



Detailed Product Information

presented by 

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Human Resources

Vista HRMS's Human Resources component unleashes the power to create and maintain an organized database of employees, applicants, jobs and positions. You can use the system for the simple job of tracking basic employee data, perform calculations, create reports or as a repository of detailed history.

The Human Resources component gives you instantaneous access to employee addresses, phone numbers, Social Security number and emergency contacts. You can also record employee educational background, skills and store related graphic files such as photographs, licenses, certificates, visas, etc.

And that's just the beginning. Recording and maintaining data is the first level. Vista HRMS's Human Resources component also lets you easily produce government-required reports, including: EEOC, OSHA, VETS-100, and HIPAA.

With Vista HRMS's Human Resources component, searching for and matching employees/applicants with specific criteria is easy. Beyond that, the system provides you with the tools to quickly create models, simulations, graphs, charts, organization structures and ad-hoc reports.

You can even link employee data to applications such as Microsoft Word, WordPerfect, Lotus Notes, Excel, Microsoft Access and many other third-party software programs.

With the Human Resources component, you have the ability to access and update information on-line. Simply key in an employee's last name, ID number or Social Security number, and add data chronologically throughout an employee's work history. You have the ability to also search for an employee by location, position, union, company property, previous name, etc. From applicant to retiree, just follow our step-by-step approach to acquiring information until the necessary elements are in place.

Wage and Salary Administration

Supports each phase of the wage and salary program, beginning with automatic notification of scheduled reviews through the analysis of actual pay increase activities.

Job tables with mass updating capabilities facilitate job and pay grade restructuring, while maintaining current salary survey benchmarks. Within job tables, users have the ability to analyze increases by budget centers or by jobs across the entire organization.

Users can take advantage of "what if?" scenarios in hypothetical pay increases for any job category. It can also help you analyze pay parity by gender or by job.

Easy processing functions within the Payroll component allow for complete control of tracking and processing "planned" versus "actual" compensation.

Profiling and Modeling

To work effectively, today's human resources professionals need the ability to manipulate data for profiling and modeling. By using Vista HRMS's built-in reporting features, results are delivered quickly that typically would take hours or days, or may even be impossible to produce accurately.

Skills, Education and Training

Internal and external education tracking, training course tracking and a complete skills bank can assist in employee career development. The Human Resources component can also help search for and identify an applicant or employee with a particular skill.

Life-to-Date History

Vista HRMS automatically logs all new information entered into the database; allowing you to perform trend analysis and "point-in-time" reporting. You can

review an employee's detailed absentee record with a complete free-form narrative history. With this open-ended feature, you and your employees can track and examine all significant activities such as, disciplinary actions, grievances or closing interview comments. The System also tracks who and when changes were made.

Standard Reports

Vista HRMS provides unparalleled reporting flexibility. Along with unlimited search and reporting features, standard reports are attainable on demand. Vista HRMS offers a wide variety of preformatted reports to support almost every facet of the human resources function. Reports covering topics such as EEOC, VETS-100, benefits profiles, turnover analysis and salary administration can assist you with your regular reporting routines.

Absentee History

The Human Resources component helps you control "off-the-clock" employee attendance. It tracks absentee reasons such as Monday and Friday events, before and after holiday absences and single-day versus multiple-day occurrences.

Free-Form Narrative History

PDS' Vista HRMS allows you to track unlimited user comments for virtually any employee event, such as disciplinary actions, performance appraisals, physical exams or grievances. You can enter data into the system for subsequent on-line reference or a standard report.

Position/Job Management



Vista HRMS allows you to manage your organization not just from the perspective of employees, but also from jobs or positions. You are able to quickly view and modify job/position information, making today's human resources manager more effective. A wide variety of job and position data can be tracked, including qualifications, applicants, complete position history, dates, and budgetary requirements. Based on internal and external dates you select, job postings can be automatically selected and displayed on company intranets or your corporate web site. Viewing the organization from a hierarchal perspective also allows uniformity in security templates, workflow management, and directory services. Workflow routing can be dependent on the job/position so that even during change or reorganizations the approval process runs smoothly. You can export staffing information to an organization charting software product, such as Human Concepts OrgPlus™.

Benefits

Vista HRMS's Benefits component simplifies benefits administration. From plan enrollment determination to benefits statements, the Benefits component provides the innovative tools to ensure optimum performance.

The Benefits component is a complete, in-house benefits management program, offering unparalleled flexibility for tailoring benefits packages. In addition to complete control of your plan management, the Benefits component provides employees with popular flex-style benefits programs. Using the Vista HRMS tools, you collect extensive information and produce detailed benefits statements. These statements, in turn, help you communicate benefit plans and eligibility information to all recipients.

Whether your organization offers core or flexible "cafeteria-style" benefits plans, or a combination, Vista HRMS's Benefits component will track extensive information quickly and accurately.

