PersonnelManagement

Personnel Management takes employee information out of the filing cabinets or your obsolete HRIS and puts it at your fingertips. Now you can respond immediately to management, employees, and government requests making you a real information provider.

Job&Salary History

Job & salary history tracks dates, rates, locations, divisions, departments, and salary grades; computes and stores compa-ratios, percent-of-range, change amounts, and change percents; computes and stores pay period equivalents for a wide range of pay frequencies.

BenefitsTracking

Benefits tracking computes full cost for employee, employer, and dependents; prior, current, and open enrollment; reconciles carrier statements and provides accurate benefit reports.

PerformanceReviews

Performance reviews automatically schedules future reviews. Multiple "next reviews" are allowed for disciplinary and regular reviews. Batch processing speeds and simplifies data entry.

TrainingHistory

Training history tracks courses taken, certifications, retraining dates, CEU's course hours, and course costs. An extensive training table simplifies and speeds data entry. Batch processing supports rapid entry of course by employee or course.

Feature	Benefit
Demographics and Status Extensive contact information	Enables you to contact the employee by mail, home phone, work phone, cell phone, and email. You can create address lists and phone lists in seconds.
Tracks EEO and other demographics	Provides necessary information for the creation of EEO-1 report and other reports detailing the diversity of your workforce.
Tracks emergency contacts	Provides full detail for two emergency contacts including address, home phone, and work phone. These reports can be produced in seconds.

Client feedback

To Speak to a Sales Representative:

800•809•5731

View more information on the web:

www.people-trak.com

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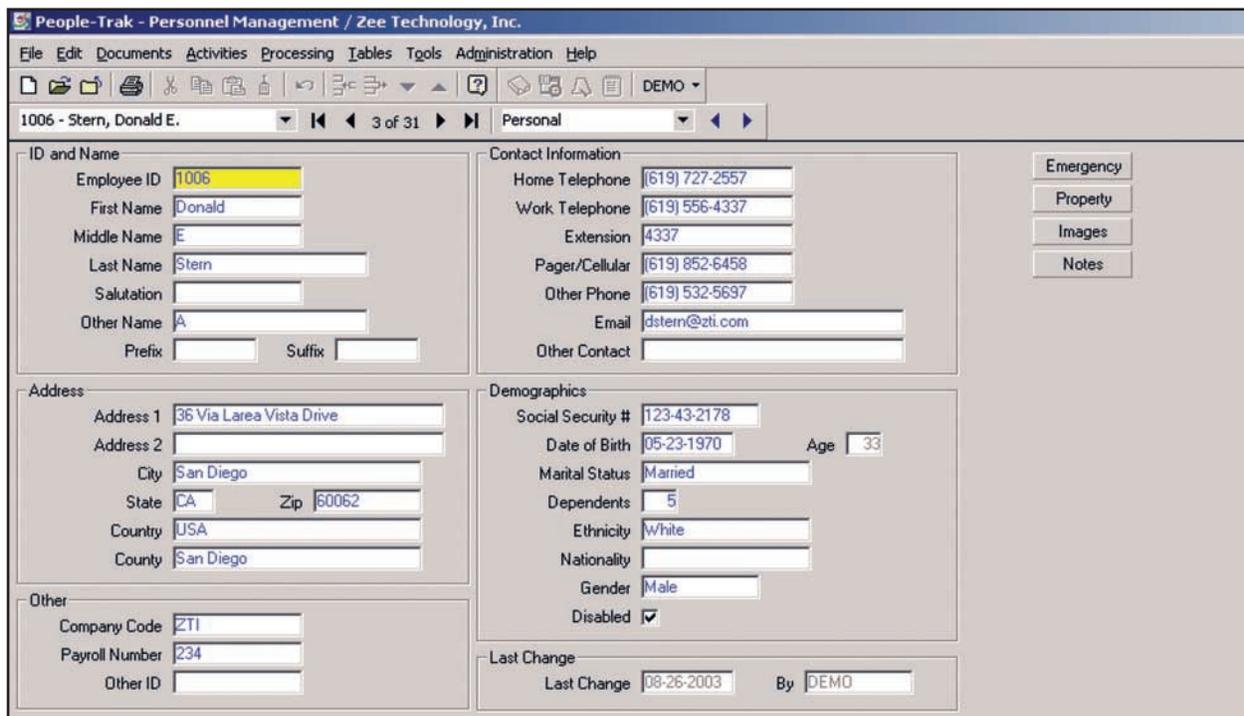| Feature	Benefit
Unlimited company property	Assists you in keeping track of company issued property and ensures that company property is returned when an employee separates from the organization. Tracks expiration dates for company issued credit cards.
Flexible status tracking	A variety of fields are provided for tracking employee status. An Active field, two status fields, and a status comment field assist you.
Automatically records status history	As status changes are made, an ongoing status history is automatically recorded. This enables you to monitor and report on the status of the employee over their career.
Powerful seniority calculations	Automatic calculation of seniority years, months, days, and total days ensures accuracy. A separate seniority exception days field tracks those days that are not to be counted toward overall seniority. This enables you to keep the seniority date constant while adjusting seniority for LOA and other events that do not count toward seniority.

