



**Presenting**

**Employee Management**

**HR**

***Human Resource Manager***

**for Windows**

## COMPREHENSIVE

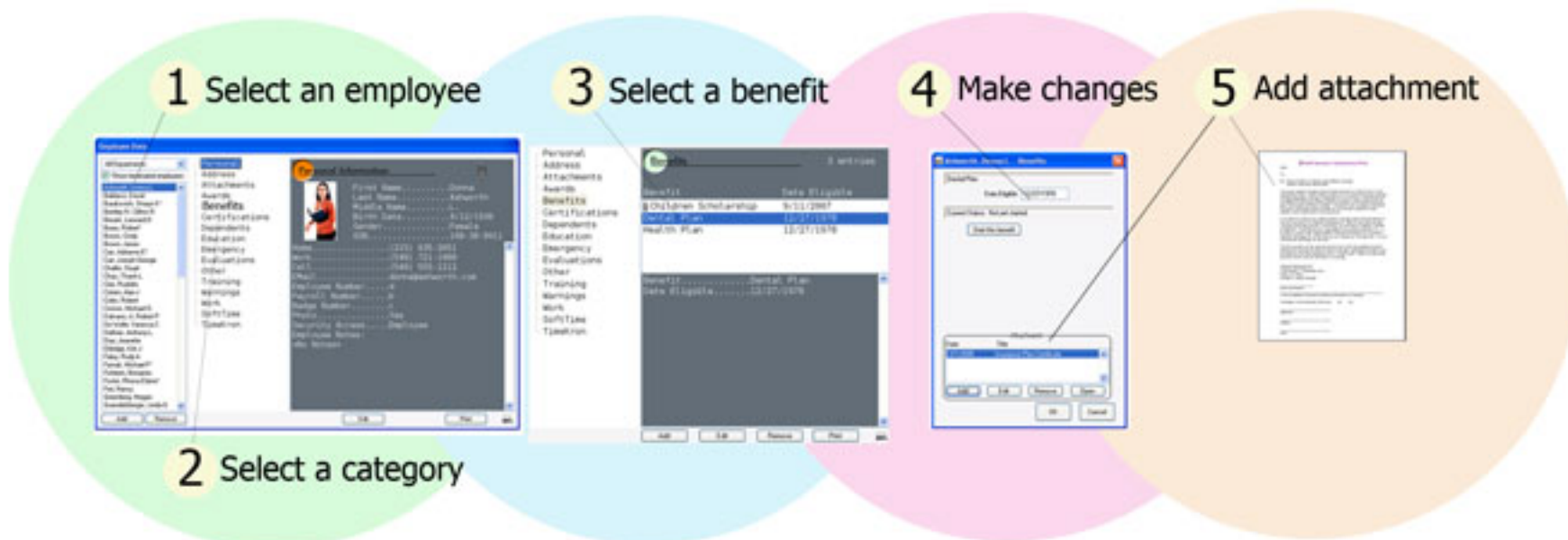
A successful company needs a highly skilled, flexible and committed work force, innovative management and the ability to retain talent. To achieve these goals, the company needs a talented and equipped HR department. Besides hiring the right people to manage and perform specific jobs, HR managers have to build up commitment and loyalty among the workforce by keeping them up to date about company plans and laying out the implications for job security and working conditions. From the interview process to the exit interview, the HR department is every employee's main connection between production and management.

The backbone of any successful company is the HR department. HR gives your HR Department the tools to be effective at their job. It gives them information at their fingertips and helps them see obstacles before they arise so they can take action before problems occur.



## EASY TO USE

HR tracks up to 14 Human Resource categories simultaneously for each employee. Each category can have multiple sub-categories and each sub-category can have multiple attachments. Here's how to do it:



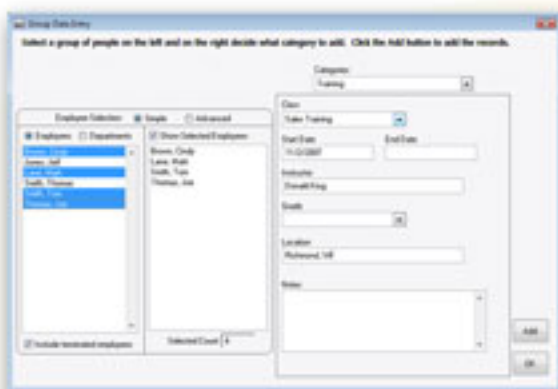
## A SUITE OF PRODUCTS

TimeKron, SoftTIME and HR work together to help you integrate Time and Attendance with Time Recording. While TimeKron takes care of your timekeeping tasks, SoftTIME manages your employees attendance, vacation scheduling and leave requests. For a detailed description of both Software Techniques products, visit our website [www.softwaretch.com](http://www.softwaretch.com) and view our detailed videos and User Manuals.