Studies show that more than 50% of most organizations' operating expenses are a direct result of

payroll, human resources and benefits administration costs. Yet, many human resources managers cannot monitor benefits programs and associated costs effectively. Vista HRMS's Benefits component gives you a total solution for controlling costs.

By automating the benefits administration process, manual filing of papers and producing reports becomes a thing of the past. Your employees will have all benefits information at their fingertips. Your system users will be able to generate any necessary reports required by your organization, benefits carriers, federal or state governments.

With the Benefits component, you can evaluate detailed employee benefits information; verify individual benefits information and monitor group participation in various benefits programs. The result is the ability to effectively analyze the quality of your organization's total benefits offerings and determine if they meet your employees' needs, as well as your organization's objectives.

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| <i>Benefits Statement Capability</i> | Produces preformatted, easy-to-read benefits statements or free-form statements for annual mailings and on-demand reports. Our reports will help you effectively communicate to employees the benefits your organization provides. |
| <i>Multiple Plan Accounting</i> | Provides the capabilities for efficient operation of all individual profit sharing, thrift and pension plans. |
| <i>Cafeteria/Flexible Benefits</i> | Enables you to define multiple benefits plans with unlimited options. The system offers various formats for enrollment forms and confirmation statements. It also helps you determine flexible credit allocations. |
| <i>User-Defined, Online Eligibility Rules</i> | Allows you to define your organization's benefit plans by entering benefits eligibility and enrollment criteria within user tables. These tables provide a means to automate eligibility determination, enrollment and deduction start-up times. In fact, any field may be used as an eligibility component, allowing true customized plans if needed. You can also control the formulas for calculating premiums and coverage amounts. |
| <i>Unlimited Dependent/Beneficiary Information</i> | Track an unlimited number of dependents and beneficiaries, including Social Security number, relationship, birth date, benefits eligibility and other information, such as a third party (e.g. Trust Company). |
| <i>401(k), 403(b), 457 Processing</i> | The Benefits component enables automatic tax deferral processing. Features include eligibility definition, anti-discrimination testing, corrections reporting, loan processing, fund matching and multiple fund tracking. |
| <i>COBRA Administration</i> | COBRA Administration helps you track and process information on former employees and their spouses and/or dependents eligible for continued benefits. It facilitates calculation, accounting and collection of any associated premiums. In addition, the system helps you generate automatic form letters and premium notices for COBRA beneficiaries. |

Payroll

Vista HRMS's Payroll component strikes the perfect balance between power and simplicity. With its high-performance capabilities and design efficiency, you can process large volumes of data within tight time constraints.

The Payroll component is focused on its main tasks of calculating pay, creating paychecks, producing payroll registers and preparing federal, state and local tax reports. PDS devoted special attention to designing comprehensive functions to automate your special requirements for manual checks, check reversal, relocation expenses, retroactive pay increases, wage attachments and labor charge overrides.

Multi-Tasks and Functionality

No matter what the setting—office or plant, manufacturing or services, single facility or multiple locations—the Payroll component provides you with complete payroll functionality.

Its multi-organizational system lets you process multiple pay cycles simultaneously and multiple checks per employee at multiple rates and cost centers. This system also provides you with advanced features such as multiple direct deposits, automatic deduction arrearage collection, automatic check reversal, mid-pay pay increases, user-defined earnings types and calculations, pre-tax deductions and job cost accounting.

You can also perform multiple state taxing, as well as federal, state and local tax deductions. In addition, the system is coupled with a complete, ongoing tax maintenance service for up-to-date taxing information. All payroll data is easily accessible using the many PDS standard reports, Vista HRMS's EasyAsk query tool or by using your existing reporting tool.

Online Manual Check Generation

Along with the standard payroll functions, you can also calculate and process an individual paycheck in a real-time, online mode—eliminating manual check writing. You can enter various pay categories (regular, vacation, overtime, etc.), override or enter new deductions or adjust gross pay and taxes. You can even select specific information to print on a check. After processing the check, the system will update the employee record and the payroll register, transmitting data to the general ledger system.

The online manual check feature allows for:

- ❖ "What if?" analysis of net pay and taxing options
- ❖ Elimination of manual calculations
- ❖ Multiple pay rates
- ❖ Override capability for deductions and taxes
- ❖ Automatic updates of the employee's payroll history, check reconciliation and general ledger information
- ❖ Immediate master file update
- ❖ Automatic check writer features:
 - ❖ User-defined check and advice numbering
 - ❖ Re-start the printing process mid-stream
 - ❖ Check messages to print on stubs
- ❖ Automatic retroactive calculator provides:

Accurate and effortless generation of retroactive payrolls for a single individual or employee group

Online Pay History

You can access employee pay history by employee name, paycheck number, date range or record key to answer questions about earnings, taxes, deductions and labor costing.

