

Promote connectivity, communication and control with HR and payroll software and services from Ascentis®.

Ascentis HR

Ascentis HR (formerly HROffice®) is an easy-to-use, wizard-driven HR management system that automates critical functions including benefits management, payroll connectivity, workflow automation and the hiring process. Ascentis HR also features COBRA administration, FMLA tracking, and supports automated employee correspondence. Ascentis HR delivers a comprehensive and paperless HR management environment supported by the latest Microsoft technologies.

Carrier Connect

Carrier Connect automatically outputs eligibility information in the government regulated ANSI 834 format. Carrier Connect then electronically transfers the data to insurance providers. When linked dynamically with Ascentis ESS, Carrier Connect virtually eliminates data errors and offers a truly paperless open enrollment environment.

Alerts

Alerts pro-actively monitors HR and benefits information to keep HR managers ahead of employees' needs. Popular Alerts include eligibility and COBRA reminders. The Alerts library includes 30 standard alerts. Custom alerts are available as well.

Payroll Connect

Payroll Connect allows HR departments to easily connect to many leading payroll solutions. Payroll Connect simplifies the payroll process using a single point of data entry that eliminates redundancy and inaccurate input. Payroll Connect automatically compares data from Ascentis HR against the payroll provider's database, and updates information directly to the payroll system.

Ascentis Payroll

Ascentis Payroll (formerly Instapay®) is an outsourced payroll solution that is fully integrated with Ascentis HR. For customers who prefer an outsourced payroll service to processing payroll in-house, Ascentis Payroll offers dedicated customer service representatives, real-time payroll processing, and an easy-to-use customer interface.

Tax Filing

Tax Filing reduces the risk of penalties for accidental late filings and stays up-to-date on all tax law changes. Tax Filing is a convenient and cost-effective solution for managing payroll taxes and year-end W-2's and 1099s.

Direct Deposit

Direct Deposit removes the need for costly, labor-intensive paper checks and eases the burden of delivering paychecks to employees in remote locations. With Ascentis Employee Self Service, employees have the power to set up their own direct deposits and save HR and payroll the unnecessary time and paperwork.

Check/Advice Printing

When check processing is completed, a file is automatically sent to Ascentis and checks are ready to be printed with no additional work required from the payroll department.

Ascentis ESS

Employee Self Service (Ascentis ESS) gives employees immediate, online access to personal HR, benefits and payroll information. Ascentis ESS allows employees to update their personal and dependent information, manage time-off, submit leave requests to management, and more. The simplicity of Ascentis ESS drastically reduces employee call volumes and frees HR for more strategic tasks.

Online Open Enrolment

Through online open enrollment, employees are connected to their benefits providers. Upon HR approval, enrollment elections are applied to employee records and employees automatically receive an email detailing their choices. Carrier Connect electronically transmits the information to the appropriate providers.

Leave Management

Using Ascentis ESS, employees can easily determine their vacation availability (for any given point-in-time) and request leave online. Managers receive an e-mail from their employees when they request time off and once time off requests are approved, Ascentis HR will be updated to reflect the leave taken.

applicant manager

Efficiently manage the new-hire process through information consolidation

What happens when a job opportunity posts on job boards, in newspapers, and through other resources? The HR department gets bombarded with hundreds of cover letters, resumes and phone calls. Ascentis HR Applicant Manager streamlines the new hire process and makes it easy to manage contending candidates. Applicant Manager centralizes and stores the applicant information you want to track.

- Enter names, addresses, phone numbers, e-mail addresses, and applicant IDs
- Capture interview comments and references with customizable notes
- Attach applicant resumes, cover letters and application to their files
- Store previous employers and skills
- Manage positions applied for, application dates and hiring managers
- Track recruiting events, and EEO information

The Applicant Manager's customization Wizard can be used to create custom fields for specialized data tracking requirements. You decide what information you want saved and reported on, and Applicant Manager will store it for you!

Built-in report Wizard makes it easy to create reports

Applicant Manager's built-in report Wizard makes it easy to create a variety of reports, and allows the HR manager to select the information necessary to analyze. Reports can be customized with options such as sorting and subtotaling. Advanced reporting options, such as criteria matching, are also available. For example, a report can be generated that provides a list of all applicants who applied within the past month and are also familiar with Microsoft Word. Reports can then be exported to Microsoft Excel with the click of a button.

Automate communication with candidates

The Applicant Correspondence Wizard (ACW) can be used to communicate with applicants via e-mail or written correspondence. The ACW supports the distribution of offer letters, rejection letters, appointment confirmations, and more – all the while keeping the information tracked.