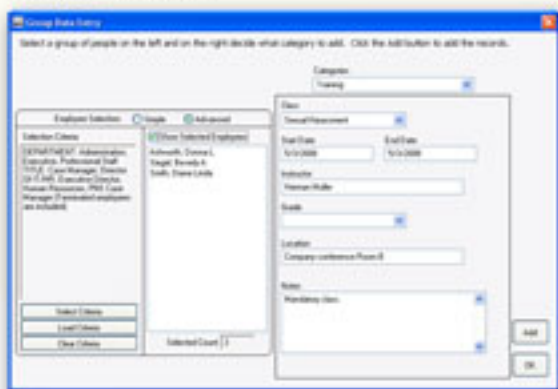


## GROUP DATA ENTRY

Group Data Entry allows you to add information to multiple employees at one time!

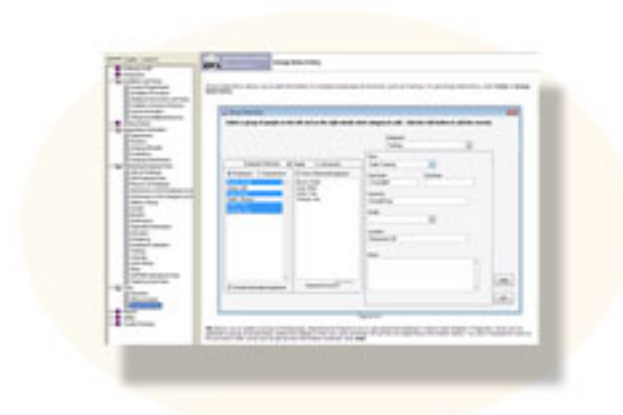


You can even schedule a specific group of employees to attend a training class or other event.



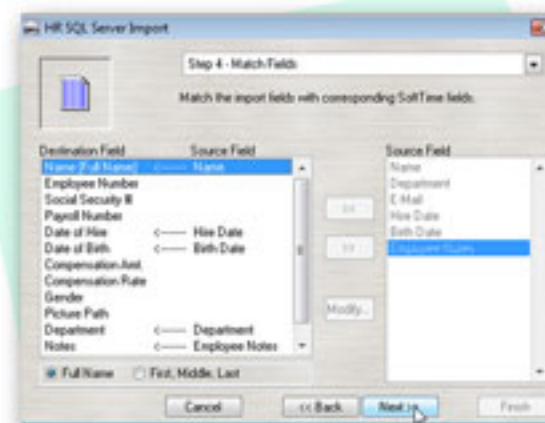
## INTERACTIVE HELP

Just visit any HR screen, press F1 and the complete User Manual is at your fingertips. Intuitively HR places you in the correct section.

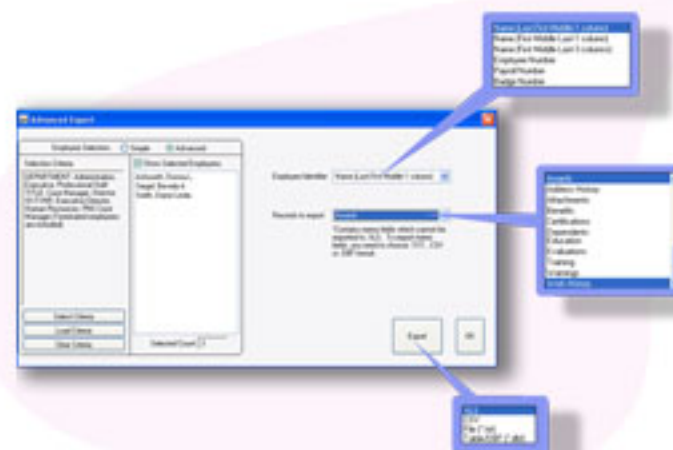


## IMPORTING AND EXPORTING DATA

HR provides extensive importing and exporting features so you can import your data from your old system into HR. As you can see the user interface is straight forward. Simply drag and drop your old data field name from the right side of the screen to a corresponding field name on the left side of the screen.



Exporting data is just as easy. Select the employees. Select the fields you want to export. Select the output type... and its done.