MTD, QTD and YTD accumulators (as of that point-in-time) are included in paycheck history facilitating both current and previous paystub availability through self-service, thereby eliminating printing of direct deposit advices.

Earnings and Deductions

Earnings and deduction tables with pre-tax capabilities:

- ❖ User definition of all earnings types, calculation formulas, premium rates, taxation and descriptions
- ❖ Pre-tax deductions comply with IRS 125(s) benefits
- ❖ Easily modified formulas and special premium rates without changing computer programs
- ❖ Online updates
- ❖ Hours and dollars tracking
- ❖ Weighted averaging calculations
- ❖ Shift differentials

Flexible Benefits 401(k), 125(s), etc.

- ❖ Automatic calculation, taxation and tracking of pre-tax deductions with complete reporting

Time Collection

- ❖ Employee time entry via browser using self-service
- ❖ Administrator or Manager time entry via browser using self-service
- ❖ Manager approval process

Time and Attendance Interfaces

- ❖ Interfaces to any time and attendance tracking system
- ❖ Automatic input to payroll for processing; allows exception and override input
- ❖ Eliminates manual input and reduces errors; provides total control of employee's time data

Applicants

Vista HRMS's Applicants component provides a recruiting tool that will allow you to gather applicant data via your corporate website. Applicant data can be collected and will reside in a stand-alone database where your Recruiters can monitor and control content. You will be able to add a link to your corporate website to provide access to this tool to view open positions and jobs which can be posted with descriptions, along with their qualifications. Interested candidates can logon to the site and record their own data and identify interest in open jobs/positions. They'll have the ability to tell you about their experience and how they may fit particular openings. More importantly, they can simply upload their resume, letting Vista HRMS parse it, filling the appropriate database fields. This eliminates the need for candidates to complete tedious application forms. Recruiters can review candidates who have recorded

information within the database, then selectively transfer appropriate applicants back into the Vista HRMS database for further recruiting activities.

With the add-on Search and Match tool, Recruiters can quickly and easily match Resumes and job descriptions or Resumes and other Resumes, matching candidate's skills and experience to open positions.

The Applicants component gives HR departments' complete command over the entire hiring process for each department in every location. With workflow and/or e-mail, users can electronically distribute employment applications and resumes to department managers. Quick availability of applicant data, combined with comprehensive reporting capabilities, allows easy information analysis. It is also a better way to track and control costs, improve applicant management and strengthen candidate relations. And Applicants streamlines the process by reducing paperwork.

Easy to use and maintain, Applicants' extensive applicant information base is presented in a clean, straightforward fashion, appealing to both human resources professionals and business managers. Vital data is accessible and can be updated online. Rapid access by last name or applicant ID makes maintenance and inquiry simple.

Main features include:

- ❖ Simple browser pages to collect applicant data
- ❖ Expense tracking – by applicant and position
- ❖ Resume parsing
- ❖ Skills, education, licenses and preferences tracking
- ❖ Matching of candidates to open positions/jobs
- ❖ Health Test tracking
- ❖ Search capabilities by Source, Discipline, Position or Job
- ❖ Communication and Interview tracking
- ❖ Prior work experience tracking
- ❖ Automatic Employment/rejection letter(s) generation
- ❖ Simple Job Posting generation

Add Precision To The Qualification Process

Using Applicants, users can create and track open positions and jobs and maintain information such as job title, type (new or replacement, etc.), requirements, descriptions and expenses incurred while filling the position. System features help find candidates by matching job requirements with the data collected from the applicant database.

Requirements such as skills, education level, degrees, licenses and other elements are defined in the jobs table, and are automatically used as defaults in the matching process. For greater flexibility, these defaults can also be changed. The matching process produces a list of applicants sequenced by greatest number of matching qualifications. In addition to selecting qualified candidates from applicant records, users can match job requirements with existing employee data.

With Applicants, information can be entered through various input screens, by scanning the data into the system or using Resume parsing applicants can simply forward their Resume in place of an on-line application. Users can easily

track essential applicant data such as skills, education level, licenses, work preferences, prior work experience and references. In addition, users can maintain other applicant information such as passports, visas, relatives currently employed, health records, recruiter information and other key documents.

When working within a specific budget, users can track related expenses such as travel reimbursements, hotel costs, meals and entertainment. And if there are requisitions for a position, these expenses will automatically be rolled up into the appropriate requisition.

With applicant information in the database, users can identify every position in the application process. They can also easily recognize applicants who apply for multiple positions. After interviewing qualified applicants, users can document each interview and any testing results.

“Single-Click” Automated Correspondence

With Applicants, letter generation has never been more efficient. Candidate correspondence can be automatically triggered. Whether the situation calls for a simple acknowledgment letter, an interview request letter, or letters to references or previous employers, it’s a simple mouse click away.