Instant transfer of data in Ascentis HR

Once a candidate has accepted the job offer, speed up the new hire process with the Hire Wizard. The Hire Wizard transfers applicant information into Ascentis HR Employee Manager. New employee data can be transferred to the Ascentis HR database even before the employee begins working! Then use the Employee Correspondence Wizard to send new hires a welcome note and invite them to make their benefits elections online through Employee Self-Service.

Ascentis HR Employee Self-Service

Ascentis HR Employee Self-Service (ESS) gives employees immediate access to their personal HR, benefits, and payroll information via the web. The simplicity of ESS drastically reduces the call volume to the human resources department so HR can focus on more strategic issues.

ESS empowers employees to resolve issues and address questions such as:

"What will it cost to add my daughter to my insurance plan?"

"I moved. How do I update my address?"

"Can I get a copy of my paycheck?"

"How many vacation days do I have left? May I take next Friday off?"

ESS provides employees with access to a wealth of information:

My Self allows employees to view and update their personal information (name, address, etc.), and emergency contact information.

My Last Paycheck* makes it simple for employees to view their current paycheck online.

My Paycheck History lets employees easily run a paycheck history report.

My Paycheck Calculators provide employees with access to free industry paycheck calculators by setting up links in My Paycheck Calculator.

My Direct Deposit makes it easy for employees to edit, add, or delete direct deposit information.

My Taxes gives employees the ability to specify federal, state and local withholding information.

My Family is where employees can view and update their dependent information as well as enter life events.

My Benefits is where employees participate in new hire and online open enrollment. Upon HR approval, enrollment elections are applied to employee records and employees automatically receive an e-mail detailing their choices. Employees can also view a benefits summary, plan comparisons and plan documents, beneficiaries, 401(k) loans, stock options, and more.

My Time Off provides employees with a summary of their attendance balances and leave taken. Employees can submit leave requests from this page.

My Company contains the employee directory, employee detail with pictures, and organization charts. My Company can include links and documents to company-related information such as announcements, HR policy manuals, newsletters, special events, employee manuals, expense reports and more.

My Team allows managers to easily see who will be in or out of work at any given time via a calendar view.

*My Last Paycheck requires Payroll Connect advanced link.

Ascentis HR Employee Self-Service (cont.)

Accurate and paperless online benefits enrollment

The amount of paperwork generated in traditional benefits enrollment is staggering. ESS allows you to conduct open enrollment online, thus eliminating the cumbersome and inaccurate paper process.

Online leave requests ensure leave is taken and accounted for

Using ESS, employees can easily determine their vacation availability (for any given point-in-time) and request leave online. With online leave:

- Managers receive an email from their employees when they request time off. If the manager happens to be out of the office or unable to acknowledge the request, the email will automatically be forwarded to another decision maker in their absence.
- A calendar view lets managers easily see who will be in or out of work at any given time. This makes it easy for managers to approve/reject leave requests accordingly.
- Once time off requests are approved Ascentis HR will be updated to reflect the leave taken. If you are using Payroll Connect, you can update payroll as well.*

*Not all payroll connects transfer leave information.

Innovative employee communication

The Ascentis HR Employee Correspondence Wizard (ECW) opens up lines of communication between HR and employees. The ECW provides HR administrators with a tool to quickly and efficiently communicate with individuals or groups of employees via emails and letters in the form of a mail/e-mail process. All correspondence can be automatically noted in an employee's record for easy reference.

Open enrollment is a process where workflow can be tracked accurately with ECW. For example, an HR manager may send out an e-mail to all employees who haven't begun open enrollment by a certain date. This e-mail correspondence will then be saved in the employee's record. If the employee doesn't complete enrollment for some reason, the HR manager can refer back to the employee's correspondence history and point out that they had received a reminder.

Easy to install and extremely secure

Security is of vital importance to ESS and privacy of the information stored in the database is maintained at all times. ESS is based on the latest in Microsoft technologies and deploys "Verify Me" technology and invitation-based access with special consideration for kiosks.

Ascentis HR Employee Self-Service system requirements:

Ascentis HR Employee Self-Service is built upon the Microsoft .NET platform.

Server

- Ascentis HR 6.0 or higher
- Microsoft Windows 2000 or 2003 Server with the latest updates
- Microsoft Internet Information Services (IIS) 5.0 or higher (included with Windows

2000 Server). Ascentis does not recommend that IIS be installed on a server that is a Domain Controller.

- Microsoft Internet Explorer 5.01 or higher
- Microsoft .NET Framework version 1.1 or higher. Please note, version 1.1 is included with and installed by Ascentis HR Self-Service 6.5 and earlier. Microsoft

.NET Framework 2.0 is included with and installed by Ascentis HR Employee Self-Service 7.0.

