



Paypro Millennium's HR Capabilities

Capabilities Overview

Designed with both Payroll and Human Resources departments in mind, Millennium allows for seamless data integration between Payroll and HR by using one database.

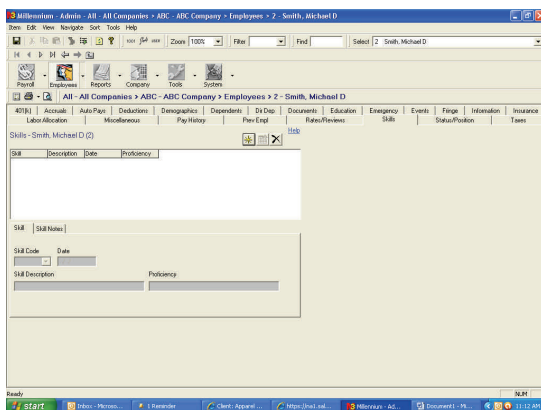
With Millennium's HR capabilities, interfacing and duplicate entries become obsolete. Both HR and Payroll users can access the same group of over 20 pages of employee information. Access to these pages can be set to be viewed by all or by certain groups of users.

Five User Defined Organization Levels

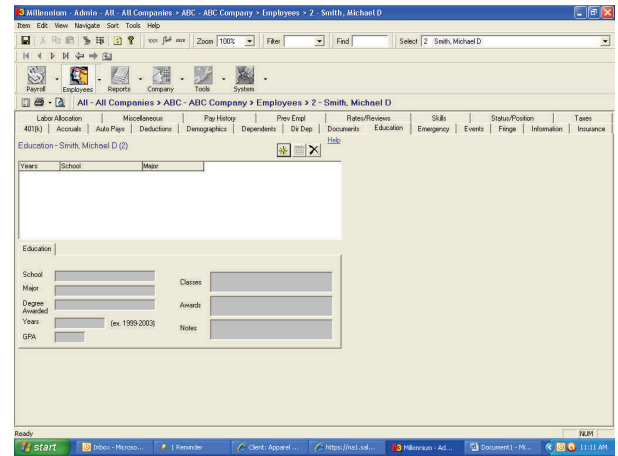
Millennium supports 5 distinct levels of organization within a company allowing for groupings such as "Division", "Branch", "Location", "Department", "Project", or any other employee grouping needed. The actual description or wording of these organizational levels are user defined and will appear on reports and screens as defined by your organization. Additionally, each level can hold an unlimited number of entries or departments so it is completely customizable to your specific industry and/or organization.

Available HR Tabs in Millennium

Skills—For each employee, an unlimited number of skills can be entered along with certification and re-certification dates.

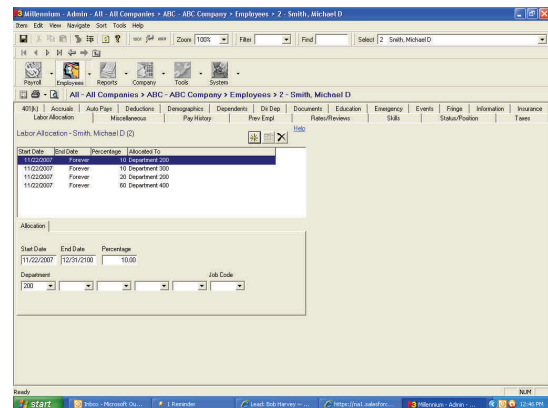


Education—This tab can be used to record an employee's education, including school, major, degree, and GPA. A second screen is available for recording continuing education credits.



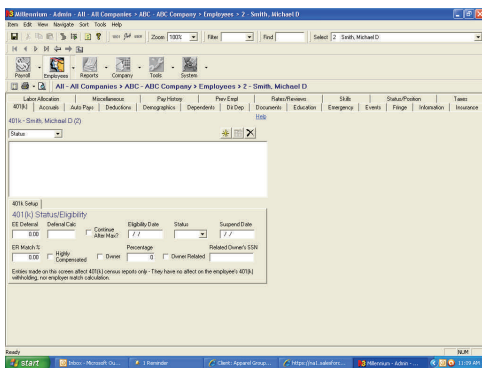
Events—Record as many user-defined events as necessary for each employee. Events can be associated with other documents, for example keeping links to the letters written to an employee regarding a specific event.