Hiring is also easy. There is no need to re-enter data because data captured from specific applicant documents becomes part of a new employee’s record. This may include a resume, driver’s license, employment application or any other appropriate documents.

Pre-employment screening is integrated into Vista HRMS with PDS’ alliance partner. The status and expected completion date of the requested background and reference information is available in Vista HRMS, while the results themselves are available a click away.

Need a list of open requisitions or qualified applicants that have applied for a particular job? These reports and many others are easy to produce with Vista HRMS’s powerful data management and reporting capabilities.

Employee Information Center

Using a standard browser interface, Vista HRMS’s Web capability can free your company’s human resource, benefits and payroll staff from many redundant service tasks so that you can be more productive and more cost-efficient.

PDS realizes a large chunk of your staff’s time is spent giving out answers to standard questions, such as “How many vacation days do I have left?”; “What internal jobs are available?”; and “What holidays do we have this year?”

Those questions, though important to employees, represent a true time and expense drain on your staff. But with Vista HRMS’s Web capability, employees are empowered to retrieve that information through your company intranet, or via the internet.

Redundant tasks such as internal and external job postings can also be created and maintained via the web. And, based upon the internal and external posting dates that you select, postings can automatically be selected at your corporate intranet and/or web home page.

With Vista HRMS’s Web features, your employees – onsite and remote – have immediate access to information. And the built-in, comprehensive data security layers ensure that employees have access only to the information they need.

Vista HRMS offers both employee and managerial levels of service.

Vista HRMS is completely configurable so that Self-Service can be rolled out to the organization in phases, as both company and employee become comfortable with its cost savings and benefits.

Any or all aspects of Self-Service are also configurable to allow for manager approval before any database update takes place.

Some features of Vista HRMS's Employee Self Services include:

Employee Self Service:

Update functionality enables employees to make changes to addresses, dependent, emergency contact, and personal information; view sick/vacation/PTO balances, paycheck history, assign dependents and beneficiaries to their benefit plans, and more. Your employees can enter their own timecard, check job postings, and enroll in benefits during Open Enrollment.

Optional routing of self-service changes can be easily configured. With this powerful workflow tool, you can intercept sensitive data changes before they take effect and then notify the employee once you've accepted the change.

Managerial Services:

Update functionality enables managers to update information such as company property, courses, direct deposit, education, employee tests, leave accruals, licenses, position information, restrictions, skills, union information, W4 information, and more. Managers can also approve time that has been entered by their employees, or enter their own time directly.

Life Events:

These include a variety of wizards that step an employee through the process of performing common life cycle events, such as marital status changes, dependent changes and relocation. It provides the employee with a multi-stepped process that intuitively leads them through the various screens that may be affected by the life event. They are designed to be fully configurable by each company.

Additional Features:

Additional features allow managers to hire an employee, create/change positions, while giving them the tool to manage benefit open enrollment, applicant tracking, time entry, and reporting.

Vista HRMS's Web capability leaves your human resources staff time to maximize their potential and be able to focus on strategic issues. Whether you have 1,000 employees, 10,000 employees or 100,000 employees, providing self-service is becoming a competitive edge you can't ignore. Vista HRMS gives you the portal, and frees you to do more.

e-Assistant

The PDS e-Assistant is a server-side component of the base PDS Vista HRMS product. It provides an array of services, including task scheduling, system account and email directory management, and workflow processing, to extend Vista HRMS's HR functionality. As such, it becomes the link between Vista HRMS and Windows back office, enabling customers to truly automate and integrate the administrative and workflow aspects of the HR process. Events such as new hires, transfers, terminations, status changes, pay changes, etc. can be initiated, passed along to others for approval, and then processed without taking up time and processing power on a user's workstation. This can all be done without disassociating from the Vista HRMS system to perform relevant tasks, without keeping track of dependent events, and without having to manually synchronize information with other systems.

Features

The e-Assistant feature set can roughly be divided into three categories: directory services, task scheduling, and workflow. Moreover, all of the features are built around a generic framework that allows customers to customize the processes supported by e-Assistant.

Directory Services Management

As a human resources management system, Vista HRMS is the logical repository of all personnel information in a company. However, on a computer network, much of the same information has to be duplicated and managed separately for system account login purposes, database access, email, and other places. e-Assistant automates those maintenance processes by integrating Windows, database and e-mail directories into the Vista HRMS HR database. Now, when a new employee is hired, the appropriate user name and password can be automatically added to these directories when the new employee is added to the Vista HRMS system. Similarly, e-Assistant will update or delete the accounts when employee changes (transfers, name changes, etc.) and terminations take place. Moreover, the full MS-Exchange address book information (including title, manager, phone, address, etc.) can be maintained along with name and password. The e-Assistant administrator can choose which MS-Exchange directory fields are to be maintained by e-Assistant; moreover, the administrator can receive notifications of any directory changes made, can selectively turn on and off directory services functions, and can redirect functionality to individual E-Assistants based on departmental or other information.

