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WHY HRx, HUMAN RESOURCE SOFTWARE?

HRx is a human resources tool designed for small businesses (under 100 employees). This software package helps businesses both comply and cope with the myriad of issues involved with managing the human resources function.

HRx software helps small businesses organize employee files and compile all the information needed for each employee. An auto wizard can be set up which will notify the user if something is missing or due (ex: medical benefits application) from an employee's file.

The functionality of HRx makes sense; there is no confusing set-up. Just enter the data that you want stored. The files are user-defined and the users have the flexibility to create the files for both the organization and the employees. The user can print reports, import/export information, create evaluations on employees, and much more. To ensure the employees' information is confidential, user security can be defined.

WHAT DOES IT TRACK?

Acroprint knows small businesses. We have been focusing on the needs of small businesses for over 33 years. After listening to numerous small business owners, we have learned what the small business needs and their expectations in an HR software package. We understand how difficult it is for the small business to keep track of employee information and activities while performing so many other tasks. Well, look no further, HRx was created with you in mind and will help your administrative staff track the following:

EMPLOYEE PERSONAL INFORMATION: Birthdays, Mailing Address, Dependent Roster, Emergency Information, Employees Spouse Data, Phone Directory, Social Security Number Listing, Wedding Anniversaries, etc.

EMPLOYEE REPORT ACHIEVEMENTS: Achievement List, Length of Service, etc.

BENEFITS: Benefits Used, Company Benefits Available, Benefit History, etc.

EDUCATION & TRAINING: Education/Training History, Employee Training Summary, Training Attendance, etc.

EVALUATIONS: Employees, Category Summary, History Ratings Schedule, etc.

GENERAL INFORMATION: Employee Name, Address, Work History, etc.

WARNINGS: Department Summary, Formal Warning, History, Summary, etc.

ORGANIZATION: Department Heads, Department Roster, Phone Directory, etc.

ORGANIZATIONAL REPORTS ADMINISTRATION: Security List, User Code List, etc.

COMPENSATION: Department Salary Profile, Employee Compensation Status, Position Salary Profile, Employee Budgeting, etc.

HEADCOUNT: Summary, Monthly List of New Hires, Previously Held Position, etc.

LEGAL: Certification by Employee, Certification Renewal

EEO: Age Group Analysis, Breakdown, Promotions, Work Force Analysis, I-9 Report New Hire Detail Report, VETS-100, Work Permit Renewals