Labor Distribution—Each employee can have an unlimited number of job or department distributions—you can automatically distribute an employee's pay to hundreds of departments, by dollar amount or by percentage.

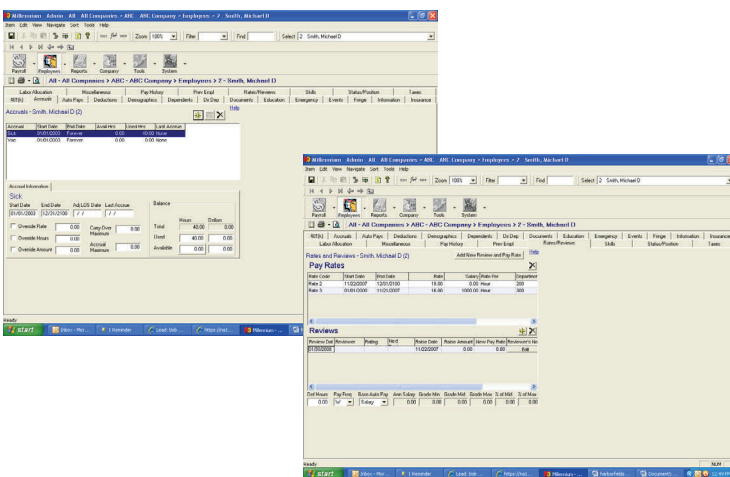




401(k) Administration—Many 401(k) discrimination testing fields are available for the strictest discrimination audits. An employee's 401(k) contribution deduction can automatically be distributed to any number of funds, by percentage or flat amount. The employee contribution, employer match, profit sharing and other fund sources can be distributed independently to the chosen funds.

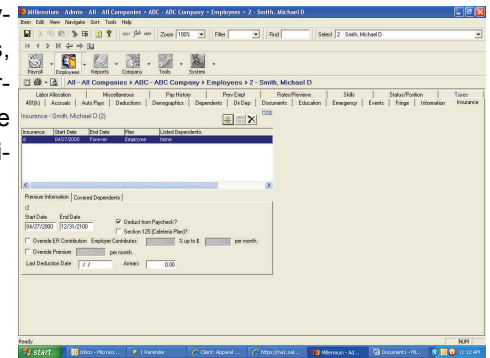


Time-Off Benefit Accruals—Each employee can have unlimited number of time-off benefit plans. Each of these plans accrue according to a company defined length-of-service table. Company defined rates can be overridden at the individual level as necessary. Each benefit plan can accrue both hours and/or dollars.



Unlimited Job Codes—The company can have an unlimited number of job codes, each of which can have shift or rate premiums as necessary.

Insurance Plans—Record an unlimited number of insurance plans on each individual, with several dates, certificate numbers, covered dependents, beneficiaries, coverage limits, employee and employer premiums.



Positions—Integrated position control allows each company to have an unlimited number of positions. The position control features allow tracking of open or closed, budgeted or unbudgeted positions, and the employee currently filling the position. Each position can be associated with a pay grade, EEO class, workers comp code, and FLSA overtime exempt status. Each position can also have job requirements and job descriptions.

Specific HR Functions

Millennium makes a multitude of HR functions easy to perform from within the Payroll application. Some of these functions include, but are not limited to:

- **Managing Employee Birthday and Anniversary Lists**
- **Maintain Records on Employee Education & Certifications**
- **Document Completion of Hiring Prerequisites**
- **Provide Dependent Data & Emergency Contacts**
- **Contribute Data to 401K Participation Testing**
- **Provide Data Critical to EEOC Reporting**

Contact Paypro Today

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