



# Ascentis®

HR Management Software and Services

**Microsoft**  
**GOLD CERTIFIED**  
Partner

## Promote connectivity, communication and control with HR and benefits management software and services from Ascentis®.

### HROffice Suite - Standard

HROffice® is an easy-to-use, wizard-driven HR management system that automates critical functions including benefits management, payroll connectivity, workflow automation and the hiring process. HROffice also features COBRA administration, FMLA tracking, and supports automated employee correspondence. HROffice delivers a comprehensive and paperless HR management environment supported by the latest Microsoft technologies.

#### HROffice Payroll Connect

HROffice Payroll Connect allows HR departments to easily connect to many leading payroll solutions. Payroll Connect simplifies the payroll process using a single point of data entry that eliminates redundancy and inaccurate input. Payroll Connect automatically compares data from HROffice against the payroll provider's database, and updates information directly to the payroll system.

#### HROffice Applicant Manager

HROffice's Applicant Manager streamlines the new hire process and makes it easy to manage competing candidates. Applicant Manager centralizes, stores and tracks critical data, including:

- Names and contact information
- Applicants' resumés
- Multiple notes such as interview comments
- Recruiting events and EEO information



### HROffice Suite - Premier

The HROffice Premier Suite includes all products in the Standard Suite, enhanced by HROffice Self-Service.

#### HROffice Self-Service

HROffice Self-Service (ESS) gives employees immediate, online access to personal HR, benefits and payroll information. Self-Service allows employees to update their personal and dependent information, manage time-off, submit leave requests to management, and more. The simplicity of ESS drastically reduces employee call volumes and frees HR for more strategic tasks.

### Additional HROffice modules

#### HROffice Enrollment Form Maker

The Enrollment Form Maker (EFM) tool automatically captures and prints employee data from HROffice onto provider enrollment forms.

#### HROffice Alerts

HROffice Alerts pro-actively monitors HR and benefits information to keep HR managers ahead of employees' needs. Popular Alerts include eligibility and COBRA reminders. The HROffice Alerts library includes 30 standard alerts. Custom alerts are available as well.

#### HROffice Advanced Reporting Services

HROffice Advanced Reporting Services and powerful Crystal Reports® support true workplace analysis. Ascentis experts can install reporting dictionaries, deliver customized report templates and train the entire HR team.

#### HROffice Carrier Connect Service

HROffice Carrier Connect automatically outputs eligibility information in the government regulated ANSI 834 format. Carrier Connect then electronically transfers the data to insurance providers. When linked dynamically with HROffice Self-Service, Carrier Connect virtually eliminates data errors and offers a truly paperless open enrollment environment.