



Product Features & Services

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Human Resources

Percentrix offers a full, comprehensive Human Resources Management System that allows employers to access, track, and deliver relevant data at the click of a mouse. The Product includes the following automated features:

Employee Information

- Add New Hires
- Employee Information Database
- Edit Employee Info
- Benefit Statement Management
- Status/Position
- Rates
- Benefit Alerts
- Terminations
- Terminated employee record history database
- Attendance Records
- EEOC Information
- Education and Certification
- Performance Reviews and History
- Warning tracking
- Part Time/Full Time Benefits Eligibility Report
- PTO, Sick, Vacation, and Personal Time Tracking
- Safety and Training Records
- Skills Inventory
- W4, I9 Status, EEOC Reporting Data, ADA, VETS 100, Union, Shift, Visa Expiration Tracking, I-9 Tracking, and Workers' Compensation Class Code
- Online Work Schedule
- Organization Information (including history, assigned location, division, department, job title, and job description).

Online Benefits

- Benefit Enrollment Signup
- Benefit Enrollment Summary
- Beneficiaries Add/Edit Report
- Benefit Change Report
- Benefit Confirmation Mailer
- Benefit Eligibility Dates
- Benefit Enrollment Census
- Close Enrollment
- Consolidated Billing Report
 - Dependents Add/Edit Report
 - Enrollment Tracking Summary
 - Group Life Coverage Report
- Insurance Age Band Change

- New Enrollee Welcome Email
- Plan Summaries
- Plan Rates
- COBRA Self Alerts
- Employee Benefit Statements
- ERISA
- HIPAA

Online Benefit Management

- 401k enrollment and census reporting for discrimination testing.
- Have dependent info and the number of dependents covered under benefits.
- Offline enrollments upload capability.
- Benefits enrollment alert module.
- Benefit status change report.
- Consolidated billing report to facilitate invoice audits.
- Dependent information for benefit enrollment.
- Employee benefit census for discrimination testing, 5500 reporting, and future RFPs.
- Employee enrollment confirmation statements.
- Form letters for eligible employees.
- Online enrollment forms.
- Open enrollment tracking.
- Plan descriptions online.
- Rate tables for each specific plan.
- Real time benefits reports.
- Reports that can differentiate between pre-tax and post-tax.
- Workflow process that will notify HR, benefit administrators, payroll, and/or brokers of employee eligibility, enrollment, and changes or service actions needed.

Employee Online Self-Service Benefits Center

- Benefit Center
- View plans, coverage, employer rates, and employee rates
- Self-Service Enrollment Module
- Edit Demographics
- Beneficiaries Edit
- Dependents Add/Edit Reports
- Anniversary List
- Birthday List
- Benefit Reports
- COBRA Tracking
- Dependent Reports
- Emergency Information
- Employee Pay History

- Employee Census
- Employee Counseling
- Employee Turnover
- Education History
- Inactive/Terminated Employees
- New Hires
- Payroll Time Submission History
- Performance Reviews
- Time Sheet Tracking
- Training History
- Accruals
- Work Schedule vs. Actual Time Punch
- Export and Import Capability (.xls, CSV, ASCII, .txt)
- PDF Support

Time and Attendance

- Edit and adjust timesheet data, store timesheet history, calculate overtime, and add custom pay codes and functions.
- Run timesheet reports such as time audit reports, specialty punch reports, custom reports, missed punches reports, and tracking reports.
- Export the payroll profile of new employees to any payroll provider (in CSV format).
- Our standard online time clock offers simple clock-ins and outs, specific breaks, and custom lunch settings. Clock into specific locations and departments or by job number.
- HRMS time and attendance functions integrate with our payroll system, eliminating time spent keying in and manipulating data.
- Managers can view and edit employee timesheets in real time.
- Standard online time sheet export (in CSV or .txt format).

Recruitment & Applicant Tracking (requires a custom web-portal)

- Interview questions.
- Interview evaluation documentation.
- Online job applicant database.
- Background or reference checking links to third party vendors.
- Contact data, such as the applicant's name, address, the date applied, applicant ID address, telephone number, and email address.
- EEO information.
- File attachments (e.g., the applicant's resume), faxes, and PDFs.
- Import applications to the employee records database.
- Instant notification to payroll.
- New hire procedures and database.
- Notes.
- Previous employers.

- Position applied for.
- Skills inventory.
- Search, sort, and report capabilities.

Workers' Compensation Management

- OSHA Log 300 Information Database.
- Annual Audit Management.
- Certificate Request.
- Claim filing, management and history tracking.
- Injury Reporting.

