



# HRnetSource™

HRIS Solutions for Small to Mid-size Companies



## HRSource™

Efficiently Track, Analyze and Report Your Data

**HRSource™** is a powerful HR database/HRIS for all your employee data from hiring to end-of-employment. Store all your HR data into an integrated easy to use system that will track history, analyze data, and generate reports and letters. Built on Microsoft ACCESS, HRSource™ is an open and flexible solution that can be customized and linked to 3<sup>rd</sup> party software. HRSource™ will increase your HR efficiency and save you time and money. Available online: *HR Magazine's software review of HRSource/HRnetSource HRIS* <http://www.HRnetSource.com>

**HRSource™ is a powerful and comprehensive HR solution, where you can track all employee-related data:**

- Benefits administration
- Leave and attendance
- Workers compensation
- Licensing and certifications
- Compensation, bonus, stock options
- Training, company property
- FMLA, EEO, OSHA, and more

*"There are several key factors in my recommending Auxillium West HR software to others. Whereas other systems we viewed were prohibitive to modify or customize, Auxillium West has been able to build programs for all our needs."*

D. LINN, HR DIRECTOR  
INTEGRATED TELECOM EXCHANGE

And manage your HR processes:

- Application and hiring process (generate offer letters and response letters)
- Salary and performance management
- New hire and termination letters and notices
- COBRA administration

**HRSource™ time saving features:**

- Conveniently load data using the Excel import template
- Quickly search, sort, and retrieve employee data
- Generate custom reports using Access Report Writer
- Multiple-users / multi-level security
- Helps ensure compliance with government reporting requirements
- Auto-Alert Reminder System to prompt you when things are due
- Attach documents – resumes, performance reviews, disciplinary notes
- Analyze your data with a high performance user-friendly Query Wizard
- Use built-in standard reports, letters (e.g. offer letters, COBRA forms, etc)
- Data is stored safely at your site: always available to you and secure

### System Requirements (varies based on version of M/S Access)

Microsoft® Windows®  
95® or higher  
Pentium 233 MHz  
or higher processor  
Super VGA  
or higher resolution monitor  
Microsoft® Access®  
2000 or higher

**HRSource™ is open and flexible and can be customized it to meet your specific HR needs.**

- Link to your payroll, timekeeping and other 3<sup>rd</sup> party systems
- Customize by adding new fields, changing data screens, and creating new tables.
- Use self-service enhancement modules for a more efficient workflow
- Create custom reports and letters using Access Report Writer
- Insert links to other MS Office applications, the Intranet, and the Web
- Use the foreign currency converter to simplify management of international records
- Expedite data entry and ensure data integrity by using the validation tables

