

# Essential HR

## [ STARGARDEN FEATURES ]

### Organization Management

Manage complex transactions and relationships such as: employees in more than one position, employees substituting into other positions, temporary position/job changes and positions shared by more than one employee. StarGarden has been designed to automatically handle all of the pay and benefit issues that result from changes in these elements.

### Employee Demographics

Track all information relevant to people; employment history, skills, education, certification and qualification information, benefits information, detailed job and position history, and much more.

### Reduce data entry

Pay and benefit plans, even schedules can be attached to organization components to be inherited by employees. Only over-ride exceptions.

### Configure to your needs

Special information that you know is unique to your organization can be 'user-defined' in the system without the need for customization.

### User Friendly

Calculation screens allow for the definition of the most complex calculations without the use of cumbersome formulas or expensive customizations. Automatically distribute detailed pay and benefit costs to any job or cost centre.

### Powerful and flexible toolset

StarGarden provides a powerful, flexible set of tools for defining, maintaining, tracking, comparing and reporting on employee compensation, benefit and accrual packages.

Essential HR is a sophisticated job and position structure that underpins StarGarden's® organization-centric functionality and provides precision position and job control. You can define each position/job in terms of its place in and importance to the organization.

## Compensation

The Compensation module maintains, tracks, compares, surveys, and reports wage and salary plans for individual employees, or groups of employees.

- ▲ All commonly used salary grids/matrices can be defined with ease and flexibility. Unlimited number of grades and steps per grade.
- ▲ Any number of additional pays (allowances, stipends) can be attached to the employee wage record.
- ▲ Compa-ratio calculations.
- ▲ Salary grids can be created based upon job evaluation point systems.
- ▲ Recording of compensation survey information for regional or occupational comparisons.
- ▲ Controlled, audited compensation changes.
- ▲ Full organisational compensation analysis and simulated salary updating for modeling scenarios (what-if analysis) and award costing.

## Benefits

Tracks all employee basic benefits, such as medical insurance, dental insurance, group life, and disability insurance, as well as both employee and employer contributions to deferred benefits such as pensions, savings plans, and tax deferral plans.

- ▲ Default plans can be defined for assignment to specific groups of employees upon entry into the system. These default plans allow the user to do mass changes and updates with little difficulty.
- ▲ Unlimited, user-defined benefit and deduction codes, and summarization classes for earnings, benefits and deductions.
- ▲ Employee, employer and taxable benefit usages for each benefit code and level.
- ▲ Period minimums and maximums, annual capping, life-to-date capping and summary class capping.
- ▲ Employee deductions/employer contribution registers by benefit code.
- ▲ Vendor/carrier tape and electronic interfaces, carrier premium reconciliation.
- ▲ Single entry change for group defaults affects all associated employees. Override capability at employee level for individual customisation.
- ▲ Full employment and earnings history in detail (all years of employment).
- ▲ On-line management of payments and balances.

## 100% browser-based

Rich browser interface with automatic searches and draggable windows. Deploy StarGarden in any combination of local area network, intranet and internet.

## Reporting

Powerful reporting options with PDF and Excel output and re-usable report scenarios.

## Seamless integration

Seamlessly integrated modules including payroll. Integration can be extended to your other applications.

## Security

Role/Position based access and security.

## Data inheritance

Automatic data inheritance of position and agreement data to the employee position level

## Date effective

Fully event-driven and date-effective with before/after image of data changes. All transactions are auditable in full detail.

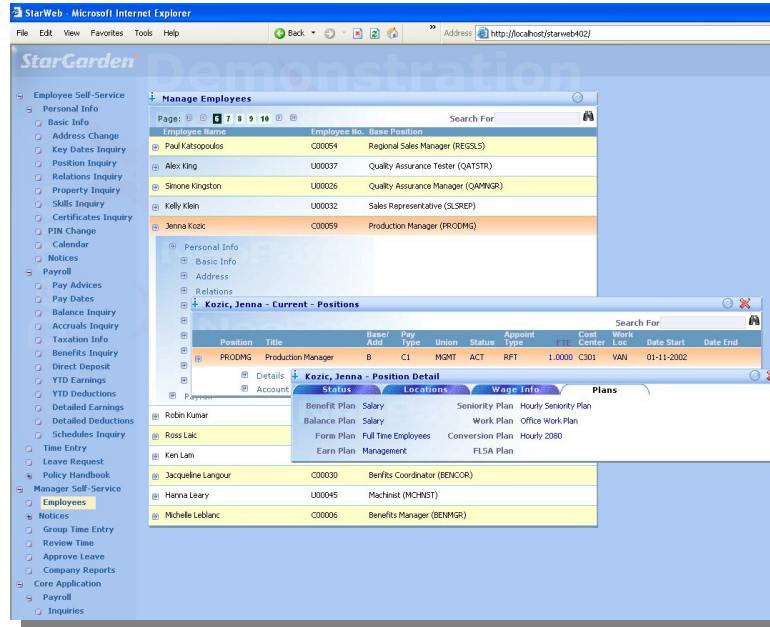
## Expert knowledge

StarGarden is a human resource and identity management specialist. We really understand your issues. Ask our customers!

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## Accruals and Balances

The Accruals and Balances functions of StarGarden provide the ability to define and accrue into any number of user-defined balances. Default plans are defined and assigned to groups of employees upon entry into the system. These plans can be changed or filled out at any point and mass assigned to the employees affected by the change.

Balances can be automatically fed through the accrual process that is run with payroll or they can be manually fed or adjusted at any point. Accruals allow for complex calculations that can be based on user-defined "buckets" of earnings. Accruals are associated with the default Balance plans and can also be changed and assigned to the employees affected.

- ▲ On-line review of summarised total of debits/credits and balances
- ▲ Accrual of both hours and/or dollars.
- ▲ Maximums can be set on accruals or balances.
- ▲ Predefined alternative banks when at maximum
- ▲ Any number of optional cycles separate from calendar year (e.g., vacation year, fiscal year)
- ▲ Transfers between banks and between years within the same bank (roll-overs)