

# Take Control of Your Workforce!

The World's #1 Most Widely Used Software for Empowering Managers



## Introducing ManagerAssistant 3.0

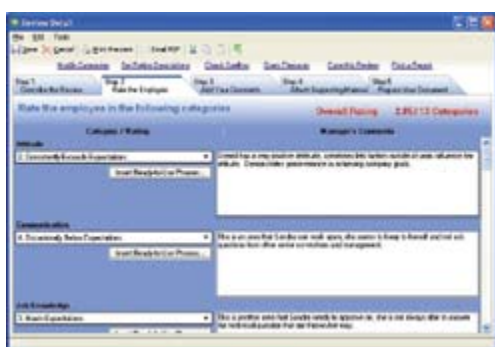
ManagerAssistant is the leading workforce management tool for enhancing the productivity of managers worldwide. Providing an intuitive interface, ManagerAssistant can simplify your workforce management and change the way you manage your employees.



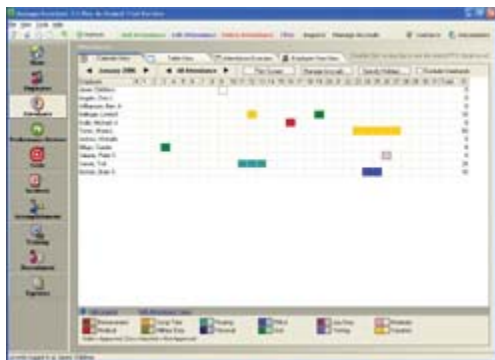
# ManagerAssistant 3.0 Includes tightly integrated modules for...



Comprehensive employee information



Fully customizable employee appraisals & goals



Track complete employee attendance



Clear and precise reporting

## Employees

Powerful and comprehensive Human Resource capabilities; providing the functionality you need to tackle most challenging HR issues. This feature-rich HR module includes benefit administration, job history, compensation management, EEOC reports in addition to other core data.

- Track Employee Salary & Bonus History
- Tracks Complete Benefits & Providers
- Detailed Employment History & Job Changes
- Track Education, Certifications & Licenses
- View W-4 & I9 Detailed Information
- Track Cobra Administration
- EOC & FMLA Reports
- Import/Export Capabilities
- Attach Unlimited File Attachments
- Automated Reminders System

## Performance Reviews

Create professional-quality reviews in minutes. Appraisals made easy and painless for managers with 1000's of pre-written sentences that have passed legal review. Our employee performance evaluation form is flexible and customizable to match your existing corporate policies.

- Fully Customizable Employee Categories
- Fully Customizable Employee Rating Scale
- 1000's of Pre-Written Legal Phrases
- Establish and Use Weighted Averages
- Self Calculating Employee Rating Score
- Add/Edit Job Descriptions
- Includes Salary & Compensation
- Spell Checker & Thesaurus
- Employee Self Review Form

## Goals

An effective goals management solution that lays-out clear cut responsibilities for each employee; giving your managers the ability to create, communicate, and monitor the progress of goals for any period of time. It provides your organization with a powerful tool to help develop your critical talent all year round.

- Track Individual Employee Goals
- Track Ongoing Employee Progress
- Communicate w/Employee During Each Phase
- Streamline Workflow Throughout Company
- Email Progress Reports as PDF
- Automated Reminder System

## Accomplishments

Delivers an easy solution to track projects, milestones, accomplishments, quotas, awards and customer compliments. When employees do well, reward them, and let them know their outstanding work is being recognized and appreciated.

- Track Employee Awards & Accomplishments
- Print/email Employee Award Form
- Attach Unlimited File Attachments
- Unlimited Manager Notes Field

## Attendance

A comprehensive solution that accounts for the many types of employee absences, from vacations to sick, FMLA to comp time. Unlimited Accrual Plans allow for applying and enforcing attendance policies consistently throughout your organization to automate many of the associated processes.

- Create Unlimited Accrual Types
- Color Coded Calendar View
- Print/Email Attendance Calendar as PDF
- Employee Yearly Calendar View
- Define Your Organization's Holiday Schedule
- Import/Export to Excel, HTML...
- Tracks Employee "Points"
- Includes FMLA Report

## Training

Our training module is like nothing you have seen before; allows you to organize, track and develop the training curriculum for your entire workforce. Ensures continuous employee improvement and makes sure that procedures and best practices are followed.

- Tracks Training History of All Employees
- Tracks Internal, Internet and Off-Site Courses
- Print/Email Training Schedules as PDF
- Tracks Training Costs for All Employees
- Track Grades & Credits
- Attach Unlimited File Attachments
- Automated Reminder System

## Incidents

Document and safeguard yourself against employee legal litigation; Sexual harassment, discrimination, violence in the workplace. Too many times employee incidents are never tracked and could lead to major headaches down the road.

- Document Incidents; Verbal, Written & Warnings
- Print Incident Form For Employee to Sign
- Accident & Termination Reports
- Create Action Plan Notice
- Print/Email Reports as PDF
- Attach Unlimited File Attachments

## Recruitment

A feature rich recruitment solution that can be used for any kind of organization and any type of manager. Allows you and your team to quickly locate, track and manage your best applicants for each open position. Track key candidates through each stage of the hiring process, making your recruitment process easier than ever.

- Track Potential Applicants
- Detailed Search & Find
- Email PDF Recruitment Report
- Track Applicant EOC Information
- Interview Schedules & Ratings
- Attach Unlimited File Attachments
- Convert Potential Hires to Employees

