Profiles
- Emergency Contact List
- Home Address List
- Phone Directory
- Anniversary List

Workers Compensation

- Claim Cost Analysis
- Log of Claims
- OSHA 200 Worksheet

Absence/Attendance

- Visual Calendar View
- Accrued and Used Days

Benefits

- Coverage by Employee
- Enrollment by Plan
- Premium Totals by Plan
- Census Report
- COBRA Billing and Census
- Dependent Listing
- Employee Benefit Letter

SUCCESSION PLANNING

- Event List
- Organization List
- Service List (Longevity)
- Skills & Education Profile
- Skill Retrieval

Govt/Affirmative Action

- EEO-1 Summary and Detail
- EEO-4 Summary and Detail
- I-9 Citizenship Verification
- Veterans
- OSHA

Compensation

- New Hires
- Terminations
- Ranked Salary List
- Reviews Due List
- Review Forms
- Salary Analysis
- Compensation Analysis
- Salary History
- Increase Analysis

Financial Planning

- Headcount Analysis
- Budget Report
- Vacation and Benefit Costs

Optional Modules

- Time and Attendance
- File Import Export
- Payroll Interface
- Custom Benefit Statements
- Benefit Election and Enrollment
- Salary Planning and Administration
- Multiple Job Cost Centers
- Enhanced Security
- Applicant Tracking
- Position Control
- Requisition Management
- Terminal Server/Citrix Option
- Ad Hoc Reports and Queries with Custom Edit Grids

Employee Self Service

PerfectPayroll

PerfectApplicant

PerfectAlerts



PERFECTsoftware[®]

EMPOWERING HUMAN CAPITAL MANAGEMENT

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NEW - Available on a monthly outsourced plan for companies that want to reduce their internal IT burden while capitalizing on the capabilities a full HRMS system will provide.