



Payroll and Personnel

Innoprise Personnel Software manages payroll and personnel functions that help you attract and retain your skilled workers and fully leverage your work force. With an evolving market and changing program requirements, visibility into your entire work force to make personnel adjustments is crucial.

All Innoprise applications are Internet-native, browser-based, and legacy-free. The look and feel of the user interface is consistent throughout all of our software including CIS, Financials, Work Management and Community Development.

The menus consist of a 'Favorites' bar and a 'Jump To' drop down box. Users can easily move from area to area within the system. The 'Favorites' and 'Jump To' are user-configurable and are cross-application, so a user with the appropriate rights can jump from adding a service order to changing a service address and then to reports, each with a single selection.



Reporting

We've eliminated time-consuming queries with simple advanced filtering and an integrated reporting engine to provide dynamic and ad-hoc reporting.

- Standard and ad-hoc reporting capability
- Reports available in PDF, HTML, CSV, or Word® format
- Ability to extract information to Microsoft Excel® format

Features

- View data, easily across departments, down to the transaction level
- Users can create a tailored environment by customizing the favorites bar at the top of the screen and adding their daily tasks
- Select the type of information displayed on the screen by using the column configuration tool
- Drill down for more information by creating multiple filters and selection criteria. Store each filter for future use.
- Using a familiar web browser minimizes training and lowers demand on your IT staff
- Export data to Microsoft Excel®, Word®, HTML, or PDF files. Merge letters, send e-mail, or fax to any contact in the system. Inherent ad-hoc reporting allows user access to crucial data.

Advanced Features

- Allows unlimited user-defined accruals
- Allows tracking of labor costs
- Void and Manual Check Processing
- Compliance with FLSA regulations
- Tracks employee and position history
- Flexible compensation plan
- Integration to third party tax tables
- Position control
- Generation of month-end reports
- Handles single or multiple direct deposit accounts for each employee
- Calculates leave and month-end accruals
- Maintains comprehensive employee history records
- Direct deposit into multiple accounts
- Schedules hours
- Pre-tax deductions
- Savings bond deductions
- Electronic filing of W-2s
- User-defined pay code choices to satisfy most employee compensation situations
- User can define an unlimited number of deductions and designate taxability and frequency for each
- Accommodates virtually any form of employee benefit, including 401K and cafeteria plans
- Allocation of indirect labor (employer paid taxes and benefits) to other accounts based on hours worked
- Reduces data entry by allowing exception hour entry



Applicant Tracking

Innoprise Applicant Tracking automates every step in the recruiting process. Our browser-based system assists you in managing a requisition throughout the approval process. Applicant Tracking allows candidates to apply to open positions through your Internet web site. Our software enables you to pre-screen candidates, route those candidates to managers, manage the interview process, and keep candidates informed through all stages of the selection process.

Search and Find

Use the filter to quickly find information.

Dynamic View

View "application status" fast using multiple sort criteria.

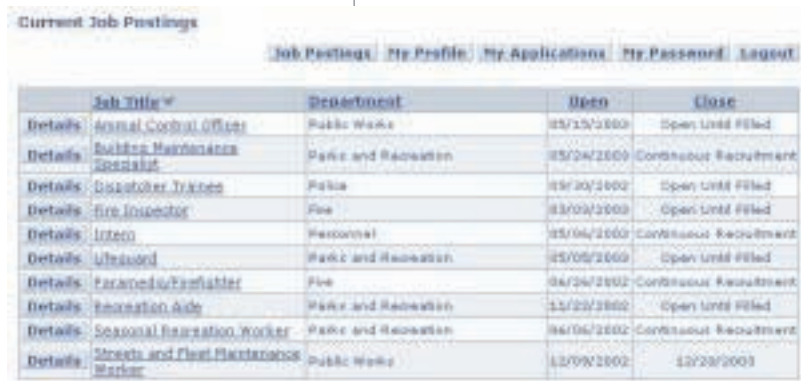


Use your web site

Post job listing, candidates apply online.

Share

Print, email, or send to Excel®.



Benefits

Easy to use. Applicants access the software using a familiar web browser. Applicants create one profile which is used to apply for additional positions.

Improve productivity. Applicants can view job postings, apply for positions, review test scores and interview results on your web site to free staff from repetitive inquires.

Saves time. Dynamically post job descriptions on your web site based on position open and close dates. Schedules and tracks interviews. Maintains comprehensive applicant activity history.

Qualifies applicants. Online job application contain mandatory field responses to ensure only the qualified applicants advance in the recruitment process.

Seamless Office Integration. Generates letters automatically using Word. Supports mail and e-mail merge to an individual or an applicant category. Supports attachments of electronic documents and scanned images.

Deploy with minimal workstation investment. A web browser is used to access all Innoprise software making it available to existing workstations without costly hardware upgrades.