Compensation

- Amount and pay periods for normal pay periods.
- Annualized earning report, salary history since hire date, and a performance review system.
- Bonus tracking, award dates, bonus types, review dates, flat amount or percentage of pay, and comments.
- Cost center allocation.
- Effective dates for any pay adjustments.
- FLSA.
- Interface to employee records.
- Last review date, review period and next review date.
- Pay rates.
- Online time clock with payroll EDI or integration.
- Overtime reporting and query by date, pay period, month, quarter, or year.
- Review documentation (format, ratings, comments, and reviewer information).

General System Features

- Up to 15 client-specific active forms loaded online (additional forms can be loaded for a per form one-time fee). Unlimited in-active forms can be loaded by licensee.
- Controlled access and security protocols to provide secure employee and manager self-service and total client access.
- Custom report writer.
- Online employee handbook delivery and update using client's current handbook.
- Employee communications capability (e.g., news bulletin board, email center, etc.).
- File import/export capabilities.
- Link to custom information and training sources (e.g., BNA, CCH, embedded training libraries, external training providers, etc).
- Link to customized sites for ancillary services.
- Job description generation and updates.
- Standard online time and attendance tracking.

- Succession planning.
- Vacation and PTO approval and denial.

Security

- System security module, including IP restriction, login and change logs, and unique user accounts and passwords.
- Advanced firewalls provided by FortiGate Antivirus Firewalls for Enterprise.
- Servers hosted by Latisys. Latisys provides an extensive set of physical and virtual security services based on the latest state-of-the-art security technologies on the market.
- For upgrades, administration, and customized programming, additional fees will apply.

Optional Services

Custom Web Portal

A Custom Web Portal provides the ability to private brand your website to the HRMS system. Service includes the registration and hosting of a desired URL, a choice of graphical templates to customize the site's appearance, or the option to carry over the look of your current website. The Job Posting Module is included with a Custom Web Portal.

- Per site annual fee.

Job Posting Module

The Job Posting Module allows prospective new hires to fill in job applications online, helping managers screen initial candidates with ease. With recruiting and hiring information centrally located, you can perform instant searches, create fresh reports, and keep qualified candidates on file at your fingertips. Data tracking coordinates resource planning, recruiting, hiring, and candidate communication processes into a single managed solution. A Custom Web Portal is included with the Job Posting Module.

- Per site annual fee.

Custom Programming

The open architecture of the system allows for the addition of features and processes developed based on the needs of the end user. Our Custom Programming solutions create a technology that can grow and expand as businesses evolve.

- Per hour fee.

SSL Certificate Fee

An SSL Certificate consists of a public key and a private key. The public key is used to encrypt information and the private key is used to decipher it. When a browser points to a secured domain, an SSL handshake authenticates the server and the client and establishes an encryption method and a unique session key. They can begin a secure session that guarantees message privacy and integrity.

- Per certificate per site loading fee, plus the cost of the certificate.

Insurance Carrier Integration

Carrier Integration allows for enrollment data to be exported to carriers that allow 834 EDI File data exchange, along with any employee status changes, additions, and deletions.

- 834 EDI setup: Per carrier setup fee.
- Monthly online (FTP) file transmission to each carrier is no charge.
- Semi-Monthly, Bi-Weekly or Weekly online (FTP) file transmission to each carrier per file transfer fee.

- Annual changes to the file: Per hour fee.
- Annual carrier changes: Per new carrier one-time setup fee.
- Eligibility files clean-up service (Optional): Per hour fee.
- 3rd party enrollment company file upload (CSV Format): Per hour fee (minimum one hour charge).

Online File Cabinet

The Online File Cabinet allows for the online storage of forms and documents, providing easy paperless distribution and putting files at your fingertips twenty-four hours a day, seven days a week. Employee forms can be retrieved online by employees and administrators, reducing the costs associated with paper filing and eliminating the hassles of misplaced files. Administrators can search for employee files by an employee's last name or social security number and determine viewing privileges, letting administrators pick and choose which files employees may see.

- Set up fee and per month for every 250 MB for online storage

Optional Administration Services

Flexible Spending Administration

Flexible Spending Administration (Section 125) provides integrated online delivery and enrollment for these popular employee benefit plans. Employees can set aside pretax dollars to pay for health care expenses not covered under any other medical, dental, or vision plan and dependent care expenses for a child's day care, extended care, after-school, or assistance for an elderly parent or incapacitated dependent. The service connects to Medi Bank and the Debit Master Card for real time claims payment, reporting of account usage, and account balances so that employers and employees can monitor their account around the clock.