Task Scheduling

An integral part of the HR process as well as other business processes is delayed and/or repetitive task scheduling. e-Assistant provides extensive capabilities in this area. First, e-Assistant defines tasks very loosely to incorporate a broad range of functions; second, it offers extensive features in terms of scheduling.

e-Assistant tasks can be any of the following:

- ❖ Executable programs with any number of command-line parameters.
- ❖ SQL statements, scripts, or stored procedures
- ❖ Outgoing email messages
- ❖ Windows scripts (e.g. VBScript or JavaScript)
- ❖ COM Object method calls
- ❖ HTTP commands
- ❖ FTP commands
- ❖ Workflow processes
- ❖ Combinations of all of the above (allowing for dependent execution)

Moreover, the command-line parameters passed to any of these tasks can include run-time resolvable keywords. For instance, presuppose a program that generates a report. The program expects two command-line parameters—one for the report's start date and one for the report's end date. Now, if management wished this report to be run on a weekly basis showing results for the prior week, it could be scheduled in e-Assistant specifying its command-line parameters using the keywords for prior-week-begin and prior-week-end. Then, each week, when the task is ready to be run, e-Assistant replaces the keywords with the actual dates for the prior week. And, in addition to system-defined resolvable keywords, repetitive and delayed tasks can have job-specific resolvable keywords.

e-Assistant scheduling incorporates the following features.

- ❖ Tasks can be scheduled for immediate execution or delayed until a certain date/time.
- ❖ Tasks can also be scheduled to wait for execution until an event happens that removes the suspension. For example, new hire processing can be set up but delayed until all of the approvals are in place.
- ❖ Tasks can be run just once or repetitively. If repetitively, the number of iterations can be limited based on an absolute count and/or an end date/time (whichever comes first).
- ❖ The interval between repetitive runs can be as short as one minute and as long as several years (a little over thirty two thousand, but we don't think that that feature will be needed), with virtually any value in between.
- ❖ Subsequent run dates can be adjusted to take into account weekends and holidays. For instance, a report might need to be run on the last business day of the month. Another job might need to run every three days or maybe every three business days (skipping over weekends and holidays).

- ❖ Jobs can be defined to be dependent on one another—i.e., one cannot run while another is running.
- ❖ Jobs can be single-step tasks or they can have multiple steps.
- ❖ Multiple step tasks can be kicked off asynchronously in a separate process space or synchronously in the same space.
- ❖ Either way, subsequent steps can be made dependent upon the successful completion of prior steps. Alternately, subsequent steps can be passed information as to the success or failure of prior steps.

Workflow

The e-Assistant workflow component allows flow information with or without related documents to be passed around to different users in a pre-ordered fashion, with optional requirements for input and decisions at each step, allowing for flow changes based on the input. Flow tasks appear in the Vista HRMS menu, with additional notifications sent via e-mail.

- ❖ Different workflow templates can be defined to handle different situations, such as different system tasks, people or timeframes.
- ❖ Workflows can be triggered by basic user requests (e.g. beginning a new hire process) or by e-Assistant-scheduled tasks.
- ❖ Workflows can involve any number of steps going to different people, with decisions and/or data entry controllable at each step.
- ❖ Workflows can also include system processes, such as ES jobs, at different steps.
- ❖ E-Assistant also monitors workflows-in-progress, and notifies people when flows have been sitting in queues beyond the pre-set time to respond.