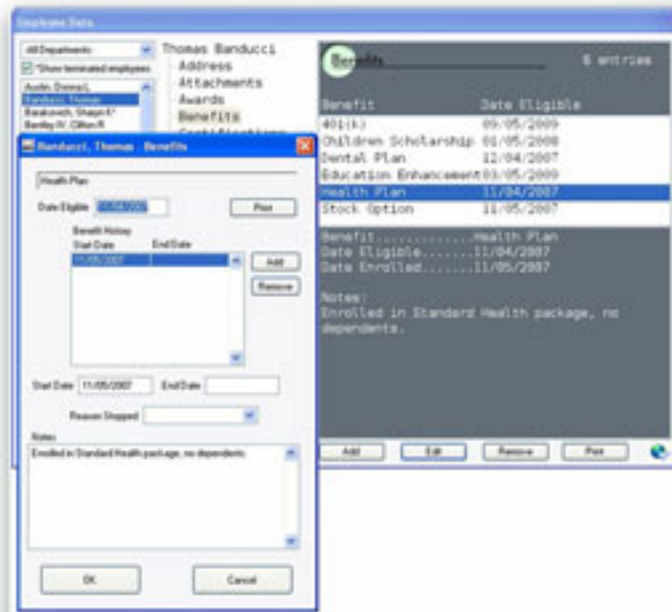
HR has 14 basic categories that can be recorded and reported on in many different ways.

## Benefits



Properly tracking Employee Benefits is an essential function of any HR Department. There are a wide range of benefits from health care plans to retirement plans to employee education enhancement programs. It is important to track employees that are enrolled in company offered benefit plans and track when they become eligible for the plans. It is also important to track benefit enrollment history so that you can easily identify when an employee started and stopped each of the plans he/she is eligible for.

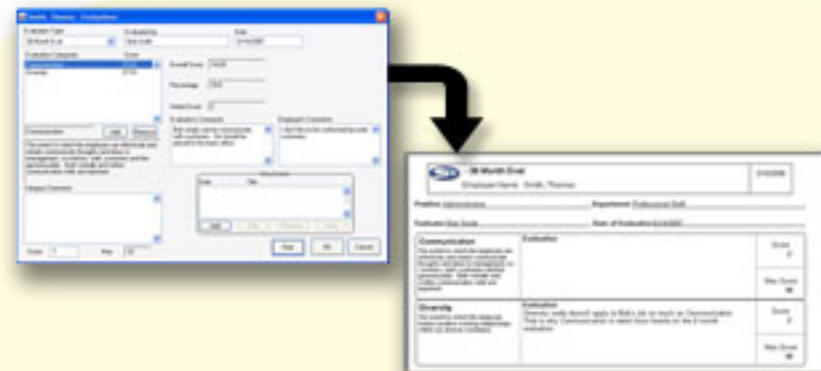
- Health Plans
- Investment Plans
- Dental Plans
- Disability
- Child Scholarships
- Profit Sharing
- Stock Options
- Education Enhancement



## Evaluations

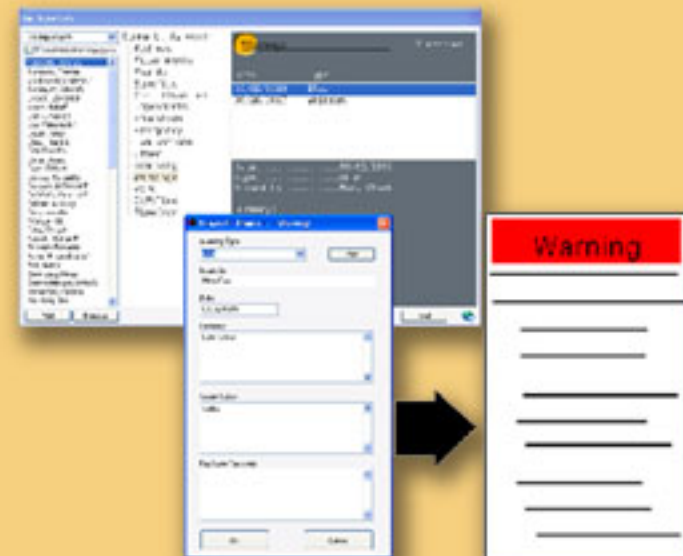
Performance reviews are a key component of an employee's professional development. In many companies they are a shared responsibility for both managers and employees. HR has a great tool for assisting you in all sorts of evaluations and reviews. Annual reviews can help facilitate dialogue between employees and managers that encourages a high standard of performance throughout the year. Our HR tools can help you to routinely schedule and complete each evaluation. You can also tailor evaluations to each employee's individual areas of concern. Our experience shows that this is the right tool for getting employee feedback that best fosters professional development.

- Performance Reviews
- Probationary Reviews
- Employee Self Evaluation



## Warnings

Don't let employee discipline get out of hand. Reduce your exposure to litigation by documenting everything. HR provides you with a means to track both written and verbal warnings.







## Training

- Specialized Job Training
- Safety Training
- Leadership
- Problem Solving
- Certification Training
- Specialized Equipment Instruction
- Advanced Education
- Diversity Training
- Cross Training

Professional development of your employees is one of the best ways to invest in your company's future. Encouraging your employees to take training classes that focus on the strategic goals of your company will strengthen your business team. HR can help organize the training progress of your employees.