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There is so much more to Personnel Management, including emergency contacts, company property, LOA tracking, stock options, retirement plans, skills, employment history, dependents, and user defined screens.

Feature	Benefit
Flexible termination tracking	Allows you to record both the termination reason and the termination type. You can group terminations for reporting to isolate trends and identify problem departments and managers.
Pre-election COBRA tracking and point and click election	Adjacent to the termination details, you can track the COBRA qualifying event and date, notification date, and election date. If the employee elects COBRA, a simple button can create a corresponding record in the COBRA module.
Tracks LOA history	Keeps a detailed history of all LOA events and totals those days that do not apply to seniority into the seniority exceptions days field. Enables you to indicate the number of work days lost and whether or not the LOA event was FMLA eligible.
Unlimited union membership	Allows you to record and track all union memberships with start and end dates for all participation.
Unlimited compensation history	No limits are set on the number of compensation records you can save for each employee.
Recalculate when history changes	Shift premium calculations are included in calculations when applicable.
Tracks change reason	Saves a great deal of time when corrections or adjustments are made to prior pay rates. With one click, you can recalculate annualized pay, change amounts, and change percentages for all succeeding records.

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Feature	Benefit
Wide range of salary statistics	Report on the reason for salary changes and monitor the reasons provided by reviewing managers. Track COLA versus merit raises and promotions.
Tracks other compensation	Provides equivalent rates for hourly, daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annual, and annual periods; also calculates and totals other compensation such as bonuses and commissions for the past year to indicate total annual compensation amount. A salary history graph is also provided.
Tracks participation in stock option programs	Enables you to monitor and report on the issuance and redemption of stock options and total shares and share values issued to employees.
Supports job splits	Enables you to track the jobs an employee has when the employee has more than one job. You can assign hours per week to different jobs and departments.
Enter salary changes in batches by employee	Saves time when salary changes accumulate and need to be made in batches. Ensures that all calculations are performed correctly and provides a detailed audit trail of the salary changes made.

People-Trak - Personnel Management / Zee Technology, Inc.

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1006 - Stern, Donald E.   3 of 31   Compensation

Effective Date	Std Hours	Pay Frequency	Pay Rate	Pay Currency	Shift Premium	Annualized	Change Amount	Change Percent	Change Reason	Next Review
07-01-2003	40.00	Hourly	8.5200	USD	0.0000	17721.60	-61.51	-87.83	Cuts	
07-01-2003	40.00	Monthly	12140.2300	USD	0.0000	145682.76	2140.23	21.40	Performance	06-17-2004
06-15-2003	40.00	Monthly	10000.0000	USD	0.0000	120000.00	7500.00	300.00	Cuts	06-29-2004
06-06-2003	40.00	Monthly	11000.0000		0.0000	132000.00	1000.00	10.00	Performance	
05-20-2003	40.00	Monthly	9200.0000		0.0000	110400.00	400.00	4.54		
04-25-2003	40.00	Monthly	8800.0000		0.0000	105600.00	-400.00	-4.34	Merit	04-25-2004
01-30-2003	40.00	Monthly	8400.0000		0.0000	100800.00	-400.00	-4.54	Merit	01-30-2004
01-01-2001	40.00	Monthly	8000.0000		0.1500	96000.00	-400.00	-4.76	Merit	03-01-2002
01-01-2000	40.00	Monthly	7250.0000			87000.00	-750.00	-9.37	Merit	03-30-2001
01-01-1999	40.00	Monthly	6800.0000		0.0000	81600.00	-450.00	-6.20	Merit	03-30-2000
03-30-1998	40.00	Monthly	6500.0000		0.0000	78000.00	-300.00	-4.41	Promotion	03-30-1999
03-30-1997	40.00	Monthly	3205.0000		0.0000	38460.00	-3295.00	-50.69	Merit	03-30-1998
03-30-1996	40.00	Monthly	2815.0000		0.0000	33780.00	-390.00	-12.16	Merit	03-30-1997
03-30-1995	40.00	Monthly	2755.0000		0.0000	33060.00	-60.00	-2.13	Merit	03-30-1996
03-30-1994	40.00	Monthly	2730.0000		0.0000	32760.00	-25.00	-0.90	Merit	03-30-1995
03-30-1993	40.00	Monthly	2700.0000		0.0000	32400.00	-30.00	-1.09	Merit	03-30-1994
03-30-1992	40.00	Monthly	2500.0000		0.0000	30000.00	-200.00	-7.40	Hire	03-30-1993

Recalc
Other Pay
Stock
Statistics
Job Splits
Notes