- Quote required

HRA Full Administration

Health Reimbursement Arrangement (HRA) Full Administration provides employers with a cost-effective, highly flexible HRA administration solution. Account funds can be easily accessed through MBI MasterCard Debit Cards to pay for healthcare expenses at a pharmacy or doctors' office. Participants have online access to account balances, claims, and reimbursement requests, allowing them to monitor their account in real time any hour of the day, any day of the week.

- Quote required

HSA Full Administration

Health Savings Account (HSA) Full Administration manages the setup of HSAs and administers any combination of accounts, giving employers a highly flexible, cost-effective HSA administration solution. Participants have online access to account balances, claims, and reimbursement requests, allowing them to monitor their account in real time through the selected HSA bank.

- Quote required

The Premium Only Plan (POP Section 125)

The Internal Revenue Code Section 125 Premium Only Plan (POP) saves you and your employees' money by reducing payroll taxes. Employees pay their portion of insurance premiums on a pre-tax basis rather than an after-tax basis, reducing your taxable payroll by reducing your employees' taxable income. With the POP Plan, both employers and employees pay less in taxes.

- Quote required

COBRA Administration

COBRA Administration provides for the administration of the Consolidated Omnibus Budget Reconciliation Act's (COBRA) notice requirements, tracking, and reporting of all Qualified Events, COBRA payments, and tracking of participants.

- Quote required

Payroll Web Services

Payroll Services allows for the on-boarding of the payroll related employee data, benefit enrollment data, time and attendance data, and any payroll necessary data fields all to be synchronized with the PAYPLUS payroll system along with any employee status changes, additions, and deletions.

- Quote required

CRM Web Services

Percentrix open architecture allows for the integration of the Sugar Community Edition CRM product to the Percentrix Product via web services. With the basic web services, prospect information loaded in the Sugar CE CRM can sync into the Percentrix HRIS and from the Percentrix HRIS database can flow into the Payroll software. Conversely, PAYPLUS client information can be synchronized into the HRIS, and from there it can be imported into Sugar CRM. Links can be provided in the HRIS to log into the Sugar CRM for easy client support. 3 hours of basic training is included.

- Quote required

Employer Online Benefits Center to include:

Add New Employee, Edit Employee Info, Status Position, Rates, Benefit Alerts, Terminations Benefit Enrollment Sign Up, Benefit Enrollment Summary, Retirement Enrollment, Beneficiaries Add/Edit Report, Benefit Change Report, Benefit Confirmation Mailer, Benefit Eligibility Dates, Benefit Enrollment Census, Close Enrollment, Consolidated Billing Report, Dependents Add/Edit Report, Enrollment Tracking Summary, Group Life Coverage Report, Insurance Age Band Change, New Enrollee Welcome Email, All Plan summaries, employee life event updates and changes, all plan benefit rates.

- Quote required

Employee Online Self-Service Benefits Center to include:

Benefits Center, View Plans, View Coverage, employer and employee rates, Self-Service Enrollment Module, Address Edit, Beneficiaries Edit, Dependent Add/Edit, Carrier directory links, enrollment forms and This service requires a custom web portal annual license fee per site.

- Quote required

Time Clock Access Only

Percentrix will provide the following online Module for the purpose of delivering an online portal with only Time and Attendance tracking functionality. Access will include the ability to edit and adjust timesheet data, store timesheet history, calculate overtime, and add custom pay codes and functions. Run timesheet reports such as time audit reports, specialty punch reports, custom reports, missed punches reports, and tracking reports.

Export the payroll profile of new employees to any payroll provider (in CSV or txt format). Our standard online time clock offers simple clock-ins and outs, specific breaks, and custom lunch settings. Clock into specific locations and departments or by job number. HRMS time and attendance functions will integrate with the payroll system, eliminating time spent keying in and manipulating data. Managers can view and edit employee timesheets in real time. Standard online time sheet export (in CSV or .txt format). This service requires a custom web portal annual license fee per site.

- Quote required

Forms

Percentrix will load 15 pre-fillable forms per PEO. Other forms can be loaded at a one-time per form fee.

- Quote required

Electronic Signature Forms

Percentrix can apply electronic signature to any form for a per form fee.

- Quote required

Terminated Employees

Terminated Employees can be kept in the system at no cost, but if terminated employees need to have access to check-stub copies and W-2 information there is a per terminated employee monthly fee.

- Quote required