

## Premise of The ReportWare System

ReportWare is designed to provide each employee, his supervisor, and the Payroll Department exceptional control over time tracking. From any computer, or other input source, an employee marks himself in each morning, out at lunch or on company business, and out at the end of the work day. This information is then available live over your company's network, to allow your receptionist to know exactly who's in or out.

Employees may come and go as many times a day as desired. At any time, each may review his own times for the current day or past days. If there is an error, he may place a note to his supervisor and payroll department indicating the correction and the reason. He may also review his own work week and note any vacation or sick time used. There is no longer a need to send notes in with timesheets, call your payroll department, or send them emails.

After payroll makes the requested corrections, they are reflected on the employee's timekeeping screens. Thus, Payroll may process the information whenever it is convenient and are not subject to constant interruptions. It also assures that each employee agrees with payroll hours before they are sent for processing.

This data is then easily exported to Paychex for timely check creation. Extensive management reporting provides accurate, customized analysis of payroll, benefit, compensation, and labor information.

## Why choose ReportWare?

ReportWare is a small company based on extraordinary customer service. Everyone here has purchased software and called tech support at the big companies only to be forced into voice mail, endless hold times, and false promises of calls being returned.

Over 90% of our support calls, day, night, or weekends, are answered by an actual human, not placed on hold, and handled immediately by a thoroughly trained and courteous professional. We also offer support via modem, calling your computer and assisting you in real time on your own screen.

All of our products are year 2000 ready and operate on commonly available hardware.

ReportWare provides the personal attention that is so hard to find in today's software industry.

# ReportWare

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# ReportWare

## Human Resource and Timekeeping System



Quality Human Resource Software with extraordinary customer service.

# Some Important Features of the ReportWare System



Human Resources Main Menu

## Employee Management:

- A complete Human Resource database, tracking all aspects of an employee's file.
- Extensive HR management features, including records of promotions, raises, transfers, etc.
- Tracking of Employee reviews, and calculation of future due dates.
- An Employee Review module to assist in preparing Employee reviews.
- Tracking of attendance, vacation and sick days.
- Tracking of benefits and deductions.
- Tracking of Training and Certifications.
- Tracking of OSHA incidents.
- Supports an unlimited number of employees, with each having unlimited numbers of entries for training, reviews, phone numbers, etc.
- Supports addition of employee photograph to data file, as well as digitized records of W-4's, I-9's, etc.
- Includes Module to track job applicants.

## Timekeeping:

- Time and attendance, mandatory breaks, productivity tracking. Monitor your payroll costs during each hour of operation.
- See at a glance any employee's attendance history.

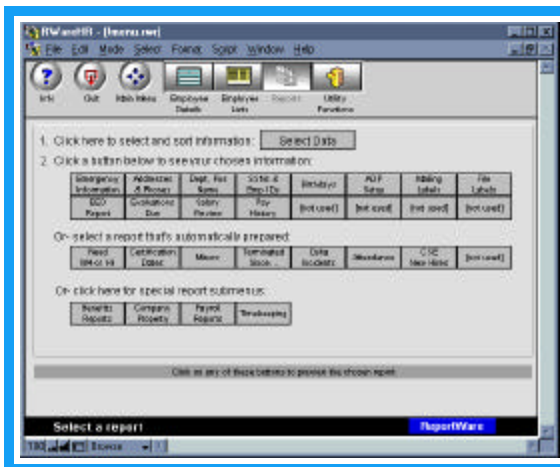
# A complete HR, Time and Attendance and Applicant Tracking solution for your business

- Supports two jobs for each employee, at different rates of pay.
- Supports fiscal weeks, starting on any day of the week.
- Calculates overtime, including California Daily OT.
- Reports on payroll costs by department, office, or other subcategory.
- Job costing, with each employee inputting project codes or cost accounting information..

## Management Features:

- Password security, with multiple levels of access.
- Extensive reporting capability.

## Ease of Use:



Preset and user defined reports .

- Supports mouse use, with easy buttons, checkboxes, pop up menus, etc.
- Pop up menus are easily customizable by the user.
- Multi-user and multi-platform capable (works on Windows95, 98, 2000, NT4, or Mac).
- Network and remote access capable.

- Users may synchronize data from multiple remote locations .
- Easily export payroll data to Paychex Paylink or Preview
- Updates and tech support direct to your computer via modem, using remote access technology.



Biometric Time Entry

## Input Devices:

- Support for keyboard, bar code readers, mag card and bar code swipes and Hand Recognition Technology.

## Additional Features:

- Customization for each user is available.
- 24 hour/365 days a year toll-free phone support.
- On site installation and support

## Prices:

- Base Price of \$5,495 includes not only our Human Resource software, with Timekeeping and data bridges to Paychex, but also six months of free upgrades and toll free, 24/7 technical support.

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