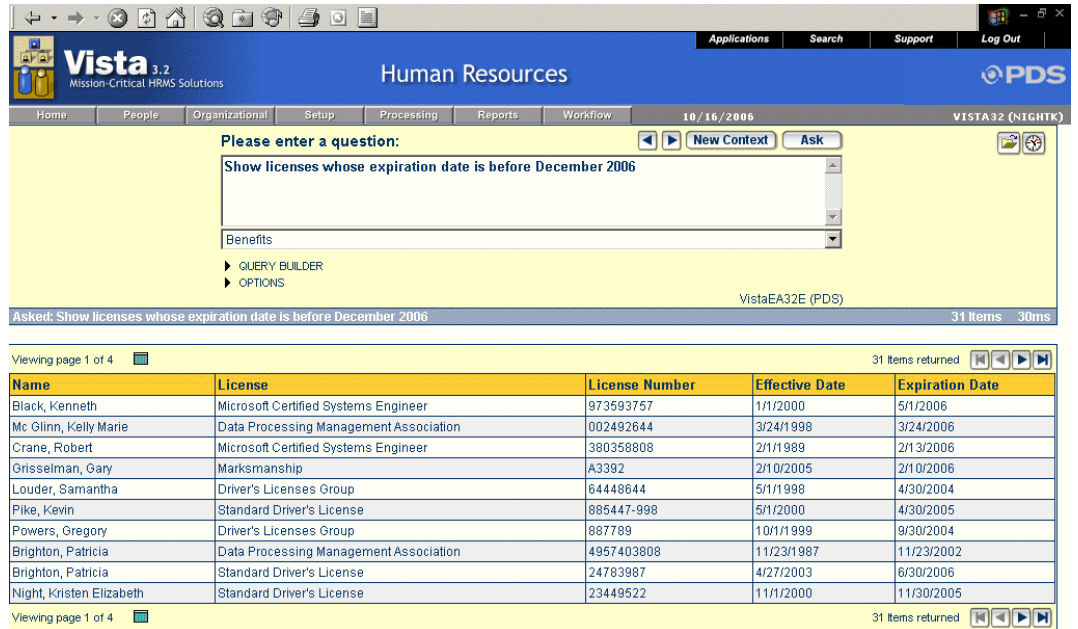
Reporting

As we all are aware, the data that is housed in your database contains vital information that is used to make strategic decisions, as they apply to your organization. The purpose of report/query tools is to allow the user **instant availability** to your information, thus allowing **instant results** to be used to make those decisions. Alternatively, reports can be scheduled to run by the e-Assistant at a later time or at set times in the future with the results e-mailed to a distribution list.

Crystal Reports

Vista HRMS's reporting is extremely flexible. Over 250 standard reports are delivered with the Vista HRMS solution. These reports are written utilizing the Crystal report writing tool, however due to the fact that Vista HRMS is an open system you have the ability to utilize any SQL compliant report writing tool you are comfortable with (i.e. Access, Cognos, Crystal, Report Smith, etc.). These report writers allow you to create as many reports you may want and connect them to the Vista HRMS system so you can access them from within the application. PDS provides full compliance reports for Human Resources, Benefits and Payroll and continues to update them as the reporting requirements change.

Vista HRMS also offers another reporting/query option. Vista HRMS EasyAsk is an English language query tool that allows you to ask a question in English and data appears immediately. PDS even delivers a list of sample questions. The tool is designed to allow the user to retrieve information from the Vista HRMS database and is dependent on the user's *security access*. Therefore only the information that is allowed will be displayed.



Vista 3.2 Mission-Critical HRMS Solutions
Human Resources
10/16/2006 VISTA32 (NIGHTK)

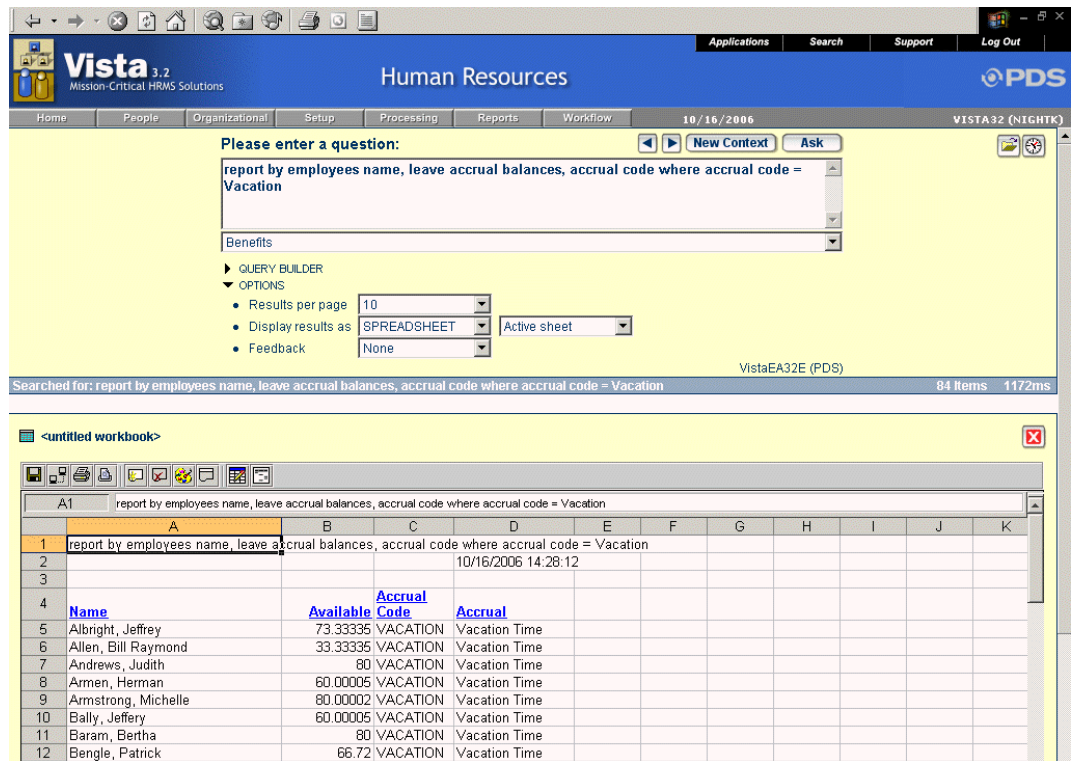
Please enter a question:

