

Open4[®] System Overview

Your employees are your organization's single most important resource, yet collecting, managing, and reporting their information are major headaches. You could spend a fortune and take months or years to implement a new system, only to find that it doesn't fit.

OPEN4[®] is specifically designed to give you control over how your HRIS System functions. Because HRIS/PR is our only business, we've designed a system that is flexible, affordable, and rich in functionality – yet it can be implemented in a reasonable timeframe. Following, we list some of the features to compare when considering a new HRIS.

HR & PAYROLL APPLICATIONS

- While Payroll and Human Resources are available individually, they are fully integrated when implemented together
- Interface to ADP's PC Payroll for Windows[®] also available
- Supports multiple companies, divisions, branches, departments, and locations
- Context-sensitive online help available throughout the system
- Unlimited notes can be associated with each information category record
- Date alerts. Every date can be set to trigger an alert when date approaches
- Future processing of new employees, benefits, job transfers and pay changes

SECURITY

- Extensive multi-level security is honored by OPEN4[®]'s query and report writer (Report writer is an add-on module)
- Users may be assigned specific "home" menus containing only authorized items
- Top executives can be designated as "confidential", thereby limiting access to specific authorized individuals only
- Work group security allows control of access to information categories
- Security can control access to sensitive data fields (i.e., annual salary amount)
- Access can be limited to specific companies, divisions, branches, or departments
- Managers can be granted authority to see data on employees working in their departments – but not employees in other departments
- Managers can be granted authority to see selected data without allowing update
- System logs any change to system, company, tax, or employee data – showing who changed what and when
- System maintains an event log which keeps a record of each process started – showing who did what and when



SELF-SERVICE

- Optional employee self-service can be based on kiosk, intranet, or internet access
- Employee's check history, vacation time available, and W-4 status available
- Benefits open enrollment supported as well as current benefit information
- Employee's training history, courses currently available, and enrollment applications supported
- Company directory and employee handbook can be displayed
- Employee can update address, emergency contacts, and submit suggestions
- Includes scrolling message bar for company news and events
- Automatic timeout after no activity protects employee's confidential information



TECHNICAL

- Developed using 32-bit object-oriented 4th generation language (Progress®)
- Supports multiple companies, divisions, branches and departments
- 50+ individual information categories already set up and ready to use
- End user can create new categories and screens, *without programming (Requires screen editor – optional add-on module)*
- End user can define additional new data fields, *without programming (screen editor is an optional add-on module)*
- Source code is available (except report writer)
- Modifications and customization are available directly from developer
- Integrates with Microsoft Word® and Excel®

Open4®

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OPTIONAL ADD-ON MODULES

- “A la carte” pricing is one reason that OPEN4 is so affordable. You can start out with only the modules you need, and add any others later, if ever. Here are some add-on products that may be critical to your business operation:
 - FMLA – this product provides FMLA functionality A to Z, beginning with eligibility and certification/re-certification, generation of paperwork, and leave tracking, including leave taken with concurrent PTO and intermittent leave. Eligibility is computed if the base Payroll System is installed
 - TRAINING – if keeping up with training – what’s required, what pre-requisites are needed, what’s late, etc. is a big headache - you’ll want to look at this module
 - THIRD-PARTY SICK – gives you the ability to record sick-pay paid to employees from your TPA, both taxable and non-taxable, and computation of your company’s tax liabilities
 - REPORT WRITER – even though there are over 200 reports in the ‘canned system’, your organization’s unique requirements demand this tool
 - SCREEN EDITOR/DATA DICTIONARY – if you need complete flexibility within your system, this product is invaluable. You will have the ability to build new data fields, new screens, even information categories – *without programming*

OTHER REQUIREMENTS

- Relax - OPEN4 doesn’t require a database administrator or any other heavy lifting. Your database almost runs by itself, with only normal data backup functions, and an occasional software update. Just ask our users – they will tell you how maintenance free this system truly is.



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