Class	Start Date
Color Copier	09/27/2007
Color Copier	02/01/1989

```

Class.....Color Copier
Start Date.....02/01/1989
End Date.....02/15/1989
Instructor.....Henry Markinson
Grade.....Satisfactory
Location.....Los Angeles

Notes:
Class covered all essential material required
by a on the road tech
  
```

## New Hires

- Talent Evaluators

Finding the right employee through interviews and job positioning services is only the first step in building a strong team. Too often a new employee will start his first day and the company that hired him is not prepared for his arrival. HR helps your HR Department organize enough to handle new talent on the day of their arrival. HR helps you prepare check lists to make sure that not only each critical document is filled out, but that each key task is completed on time, making your new employee feel welcome on his first day.

## Required Documentation

- Dept of Homeland Security - Form I-9

Employee documentation and data collection is a fundamental part of Human Resources. HR has the depth of data that your HR Department will need without making the tasks overwhelming for even the most understaffed HR Department. You can track everything from I-9 documentation, address history, dependent names, and emergency information.

HR also lets you prioritize critical data and will routinely check to make sure that all the data you deem critical is at your fingertips.

- Form I-9 Documentation
- Address History
- Dependent Information
- Emergency Contact Information
- Education History
- EEO Codes

```

Other Personal:
Marital Status.....Divorced
Former Name.....Marshall
Marriage Date.....07/06/1984
Spouse's Name.....Marty
Spouse's SSN.....087-55-1234
Spouse's DOB.....03/04/1957

Work Related:
EEO Code.....Caucasian
Disability.....Ambulatory
Military Status.....
Union Name.....AFL-CIO
Union Number.....1234-5678
Work Permit Number..US-32715A
Work Permit Exp.....5/23/2005
I-9 Prepared.....yes
I-9 Exp.....8/21/2008

User Defined:
Favorite Cake.....Chocolate
Drivers License #...132452345-36
License Plate.....VA 1234 BT
  
```

## PAPERLESS DOCUMENTATION

Keeping documents, files, and sometimes even pictures all together with an employee's information is critical. In an ideal world, all the important documents would always be in an employee's folder. But it doesn't always work that way. Sometimes the document you need is on somebody else's desk.

With HR there is a more reliable solution. Simply scan in any picture or any document and attach it to the employee's record. You don't even need a scanner. You can take any document and just attach it to the appropriate HR employee record.

A scanner though can still be a nice feature as you scan-in important documents that have signatures. Do you need to keep a record of signed warnings? How about an evaluation signed by an employee? Being able to quickly view or reprint a signed document just by bringing up an HR employee record is a time-saving feature.

**Employee Data**

Attachments: 14 entries

Category	Title
Personal	This is an attachment
Warning	Blue warning
Warning	Formal warning
Work	Job Desc - Office Mgr.
Work	prills userside

Comments:  
Product Manager Job Description

Location:  
[I:\OFFICE\DOCS\ADMINISTRATION\JOB\_DESC\PROD MGR JOB\_DESC.DOC

**Employee Data**

Warnings: 2 entries

Date	Type
03/02/1999	Blue
06/20/2007	Written

Summary:  
Late notice

Action Taken:  
verbal

Employee Comments:  
No Employee Comments

**Warning Form**

Warning Type: [Blue]

Date Entered: [03/02/2008]

Comments: [Job Description]

Location: [I:\OFFICE\DOCS\ADMINISTRATION\JOB\_DESC\PROD MGR JOB\_DESC.DOC]

Buttons: OK, Cancel

**Job Description**

STI Job Description

Responsibilities:

- ...

**Warning Form**

Warning Type: [Blue]

Date Entered: [03/02/2008]

Comments: [Job Description]

Location: [I:\OFFICE\DOCS\ADMINISTRATION\JOB\_DESC\PROD MGR JOB\_DESC.DOC]

Buttons: OK, Cancel

**Warning Form**

Warning Type: [Blue]

Date Entered: [03/02/2008]

Comments: [Job Description]

Location: [I:\OFFICE\DOCS\ADMINISTRATION\JOB\_DESC\PROD MGR JOB\_DESC.DOC]

Buttons: OK, Cancel

- Document Imaging
- Graphic Attachment
- File Attachment

Location	Size	Date	Author
1. [Job Description]	100	Jan 01, 2008	John Doe
2. [Job Description]	100	Jan 01, 2008	John Doe
3. [Job Description]	100	Jan 01, 2008	John Doe
4. [Job Description]	100	Jan 01, 2008	John Doe
5. [Job Description]	100	Jan 01, 2008	John Doe
6. [Job Description]	100	Jan 01, 2008	John Doe
7. [Job Description]	100	Jan 01, 2008	John Doe

**Customer Support Representative Job Description**

Customer Support Responsibilities:

- Learn Technical Support Procedures for all STI applications
- On Telephone Technical Support for all STI Applications