Benefits

► QUERY BUILDER
► OPTIONS

Asked: Show licenses whose expiration date is before December 2006 31 Items 30ms

Name	License	License Number	Effective Date	Expiration Date
Black, Kenneth	Microsoft Certified Systems Engineer	973593757	1/1/2000	5/1/2006
Mc Glinn, Kelly Marie	Data Processing Management Association	002492644	3/24/1998	3/24/2006
Crane, Robert	Microsoft Certified Systems Engineer	380358808	2/1/1989	2/1/3/2006
Grisselman, Gary	Marksmanship	A3392	2/10/2005	2/10/2006
Louder, Samantha	Driver's Licenses Group	64448644	5/1/1998	4/30/2004
Pike, Kevin	Standard Driver's License	885447-998	5/1/2000	4/30/2005
Powers, Gregory	Driver's Licenses Group	887789	10/1/1999	9/30/2004
Brighton, Patricia	Data Processing Management Association	4957403808	11/23/1987	11/23/2002
Brighton, Patricia	Standard Driver's License	24783987	4/27/2003	6/30/2006
Night, Kristen Elizabeth	Standard Driver's License	23449522	11/1/2000	11/30/2005



Vista 3.2 Mission-Critical HRMS Solutions
Human Resources
10/16/2006 VISTA32 (NIGHTK)

Please enter a question:

Benefits

► QUERY BUILDER
► OPTIONS

- Results per page: 10
- Display results as: SPREADSHEET Active sheet
- Feedback: None

Searched for: report by employees name, leave accrual balances, accrual code where accrual code = Vacation 84 Items 1172ms

<untitled workbook>

A1	report by employees name, leave accrual balances, accrual code where accrual code = Vacation										
	A	B	C	D	E	F	G	H	I	J	K
1	report by employees name, leave a	ccrual balances, accrual code where	accrual code = Vacation								
2				10/16/2006 14:28:12							
3											
4											
	Name	Available	Accrual Code	Accrual							
5	Albright, Jeffrey	73.33335	VACATION	Vacation Time							
6	Allen, Bill Raymond	33.33335	VACATION	Vacation Time							
7	Andrews, Judith	80	VACATION	Vacation Time							
8	Armen, Herman	60.00005	VACATION	Vacation Time							
9	Armstrong, Michelle	80.00002	VACATION	Vacation Time							
10	Bally, Jeffery	60.00005	VACATION	Vacation Time							
11	Baram, Bertha	80	VACATION	Vacation Time							
12	Bengle, Patrick	66.72	VACATION	Vacation Time							

FSA Claims

Vista HRMS's Flexible Spending Account (FSA) Claims component provides HR professionals with a powerful, automated, and simple method of managing FSA accounts. Since the component is fully integrated with Vista HRMS's Payroll and Benefits components, it can take advantage of information already in the Vista HRMS database. That means there is no need to duplicate information, there is less "set-up" time needed to implement this function, and there is significantly less chance of errors due to incorrect data entry.

Flexible Spending Accounts (FSA) are popular among employees looking to leverage the value of automatic payroll deductions. For HR professionals, however, FSA's are a source of complexity and administrative workloads never imagined. Typically, there are over 125 types of FSA's in a business enterprise, each needing its own administration for money deducted, claims paid, and procedures followed.

Vista HRMS's FSA component has a user-definable profile to allow HR professionals to:

- ❖ Create and maintain detailed records of all FSA plans the company offers
- ❖ Oversee how much each employee contributes to the plan
- ❖ Manage the distribution of funds as claims are made
- ❖ Follow time period during which employees can contribute to that account
- ❖ Maintain a cap on the annual contribution limit
- ❖ Specify the grace period the time outside of the plan calendar year when reimbursements can still be made

All without having to create and maintain separate databases on employee payroll and benefit information. That information already exists in the Benefits and Payroll components.

Ensuring Equal Treatment, Managing all Scenarios

The FSA Claims component helps HR professionals and employees make better-informed decisions concerning the FSA benefits. For example, HR professionals can easily and accurately perform discrimination testing to ensure equal treatment of all employees under FSA plans. HR professionals can also use the component to produce reports that show all of the payments that will be processed. This facilitates informed decisions, before payments are made from accounts. If the report is satisfactory, end-users can run an "update" function to actually create the reimbursement deductions.

Third-Party Processing

Vista HRMS's Third-Party Processing component provides HR professionals with a powerful, automated, and simple method of accruing and managing payments to a variety of third parties—Healthcare providers, pension administrators and garnishees, to name a few. The component gives the user full control over who is paid, how often, and what amount. It significantly reduces the complexity associated with managing multiple third-party payments, and virtually eliminates the confusion that exists since most business enterprises have a number of unique third-party payment arrangements. Vista HRMS enables this easy processing without the challenge of installing and integrating a separate system to process third-party payments. Time sensitive remittances are processed in Payroll easing the burden on Accounts Payable.