- Microsoft Data Access Components (MDAC) 2.7 (version 2.7 is included with and installed by Ascentis HR Employee Self-Service)

Client

- Internet Explorer version 6.x or higher
- Netscape Navigator version 6.x
- Mozilla Firefox (latest version)

alerts

Ascentis HR Alerts remembers so you don't have to

Ascentis HR Alerts makes sure the right people get the right information at the right time, all the time. Alerts proactively monitors an organization's HR and benefits information to keep you ahead of your employees' needs. Ascentis HR Alerts comes with a library of automated Alerts. To use one of the Alerts in the library, there is no need for complex programming. You can simply select the Alert you want to use, specify who you want to notify, and turn it on.

Popular Alerts include birthday listings, anniversary listings, performance review reminders, COBRA reminders, new hire eligibility, benefits eligibility, and many more. You can also create your own custom alerts. Visit the Ascentis HR Alerts section of the Ascentis Web site at www.ascentis.com to see an inclusive list of available Alerts.

Ascentis HR Alerts help manage overwhelming workloads and strict deadlines

Uncompleted to-do lists. Lengthy task bars. Overwhelming project reports. Missed meeting notices. Late appointment reminders. The list goes on. HR professionals are assigned an immense amount of responsibility that include numerous and strict deadlines. In HR, your job directly affects your employees' well-being.

- What if one of your employees adds a dependent to their benefits but the insurance provider isn't notified? What happens when they're forced to pay for their child's medical bills out-of-pocket?
- What if you accidentally forget to notify payroll of a change in compensation for an employee?
- What if you forget to terminate an employee and they don't receive their COBRA information? Not only will your organization be at risk for a lawsuit, you'll have unnecessarily been paying your ex-employee's insurance premiums.

Ascentis HR Alerts pays for itself through efficient time management

An example of how Ascentis HR Alerts simplifies the HR manager's workload involves reminding managers about performance reviews. How long does it take to produce a list for each manager of direct reports with performance reviews due every month? Let's say each list takes 20 minutes to compile. If you are a company with 250 employees and 18 managers, it will take six hours to prepare this basic report – almost an entire work day. Annually, HR managers could spend 72 hours on this task.

Alerts can automatically notify the appropriate managers of upcoming employee review dates so you don't have to. The alert can even include an attachment of the appropriate review form. If you apply this same sort of calculation to the entire library of alerts, payback is guaranteed on your investment.

carrier connect

Take the work out of benefits management with Ascentis HR Carrier Connect

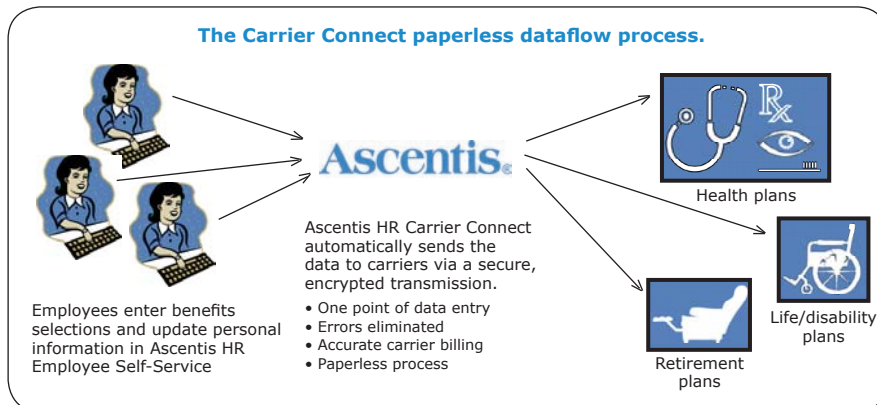
Ascentis HR Carrier Connect automatically and electronically sends enrollment data from Ascentis HR to your company's benefits carriers. This process ensures the accuracy of benefits data stored in carrier databases.

HR and benefits managers realize the advantages of using Ascentis HR Carrier Connect in many ways:

- The elimination of carrier enrollment forms greatly reduces the load of cumbersome—and error-prone—paperwork.
- Using a single point of data entry saves HR substantial administrative time while guaranteeing carrier billing accuracy.
- Carrier Connect delivers data automatically to carriers without any special “uploading” or “updating” actions from the user.

Launch a paperless open enrollment with Carrier Connect!

Used in conjunction with Ascentis HR Employee Self-Service, Carrier Connect virtually eliminates paper forms from the entire enrollment process.



Whether it's an open enrollment change, a midyear life event, or a simple address change, Carrier Connect transmits changes made by employees in self-service directly to the carrier. No additional administrative support or paperwork is needed.