Product Responsibilities:

- Preparation of User Manuals
- Design and incorporate graphics into Software Techniques advertising applications, packaging and marketing materials
- Basic knowledge of all STI software products
- Marketing products, and all work associated with making
- Order fulfillment, credit card entry

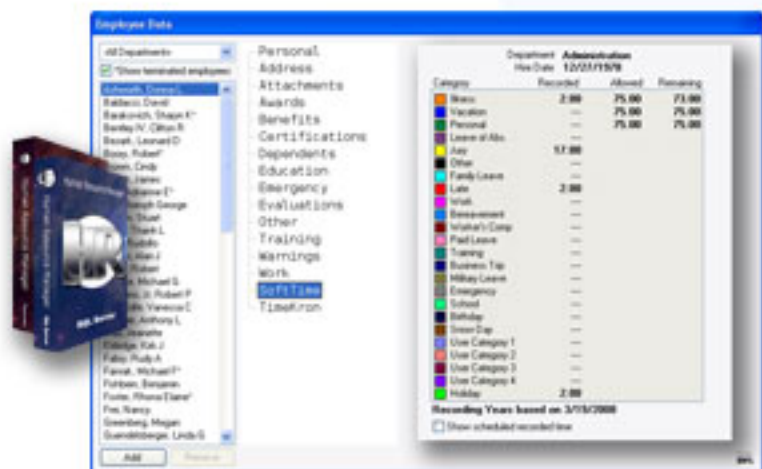
Internet Responsibilities:

- Maintain STI's web presence to include HTML, CGI and other Web Maintenance and web marketing
- Office Webmaster
- Maintain E-Mail used throughout STI
- Maintain Downloads used throughout STI
- Image Management: continually updated as far as new developments on the Web

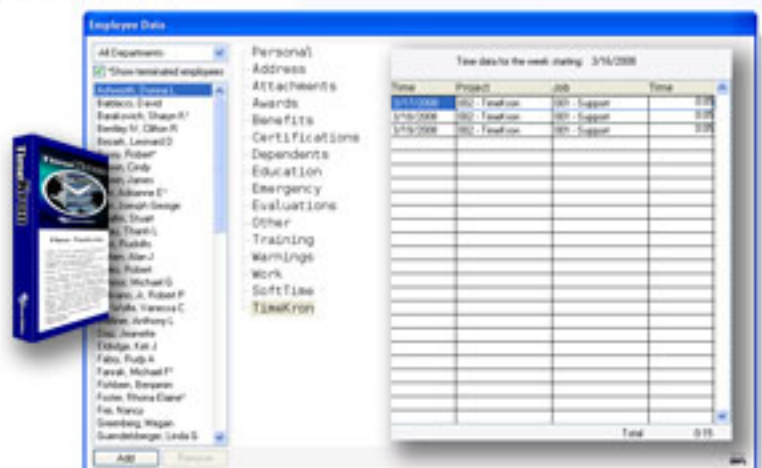


### SOFTTIME AND TIMEKRON COMPATIBLE

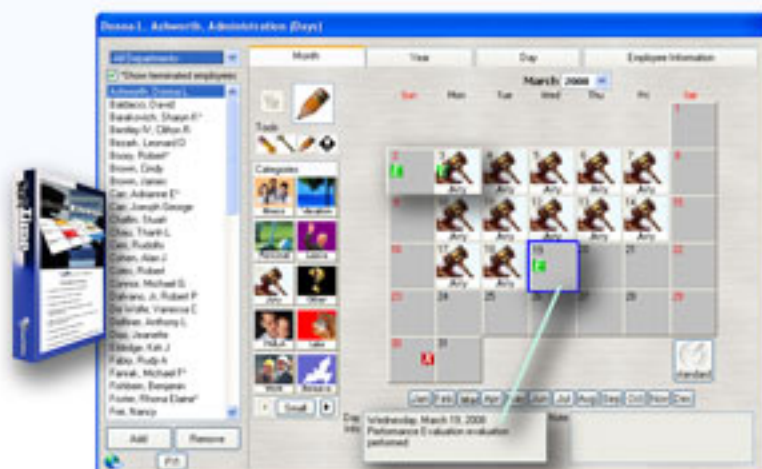
SoftTIME employee data can be viewed directly from the HR main screen in realtime.



TimeKron employee data can be viewed directly from the HR main screen in realtime.

