



## AN EASY-TO-INSTALL HRMS SOLUTION WITH POWER, FLEXIBILITY AND SPEED

TotalHR® Human Resources allows you to effectively manage benefits administration, applicant tracking, position control and salary administration.

# TotalHR® Human Resources

Could your HR expertise be augmented by technology that manages and analyzes enterprise information about your employees, their performance and their benefits? What if it could help to streamline your appraisal processes? Analyze benefit costs and usage so that you could negotiate better contracts? Reduce absenteeism by correlating it with health indicators? What if it could actually help you identify an individual's potential success in a position with your company?

As an investor in the people who work for you, the technology you use must help you manage existing information and processes in a fast-track, real-time environment and define and facilitate change for your business's future. It must also uphold security and accuracy standards consistent with your profession as well as government regulatory bodies, and allow you to interface with a considerably larger and more demanding audience than ever before.

TotalHR® Human Resources from AMSI is a powerful human resources and benefits administration application for the client/server environment. It allows you to seamlessly manage enterprise data related to an employee's entire career cycle – from hiring to retiring – and lays the fundamental groundwork for succession planning, compensation analysis and strategic teambuilding.

Human Resources is an extensible solution that lets you perform the following types of customized functions without exorbitant development costs or disruption to your organization during rollout. Features include:

### HANDLE EMPLOYEE DATA

- Store, retrieve, query and analyze employee data, including personal, demographic and EEO data
- Capture compensation histories and comp-ratios for evaluating pay grades
- Maintain employee benefit data, including flexible spending accounts and COBRA
- Store health and attendance data, including FMLA absences
- Track company property issued to employees
- Perform OSHA case tracking, reporting and history maintenance
- Keep up-to-date with employee awards
- Schedule and maintain performance review data with user-defined criteria, weights and notes
- Automatically calculate benefit eligibility

## TOTALHR® LETS YOU MANAGE YOUR HUMAN RESOURCES WITH EASE.

### HIRING/TERMINATING EMPLOYEES

- Define sequence of screens to capture new hire data
- Automatically generate COBRA letters and election forms
- Retain terminated employees in the system until archiving
- Identify the rehire status of terminated employees
- Transfer employees to different divisions or companies without reentering data

### SALARY MANAGEMENT

- Establish, review and modify salaries, retaining history
- Analyze salary within ranges
- Conduct "what if" scenarios for percentage and dollar wage changes

### BENEFIT MANAGEMENT

- Enroll, modify and terminate employee benefits
- Manage and analyze benefits and produce benefit statements

### POSITION MANAGEMENT

- Create and budget positions including cost, hours and FTEs
- Track position history and employees holding each position
- Analyze actual versus budgeted hours, FTEs and costs: assign multiple jobs to an employee, each with a unique rate of pay

### RECRUITMENT

- Eliminate the need to re-enter applicant data when hiring
- Generate offer and rejection letters through seamless integration with Microsoft®Word and track their status

Human Resources is readily installed, offers an easy-to-learn user interface, and can be implemented with full administration and configuration features that let you address diverse user-group and departmental security and accessibility needs.



TotalHR Human Resources is a solution that allows you to seamlessly interface with your payroll application to reduce data redundancies and places you in a real-time information processing environment. Its integrated database capabilities make it easy to deliver consolidated reports to senior management on issues such as benefits, trends and staffing requirements. TotalHR helps you gain insight into your current processes and transforms your information into useful analysis of labor issues within your company. By using it, you will not only improve the communications you have with your internal clients, but also have a greater ability to plan for the long-term growth of your organization.



### AMSI SOLUTIONS

In our rapidly changing real-time e-business world, enterprises looking for "The Power to Thrive"™ need look no further than AMSI. With almost 40 years of experience in the industry, we offer feature-rich, reliable software and solid system expertise and creativity that let you drive your organization to success. We also have skilled, intelligent people who can help you maximize your existing technologies as well as utilize today's e-business opportunities. Furthermore, we can focus on helping customers like you get the most from your technology investments. How? By adding value to our core software applications and surrounding them with complementary solutions that truly allow you to thrive in today's mission-critical, e-commerce marketplace.

CONTACT AMSI TODAY

**1-800-851-1115**

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