In addition, all history is tracked in Ascentis HR so HR can easily run reports on benefit changes with a few clicks of the mouse.

Security and experience make Carrier Connect the premier choice

Carrier Connect uses the latest Internet security protocols, combined with encryption and authentication that ensures sensitive benefits data is never at risk. Because Ascentis has established relationships with more than 70 national carriers (with 150+ connections), Carrier Connect is the industry's leading automated carrier communications service.

Trustworthy Technology

Security and accuracy are critical when handling sensitive data. More than 150 connections to 70+ national carriers demonstrates that Ascentis has the experience you can rely on.

Ultimate Ease of Use

No need to remember to “upload” changes or develop additional processes. Carrier Connect runs continuously in the background and automatically transmits data entered into Ascentis HR.

Accuracy and Alignment

With a single point of data entry, mistakes are greatly reduced. Because Carrier Connect ensures Ascentis HR and carrier databases are aligned, billing errors and overpayments are eliminated.

Supports Paperless Processes

Full integration with Ascentis HR Employee Self-Service allows Carrier Connect to transfer information collected directly from employees, bypassing the need for paper enrollment forms and saving staff time.

Limitless Connectivity

Carrier Connect transmits data for all plan types, including health, life and disability, and retirement.

payroll connect

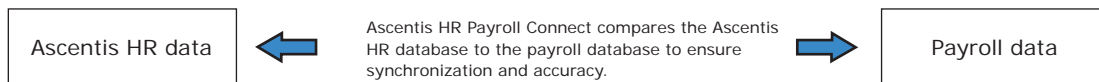
With Ascentis HR Payroll Connect, HR departments are granted greater payroll independence and can easily connect to one of the many industry leading payroll solutions on the market without replacing their HRMS system.

Seamless integration with any payroll solution

Built upon an innovative XML framework, Payroll Connect provides bi-directional payroll connectivity, and seamlessly integrates Ascentis HR with numerous payroll solutions. Check the Ascentis Web site for an updated and comprehensive list of payroll integrations at www.ascentis.com/support/paycon_availablelinks.asp

Establish a process for your team

Payroll Connect simplifies the payroll process with a single-point of data entry which eliminates redundancy, double entry, and inaccurate information. When a new employee is hired, or changes are made to an existing employee record, Payroll Connect transfers the updated information from Ascentis HR to the designated payroll solution. Conversely, during implementation of Payroll Connect, employee data can be transferred from the payroll solution into Ascentis HR. This saves hours of data entry and ensures data accuracy.



Two-way link keeps HR data synchronized between Ascentis HR and payroll

Payroll Connect is unique in that when it is run, it compares the Ascentis HR database against the payroll solution's database to ensure that both systems are synchronized and working from the same core employee and benefits data. This ensures consistency and data accuracy.* New hire, benefits, bonuses, attendance and personal leave type information also can be transferred between the systems.**

Payroll Connect promotes HR control and payroll peace of mind

Role-based security allows only specified Ascentis HR users access to Payroll Connect. These specified users can review differences between databases and approve changes. This robust security reduces errors while increasing administrative efficiency and avoiding costly errors in payroll data.

*Applies to standard and advanced links.

**Not all payroll connect links support the transfer of the fields listed above.

support and maintenance

Ascentis offers complete support services to its customers through the Ascentis Customer Support and Maintenance program. This annual subscription program entitles customers to many benefits.

Expert Technical Support

If you need help with Ascentis HR, an expert is just a phone call or e-mail away. Professional support engineers are available from 7 a.m. to 5 p.m. (PST) Monday through Friday. Support and Maintenance includes one year of unlimited telephone and e-mail support for all users. Support is provided via an 800-number or through e-mail and includes assistance during initial installation and setup as well as for the ongoing use of Ascentis HR.

Free Software Releases

A new version of Ascentis HR is released two to three times a year based on customer feedback and new government regulations. These new releases deliver enhanced features and functionality. Ascentis Customer Support and Maintenance keeps your software up to date. When a major release is available for download, you will be notified immediately and are entitled to download it for free. Ascentis HR add-on modules are not included.

Free Software Enhancements

Periodically Ascentis delivers software enhancements for Ascentis HR. The software enhancements are driven by customer feedback, changes in technology, and revised government regulations. Support and Maintenance enables you to download and install software enhancements from the Ascentis Web site free of charge.

Live Web Support

Tired of trying to explain the question in detail? Sit back and let us take a look! The Ascentis support team is equipped with tools for live Web support, which allows our support engineers, with your permission, to remotely view and control Ascentis HR running on your computer. Ascentis experts can be on site within minutes.