

SinglePoint HRMS is part of the overall integrated SinglePoint™ workforce management solution. The solution is role-based and is tailored to meet customer and user specific requirements. Delivered in a SaaS (software-as-a-service) model, SinglePoint is available via web-browser anytime, anywhere web access is available.

General

- Unlimited notes, attachments, event dates
- Compliance I9, EEO, OSHA, etc.
- Unlimited history/auditing

Benefit Management

- Unlimited benefit plans
- Automatic premium/coverage updates
- 401k/403b tracking
- Track current and expired benefits
- Future date benefits
- Unlimited history/auditing
- Generate benefit statements

Employment/Compensation

- Employment History
- Termination dates/reasons
- Salary and Job history
- Complete payroll history

Manage Processes

- New Hires/Rehires
- Terminations
- Transfers

Training Management

- Define organizations requirements by job, dept., etc.
- Establish courses and training programs
- Manage class enrollment
- Automatically update employee requirements
- Automatically populate employee skills

Attendance Management

- Manage PTO/Vacation/Sick balances
- Use ESS/MSS to allow employees and managers to submit time-off requests
- FMLA tracking
- Unlimited time-off history
- Manage absences/tardies

Cognos — Reporting Solution

- Easy-to-use queries
- Generate alerts to HR, managers, employees
- Export to PDF or Excel
- Predefined compliance reports EEO-1, Vets 100, OSHA, etc.
- Create charts and graphs
- Schedule reports to run automatically
- Burst reports to email

Performance Management

- Define performance factors and ratings
- Enable managers to perform reviews online
- Employee self-reviews
- Determine overall score

Employee self-service (optional)

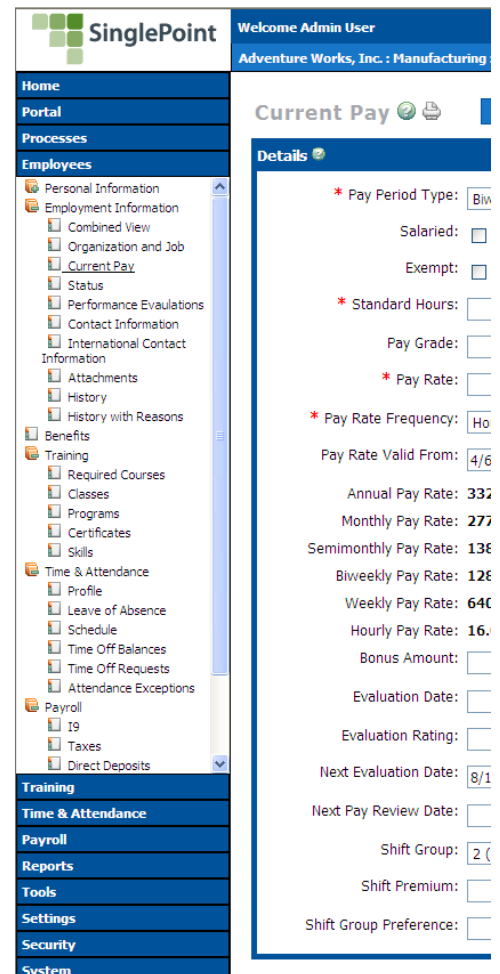
- View pay statements/W-2s
- Show available time-off
- Request time-off
- Supervisor/HR approval
- View/update skills education
- View/update dependants

Manager self-service (optional)

- View and update information on direct reports
- Run predefined reports
- Obtain email notification of pending approvals

Completely Configurable

- Separate configurable customer database
- Configure menus to user requirements
- Configure pages with ease
- Remove unused fields
- Unlimited tables/fields
- Import/Export to other applications
- Web-services integration



The screenshot displays the SinglePoint HRMS interface. At the top, it says "SinglePoint" and "Welcome Admin User" for "Adventure Works, Inc. : Manufacturing". A navigation menu on the left includes Home, Portal, Processes, Employees, Training, Time & Attendance, Payroll, Reports, Tools, Settings, Security, and System. The main content area shows "Current Pay" details for an employee, including fields for Pay Period Type (Biv), Salaried, Exempt, Standard Hours, Pay Grade, Pay Rate, Pay Rate Frequency (Ho), Pay Rate Valid From (4/6), Annual Pay Rate (332), Monthly Pay Rate (277), Semimonthly Pay Rate (138), Biweekly Pay Rate (128), Weekly Pay Rate (640), Hourly Pay Rate (16), Bonus Amount, Evaluation Date, Evaluation Rating, Next Evaluation Date (8/1), Next Pay Review Date, Shift Group (2), Shift Premium, and Shift Group Preference.