

Summer 2005

The 1st Keystroke

Volume 1 Issue 2

*Lazy
Summer
Greetings
from the
Support
Team at
HRtrax*



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It's already summer time and time for issue #2

of our HRtrax newsletter which we call *The 1st Keystroke*.

Summer brings an awareness of vacations and employee time-off. Some of you are presently using HRtrax to track time-off accrual earnings and usage, or you may be using your Payroll system for these functions. We simply want to bring up the reminder that HRtrax contains a very comprehensive and flexible solution for time-off accruals and you may want to consider implementing this feature if you don't already have an automated way of managing employee time-off earnings and usage.

We have users that use their Payroll system to manage certain time-off accruals and use HRtrax to help them manage the more unique earnings or usage functions. This

mix and match combination should not be overlooked as a method of cutting down on your manual efforts. If you have a particularly complex or difficult earnings calculation or a unique manner in which usage is granted, email or call us with your requirements and let us see if we have a solution for your organization.

- Your keyed entries flow forward to Payroll & your Time Clock, no need to key this data twice
- HRtrax automatically tracks and stores all employee history with no limit on the amount of history on-file
- A complete audit trail of all employee level entries is automatically kept by the system, this shows the old and new values plus date, time and who made the entry
- Payroll Check details are stored in HRtrax as history and used in some very creative ways, examples - Retro pay calculations, Employment Verification letters and more...
- Complete benefits administration including Cobra letters plus track premium payments and receivables



Our always-ready-to-serve Web Site

How can I use the Michaelsoft Web Site?

Its all about communication, we have completely re-engineered our web-site in an effort to promote communication with our user community, and for those prospects who are considering HRtrax as your HR tool of choice.

Use the web-site to download the most recent version of HRtrax, download common HR forms, view the latest *What's New* text, and yes

communicate with us using the *Service Center* or use the *Request an Enhancement* form to describe a feature or function that you would like to see added to HRtrax.

If you haven't visited our site check us out at Michaelsoft-HRtrax.com and feel free to comment on how we can make this site better and more useful.

Upgrading to the most recent version of HRtrax

We provide a minimum of two HRtrax software updates per year, each Release or Service Pack contains important additional Features, Functions, and Fixes, plus some "not-so-important" features, functions and fixes. As of this writing the current available release is **V 4.9.16**. If you are running an earlier version of HRtrax, contact your HRtrax representative for the most recent version. Updates

are available for download from the **Service Center** option on our Web site.

Read an overview of new items and changes included with each version; after applying the update, sign-on and from the main menu bar select **Help > What's New**.

HRtrax Time and Attendance Interfaces

Making good on the theme of capturing *the first keystroke* - HRtrax contains the ability to automatically capture employee records for use by various Time Clock/Time and Attendance systems - you no longer need to key the employee record again just to satisfy the needs of your Time Clock.

Of course not every Time Clock system has been setup and each time clock vendor may have

Not everyone has a need for a time clock system, but if you are using an automated T&A system HRtrax can help you keep this system in Sync with your HR and Payroll records - ask your HRtrax representative for details

more than one offering, or their product spec's may differ from what is presently contained within HRtrax. It's always best to contact your HRtrax representative for up-to-date information regarding your specific time clock interface needs.

The following is a known *short list* of compatible Time & Attendance systems:

- Infotronics - Enterprise
- Infotronics - Professional
- JanTek
- Kronos
- NovaTime

This list grows as we respond to users needs, and its also known that some sys-




tems will use the interface format from other systems - the point is, if you need to move your employee information to a time clock system, check with your HRtrax representative for up-to-date compatibility information.

Helpful Hint's 1 and 2 - both will save you time and money

Helpful Hint #1. Within HRtrax there are three very useful Notes functions. Notes may be created by pasting text from an email, a Word document, an Excel spreadsheet or by simply typing a note, each note has the capacity for up to 64,000 characters of text.

Notes play a role in three major areas:

- I. At the employee level - this is what we refer to as the "traveler" note, meaning that an employee note may be created or displayed from almost any of the employee screens. To create a note click the  *Note Icon* and the system will display the most recent note on-file, or press the F4 function key for the same results. When an employee has one or more notes on-file the system gives you a hint by displaying a gold star * next to the Employee ID field. A print option for employee traveler notes is provided via *Report > Employee Reports > List*

Employee Notes.

- II. Notes are also available from any of the eight (8) Employee Profiles - to create a profile note, click under the column labeled "Note" for the row this note will belong to. When a Profile row has one or more notes on-file the system will displays a gold star * giving you the message a note is on-file. Print Profile notes, using the menu path *Report > Employee Profile Reports > Profile Notes Listing*.
- III. You can also create and/or display notes from any of the four OSHA entry screens (OSHA 300 Log, 301 Incident, Employers 1st Report, etc). Same convention applies, click the *Note Icon* to create or display a note, and again the system will display the gold star * (next to Case No) when a note is on-file.

Helpful Hint #2.

Ever need to change an Employee ID? It doesn't happen often but when you need to HRtrax will accommodate; use the menu path *Edit > Change Employee ID*. The system responds with a display that allows entry of up to 24 ID's. Read text provided on the entry screen and use F1 Help key to display additional text about this function. Basically you type the present Employee ID and the ID you want the system to change to; when clicking the *Ok to Run* button the system will seek out each instance of the current Employee ID and change to the new ID. With most system this process will only take seconds, be patient and wait until the systems reports *Job is Done*.

HRtrax Case study

HRtrax Case Study #1 - Recently an *HRtrax* user changed 401(k) administrators to take advantage of an expanded service offering which included the administrator providing all employee enrollments, payouts, loans, etc. This relieved the HR department from all 401(k) maintenance, however, employee 401(k) additions and changes still needed to get to Payroll. This is where *HRtrax* comes in - we created



May God Continue to Bless America

two custom procedures 1) creates employee changes that are emailed to the Administrator so they are aware of new hires, terminates, address changes,

etc. and 2) we created a procedure that processes a file that is received from the 401(k) administrator each week.

This function reads the administrators file and automatically updates all employee level information within *HRtrax* and forwards payroll sensitive data to the payroll system - the end result is an automated system that accommodates the HR department, the Payroll department and the 401(k) administrator by capturing *the 1st keystroke*.

HRtrax Case Study #2 - a user in the mid west called and said she needed to order Service Pins for next year and wanted to know how *HRtrax* could help her determine the number of pins needed for each service year. In her case she has over 400 employees, very little turn-over and some employees having worked at this com-

pany for over 30 years. She needed the system to look ahead into next year and determine her anniversary counts.

We told her the good news was she could use one of the standard reports - pointing her to a report via the menu path *Report > Employee Reports > Events Report by a Given Date*. Using the *Event With Hire 01/01* (meaning January 1) Thru 12/31 (thru year end), Up to Year 2006 because she needed to look ahead for the entire year 2006, and then typing the events she wanted to track - this screen accommodates up to 10 events such as 1, 5, 10, 15, as in 1 year, 5 years, 10 years, etc.

The resulting report output provided our client exactly what she needed, a listing of all active employees showing their individual employee's service years that will occur during the future year 2006.

HRtrax Newsletter - The 1st Keystroke

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