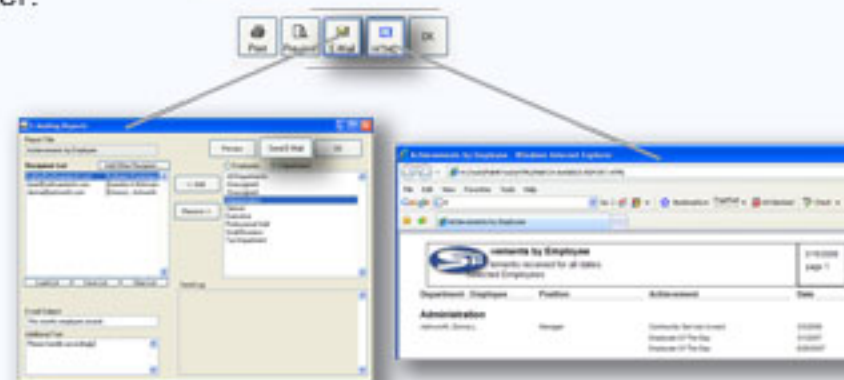


In addition, HR data can be viewed directly from the SoftTIME Monthly Calendar Screen. The letter "E" indicates that an HR event happened on this date. Moving the mouse over the event date will display the event's description in the notes area.



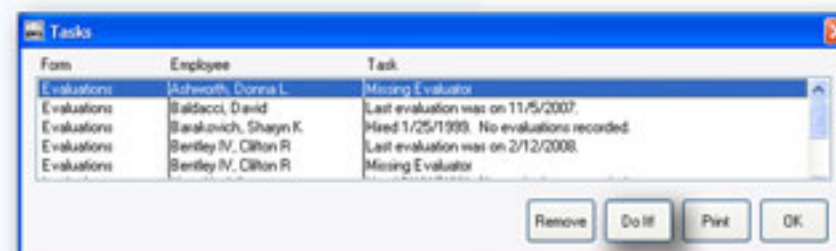
### HTML AND EMAILING REPORTS

All reports can be printed, previewed on screen before printing, emailed to one or more people, or an HTML of the report can be saved and later used or viewed by a browser like Internet Explorer.

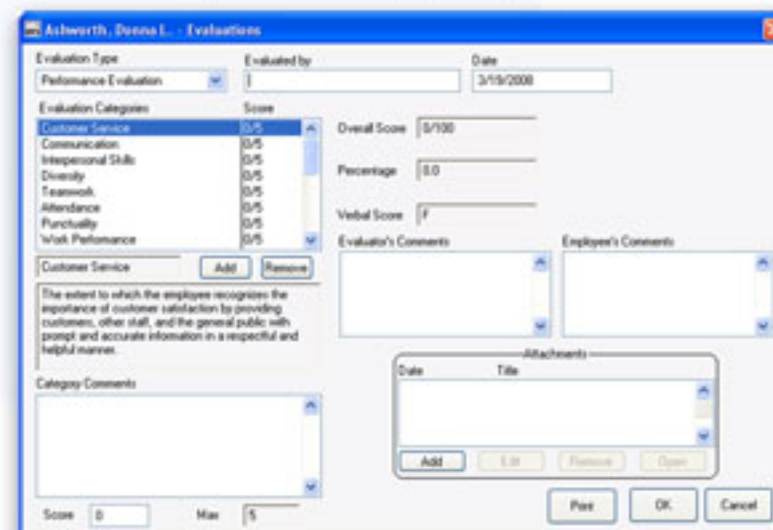


### AUTOMATED OFFICE ASSISTANT

Think of the Office Assistant as your personal HR executive assistant. OAs most basic function is to remind you of HR related tasks. Especially those that you have to do based on date or omission of vital data. If you wish, you can schedule OA to remind you daily. Here is a reminder of evaluations that have to be performed this week.



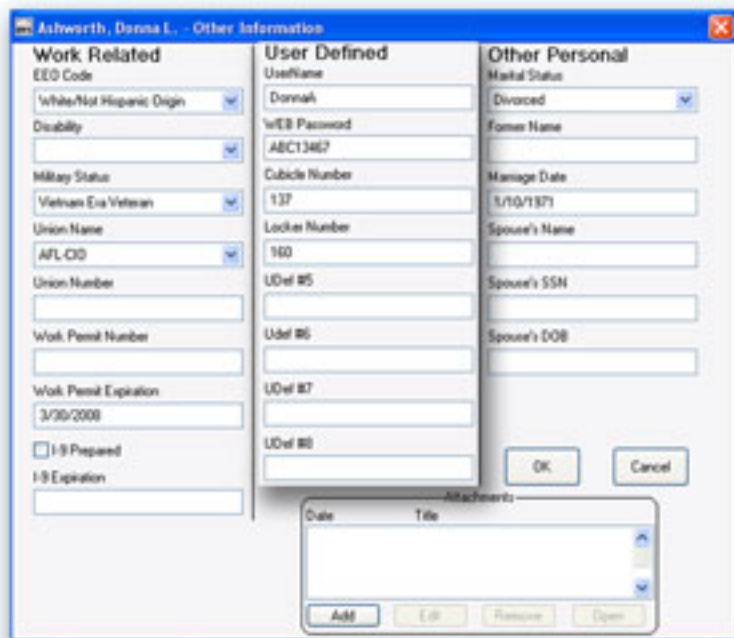
Clicking  will take you directly to the appropriate screen to address the issue. It just doesnt get any better than this!