Full Control to the HR Department

The Third-Party Processing component enables HR professionals to set up payment profiles for each third-party payee. Each of these profiles can contain numerous identification tables that identify the third-party payee by name, address, and other real-world identification features. Additionally, payment cycle codes can be set up that facilitate payments to different third parties at different times.

Recognizing the Variety of Third-Party Payments

In today's business enterprise, there are a multitude of third-party payees. In addition to "traditional" payees—Healthcare providers, for example-- employees can have payees such as credit union savings, deductions for health-care spending accounts, charitable contributions, even liens as a result of judicial judgments. Often these payments are made at various times during the pay cycle (first of the month, fifth of the month, mid-month, etc.). The responsibility for managing those payments falls to the human resource function in charge of payroll, and the solution has often been another software package dedicated to managing third-party payments.

Vista HRMS offers its third-party payment solution as an integrated component of its overall Human Resources Management System (HRMS) solution. Because the Vista HRMS third-party payment component is integrated into the overall system, HR professionals interface with other systems to create Healthcare provider payments, carrier payment, and so on. The information needed to create those payments already exists elsewhere in the Vista HRMS database. This saves time, effort, and minimizes the chances for an error during data entry.

Making Value out of Third-Party Payment Information

Vista HRMS's Third-Party Processing component allows HR professionals to create reports on third-party payments. These reports can cover all tax payments, benefit carrier payment, or court ordered payments.

Technology and Data Management

Easy to use. Eye-pleasing. Highly functional. Extensive data tracking. A wide array of reporting options. True scalability and platform mobility. Vista HRMS offers all those features, and more. PDS created Vista HRMS with a single focus: to give you the technology and data management flexibility that enables users to take on all challenges—now and in the future.

Vista HRMS's cornerstone is its technological flexibility. At PDS, we recognize the differences among organizations. Even with our extensive research, development and attention to design and efficiency, we understand that users often have the need to create custom reports, add new data elements, move to a new platform or switch to a new database environment.

PDS created Vista HRMS with a single goal: to give you the technology and data management flexibility that enables users to take on all challenges—now and in the future. Based on state of the art technologies such as Oracle, SQLServer, the Windows .Net Framework, and XML, the Vista HRMS architecture provides all of the power and ease of tomorrow's systems – today.

For starters, Vista HRMS's powerful data management tool set allows the user to create charts and graphs, and allows customers to link data to spreadsheets (Excel, Lotus, etc.), word processing (Microsoft Word, WordPerfect, etc.) and other third-party software programs.

And with Vista HRMS's open architecture, users can take advantage of Crystal Reports, Cognos, Microsoft Access, Lotus Notes or other popular third-party data management tools.

Vista HRMS Data Management Tools Include:

Vista HRMS's *Data Detective* runs diagnostic tests against your PDS data, post-conversion, ensuring data integrity. An extensive library of conditional diagnostics, authored by PDS implementation specialists, is provided with the system.

Vista HRMS's *Export Manager* gives users the added flexibility to seamlessly move data from Vista HRMS to any third-party application.

Vista HRMS's *Point-in-Time Builder* enables users to "time travel" and create a clear, data-rich snapshot of how an organization looked at any previous date. Historical information such as cost of payroll or information on a single employee is available by drilling down using our Point in Time Builder.

Security

Vista HRMS's Security component provides a complete array of security features and options. Most importantly, the human resources department sets restrictions and monitors users with access to human resources, benefits or payroll data. You control a user's ability to add, update or delete information.

Easy-to-use pull-down menus and system screens make data integrity protection simple, and may not even require a systems security specialist. Full search and reporting capabilities permit you to monitor all online activity. And as an extra security layer, Vista HRMS's Security component gives you the option to set a password and a specific ID number for each end user. A separate, distinct security table allows you to authenticate each individual authorized to access information within Vista HRMS.

Organizational Restrictions

Vista HRMS's Company/Employee Group table lets you define separate groups of employees for security and control reasons. You can define an employee group as "confidential payroll" or a separate "division" or even a separate "company." You can also define multiple employee groups within each formal company that have a federal tax ID number.

With the Security component, you enjoy full system security when employees, using Vista HRMS's many data management tools, need to perform queries or produce reports. Special glossaries and/or dictionaries within the component allow you to enter separate security codes for each user. When a user requests access to specific data, the system will deny access unless it verifies the security code that corresponds.

Secured Third-Party Access

Vista HRMS's Security component also allows you to initiate data security measures when users need to access the employee database from third-party applications, including web browsers, MS Excel, Access, Lotus Notes, etc.