

## Your job is about to get a lot easier!

InfinityHR is a complete and secure web-based HR Management System that provides extensive automation of all your HR-related activities. InfinityHR is the most comprehensive and affordable solution on the market today, and comes standard with numerous features to meet your every need.

- InfinityHR can be implemented quickly, and does not require you to invest in any hardware or software.
- Centralizes all your HR and benefits data into a single system, and gives you powerful reporting/exporting capabilities.
- Lets your employees enroll in and change their benefits information on their own, reducing the amount of time you spend gathering data.
- Allows you to manage benefits and all other relevant HR information in one convenient, centralized location.
- Automatically and electronically delivers benefits information to each carrier and payroll provider, eliminating the need to manage multiple forms and manually enter data into multiple systems.
- Increases the accuracy of your data and significantly reduces the amount of time you spend managing and communicating information.

### Employee Portal

InfinityHR's Employee Portal makes it convenient for your employees to manage their benefits and other HR-related information in real time through one central web-based system that they can access from anywhere.

- Lets employees easily enroll in or change all aspects of their benefits and other HR-related information, and allows them to compare, analyze and check costs prior to benefits enrollment.
- Allows employees to view plans from different benefit providers, and provides them with a consolidated benefits summary report that includes the coverage they selected and the associated costs.
- Lets employees view the value of their compensation package with Personalized Total Compensation Statements.
- Is easily configurable to include the features and content most relevant to your company.

### Benefits Management

InfinityHR's Benefits Management feature lets you manage all aspects of employee benefits.

- Allows your employees to enroll in and administer their benefits information in one central system.
- Allows you to approve and manage employee benefit information online.
- Provides employees with a benefit summary statement after they enroll in or change their benefits.
- Makes it easy for you to reconcile premium bills.
- Automatically exports benefits data to your carriers.
- Automatically sends benefit deductions to your payroll system.

### Time Off Tracking

Time Off Tracking is a simple, yet powerful, mechanism you can use to define how employees earn time off and track the usage of it.

- Lets your employees easily make time off requests and view available time off balances directly from the Employee Portal.
- Automatically routes time off requests to the appropriate manager for approval.

### Time and Attendance

Time and Attendance allows you and your employees to easily track employee work hours and projects.

- Assures that employees follow related procedures and policies.
- Lets you mix and match time collection methods, from computer to time clock to kiosk, so you can properly manage your entire workforce.
- Choose between "clock in/clock out" time tracking or project-based "timesheet" reporting for employees entering their time through the Employee Portal.
- Time Clock and Kiosk time entry methods accommodate employees without computers and those in remote work locations.
- Lets you easily export time and attendance data to your external payroll system.
- Lets you analyze time and attendance data across time or by a variety of other factors.



*Your employees enroll in or change their benefits information, and InfinityHR transmits the data to carriers and payroll for you.*

## Applicant Tracking

Applicant Tracking lets you easily manage the talent acquisition process.

- Allows you to create job postings and view all jobs in one centralized location.
- Allows you to centralize applicant information from all external job boards into one convenient place.
- Provides your applicants with a professional-looking site for searching and applying for jobs.
- Lets you easily view and compare applicant profiles according to job requisition.
- Keeps track of your interviews, and allows you to track applicant status from start to finish.

## Performance Management

Performance Management lets you easily complete employee reviews, managerial reviews and 360 degree reviews.

- Allows you to automate the employee review process, and eliminates the need for paper-based review forms.
- Makes it easy for you to track historical reviews against your employees.
- Lets you assign measurable goals to your employees that are visible to others, and allows you to easily monitor employee progress against the goals you set.
- Allows employees to set their own goals and track their progress against those goals.
- Provides you with built-in routing and approval processes.
- Powerful trend reports allow you to see employee performance improvement over time.



*Easily manage the talent acquisition process with Applicant Tracking.*

## Employee Surveys

Survey Management makes it easy for you to conduct an unlimited number of employee surveys.

- Permits you to easily and quickly develop meaningful surveys with the Survey Wizard, your step by step guide.
- Lets you tailor one of the many templates in the Survey Library, or design an entirely new survey.
- Lets you run standardized Survey Reports with real time reporting to view data and analyze results.

## Wellness Tracking

Wellness Tracking allows you to easily and efficiently administer employee wellness programs.

- Is an important tool to help improve the overall health, wellness and productivity of your employees.
- Permits you to create programs that monitor employee nutrition, exercise, and health.
- Lets you and your employees print reports that illustrate goals, progress and results.

## Workflow Management

Workflow Management makes it possible for you to efficiently track and manage workflows and their associated tasks.

- Lets you define the necessary tasks involved in workflows, and assigns those tasks to the appropriate employees.
- Includes a dashboard that allows you to conveniently analyze workflows.

Week	Activity
<b>Week 1</b>	Kick-Off Meeting Detailed Project Plan Review Data Requirements Review Identify Carrier and Payroll Interface Contacts
<b>Week 2</b>	Complete Benefit Rules Template Load Employee and Dependent Files Load Employee Compensation Data
<b>Week 3</b>	Configure Benefit & Eligibility Rules in System Configure Benefit Plan Pricing Load Existing Benefit Coverage Information
<b>Week 4</b>	Release System for Internal Testing Configure Carrier Export Interfaces Configure Payroll Export Interface
<b>Week 5</b>	Complete Test Plan Against Benefit Rules Complete Interface Testing
<b>Week 6</b>	System Sign Off System Release

*InfinityHR can be implemented in as little as four to six weeks.*

## Advanced Reporting

InfinityHR offers a library of standard reports that makes accessing and analyzing information from within the system simple and convenient for you.

- Permits reports generated from InfinityHR to be printed or exported to a variety of common formats, including Microsoft Excel.
- Provides configuration tools for exporting specific elements of information from the system on a scheduled basis, allowing for easy integration with other systems.

## Implementation

InfinityHR has been carefully designed for quick and easy implementation. In general, the implementation of InfinityHR is completed in four to six weeks, depending upon the availability and condition of your data. A small implementation fee may be charged depending upon the condition of your data and the number of external exports being developed upon start up.

## Schedule a Live Demo

Schedule a live demo with us today to experience our exciting technology. You'll be surprised by how quickly and affordably InfinityHR can redefine your perception of what HR software can do. We make it easy for you!



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