## HR IS CUSTOMIZABLE

OK, so you need more fields because your old Human Resource System had them. No problem! HR provides User Defined Fields that you can name yourself.



## ONLINE GUIDED DEMOS

Give us a call and we will walk you through a live demo right from the comfort of your own computer. Or better yet, you can download a demo version of the real thing at [www.softwaretech.com](http://www.softwaretech.com).



## SECURITY

The Security options allow the Super Administrator to grant Administrator privileges to users managing departments and to assign the departments they have access to. Employee access can be limited at the department level or screen level. Sensitive employee data can only be viewed by an employee's administrator.





We have over 75 professional reports. All reports may be emailed to employees, managers or supervisors.

## Compensation

Employee	Date	Last Salary Change	Current Last Salary	Next Salary Evaluation	Next Minimum	Next Position	Department
Adams, Henry T	05/15/1992	1,000.00 Merge Department	35,000.00	05/15/1994	33,277.00	Office Assistant	Admin
Black, Emily	05/15/1992	1,000.00 Merge Department	35,000.00	05/15/1994	33,277.00	Senior Sales Rep	Sales
Brown, Cindy	05/15/1992	1,000.00 Promotion	50,000.00	05/15/2000	46,111.00	Office Manager	Admin
Donaldson, Jim		0.00	25,000.00	01/17/95	23,444.00	Agent	Sales
Davis, Katelyn		0.00	35,000.00	05/01/00	32,500.00	Network Administrator	MSI
Downwood, Stephen		0.00	35,000.00	07/14/99	32,500.00	Senior Sales Rep	Sales
Jackson, Scott		0.00	31,200.00	05/04/99	28,700.00	Associate	Admin
Parsons, Anthony	02/14/1998	15,000.00 Termination	0.00	0.00	0.00	Unassigned	Unassigned
Wright, Sarah		0.00	24,000.00	07/27/99	22,444.00	Agent	Sales

## EEO Age Group Analysis

Position	Age								Total
	<21	21-30	31-40	41-50	51-60	61-65	65+	Unrated	
Agent	0	0	2	0	0	0	0	0	2
Associate	0	0	0	0	1	0	0	0	1
Network Administrator	0	0	0	0	1	0	0	0	1
Office Assistant	0	0	1	0	0	0	0	0	1
Office Manager	0	0	0	1	0	0	0	0	1
Senior Sales Rep	0	1	0	1	0	0	0	0	2
<b>Total</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

## Department Salary Profile

Department	Count	Total Salary	% of Mgrs	Actual			Planned		
				Minimum Salary	Average Salary	Mid Point Salary	Minimum	Midpoint	Maximum
Admin	3	116,200.00	101.24	31,200.00	36,722.00	50,000.00	23,000.00	28,222.00	40,000.00
MSI	1	35,000.00	100.00	31,200.00	35,000.00	35,000.00	33,000.00	35,000.00	40,000.00
Sales	4	159,800.00	85.79	30,200.00	37,240.00	35,000.00	22,000.00	31,750.00	40,000.00
<b>Total</b>	<b>8</b>	<b>310,000.00</b>	<b>82.82</b>	<b>30,200.00</b>	<b>37,240.00</b>	<b>35,000.00</b>	<b>23,000.00</b>	<b>34,825.00</b>	<b>40,000.00</b>

## Certification Renewal

Certification Type - Employee	Department	Position	Certification Number	Expires
<b>ITA Travel Cert</b>				
Black, Emily	Sales	Senior Sales Rep	US099642306	09/04/1999
Brown, Cindy	Admin	Office Manager	US360898631	11/02/1999
Donaldson, Jim	Sales	Agent	US069851896	04/05/2001
Wright, Sarah	Sales	Agent	US168954631	06/05/2003

## Achievements by Employee

Department	Employee	Position	Achievement	Date
Administration	Adams, Henry T	Manager	Outstanding Customer Support	06/08/2007

## Employee Information

Employee Information		Brown, Cindy		07/14/2005
General				
First Name	Office Manager	Work Date	05/15/1992	
Last Name	Office Manager	First Name	Cindy	
Hire Date	05/15/1992	Marriage Date	1/20/1995	
EEO Code		Open Date	05/15/1992	
DOB		Open Date	05/15/2000	
Sex	Female	Open Date	03/18/2006	
COF	05/08/1204	New Floor	000-0000	
DOB	05/01/1992	Work Floor	000-1202	
Address	3440 Adams Hwy Greenville, SC 29615	Mail Floor	000-1000	
Employment		Payroll Number: 200000		
Department	Admin	10 Day Pay	0.00	
Supervisor		Work Floor		
Date	10/17/99	Open		
Compensation	\$50,000.00 Annual	Rate		
Salary Grade		Rate		
Union Name	UAW	Union Number	0000	
Union Number	0000	Emergency		
Emergency	None	Phone	Relationship	Address
Mar. Emily	05/15/1992	05/15/1992	Spouse	3440 Adams Hwy Greenville, SC 29615
DOB: Stephen	02/18/1976	02/18/1976	Wife	64 Supreme St Andover, NY 13046

## Employee Work History

From	To	Department	Position	Supervisor	Compensation	Reason	Status
05/15/1992	present	Admin	Office Assistant	Cindy Brown	\$35,000.00 per Year	Merge Department	Full Time
03/28/1998	05/15/1992	Admin	Office Assistant		\$30,000.00 per Year	Head	Full Time
<b>Black, Emily</b>							
05/15/1992	present	Sales	Senior Sales Rep	Cindy Brown	\$35,000.00 per Year	Merge Department	Full Time
04/05/1990	05/15/1992	Sales	Senior Sales Rep		\$30,000.00 per Year	Head	Full Time

## Department Salary Roster

Department: Admin				
Department Head: Cindy Brown (Assistant: Henry Adams)				
Employee	Position	Job Status	Compensation	Supervisor
Adams, Henry T	Office Assistant	Full Time	35,000.00 per year	Cindy Brown
Brown, Cindy	Office Manager	Full Time	50,000.00 per year	
Jackson, Scott	Associate	Full Time	31,200.00 per year	Cindy Brown
Headcount 3			Total 116,200.00	

## Omitted Data

Reminds you of incomplete tasks and assists you to complete them.

Employee	First Name	Hire Date	Department	Position	Job Status	Open Security Number	Current Pay	Phone Number	Emergency Information	Current Address
Adams, Henry T									<input checked="" type="checkbox"/>	
Black, Emily									<input checked="" type="checkbox"/>	
Brown, Cindy									<input checked="" type="checkbox"/>	
Donaldson, Jim									<input checked="" type="checkbox"/>	
Davis, Katelyn									<input checked="" type="checkbox"/>	
Downwood, Stephen									<input checked="" type="checkbox"/>	
Jackson, Scott									<input checked="" type="checkbox"/>	
Wright, Sarah									<input checked="" type="checkbox"/>	



## What's New in HR

- Paperless Documentation
- Group Data Entry  
(enter data once for a whole group of employees)
- E-mailable Reports
- HTML Reports
- Advanced Search Criteria Tools
- Employee Photos
- Enhanced Security (Including Employee Level Security)
- Automated Web Updates
- Expanded Quick List Report

## Key Features for your HR Staff

- Customized Evaluations
- Mass Data Entry
- Office Assistant
- Benefit Tracking
- Detailed Work History
- Check Lists (eg. New Hires, Employee Exit, etc.)
- Over 75 standard and custom reports with email and HTML capability

## Key Benefits for your IT Staff

- Easy Installation
- Automated Web Updates
- Multi-Level Security
- SQL Scalability
- Robust and easy to use Import and Export Tools
- TimeKron and SoftTIME seamless integration
- E-mailable reports
- HTML Reports

## Video Tutorials



To get the complete story, see our video tutorials at [www.softwaretech.com](http://www.softwaretech.com)

## Compare Features

This chart lists the most important features for a Human Resource Management System and compares our three offerings.

	 E-2000	 HR Diamond Edition	 HR SQL Server
Benefit Tracking	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Work History	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Address History	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Office Assistant	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Email and HTML Reports		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Customizable Evaluations	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Warnings and Awards	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
SoftTIME compatible		<input checked="" type="radio"/>	<input checked="" type="radio"/>
TimeKron compatible		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Quick List Report	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Enhanced Quick List Report		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Enhanced Criteria Search Tools		<input checked="" type="radio"/>	<input checked="" type="radio"/>
SQL Security			<input checked="" type="radio"/>
SQL Database			<input checked="" type="radio"/>
HR Diamond Level Security		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Field Level Security		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Certifications	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Dependents	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Education & Training	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
New Hire Check List	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Employee Exit Check List	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Paperless Documentation		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Employee Photos		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Group Data Entry		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Automated Web Updates		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Robust Import Export Tools		<input checked="" type="radio"/>	<input checked="" type="radio"/>

## System Requirements

Resource	Minimum	Recommended
Hard Drive	30 MB	40 MB
RAM	128MB	256MB
Processor	Pentium III	Pentium IV
Processor Speed	900Mhz	1.2Ghz
Operating System	Windows 95	Windows XP
Browser	IE 6.0 SP1	IE 6.0 w/latest SP