

Product Information

A³ ~

Affirmative Action

Analyst & Plan Maker

**Software Products for
Better Human Resource Management**

Overview

The A³ - Affirmative Action Analyst & Plan Maker program was designed to help any size organization and human resources department easily maintain, report and develop a legally compliant affirmative action plan. As many organizations have data available in other programs, the Plan Maker was designed to read data in from Allied's CAPS and Applicant Tracker programs, as well as any other human resource information and applicant tracking program.

The Affirmative Action Analyst includes the following:

- **Employee Master Data and History**

The Employee Master file holds employee information including promotions, transfers, demotions, terminations, EEO data, position and pay information. This file tracks up unlimited promotions, transfers, demotions per employee per plan year.

- **Position File**

The job file contains position title, job group, exempt/non-exempt status, grade, eeoc data, and job code number. This file automatically updates the employee master file with the correct position information.

- **Grades File**

The grades file contains the grade number, the minimum, midpoint and maximum for each grade. This file automatically updates the employee master file.

- **Job Groups**

This file contains the job group designation and the full job group title. This data automatically updates the position file. This file is used to generate the reports by job group classification.

- **Availability (Eight-Factor) Analysis**

This file calculates the statistics for minority and female availability by job group and by designated geographical areas. General population, labor force, and/or user SMSA data is entered. Internal workforce data is entered and value weights assigned. All appropriate percentage calculations are computed instantly. The total is error checked and final availability can be automatically fed into the utilization file.

- **Utilization Analysis**

The Utilization Analysis File *automatically* uses the availability data and calculates underutilization by job group. This information is then used to develop company goals. The Utilization Analysis can be run and reported for any time period, monthly, quarterly and annually. This allows for easy tracking to determine progress on a regular basis.

- **IRA - Impact Ratio Analysis**

This file computes adverse impact on protected classes. IRA's can be run on any selected group and any specific transaction: applicants and new hires, promotions, transfers, pay increases, etc.

- **Applicant Data & Requisitions**

The Applicant Data File holds applicant flow data. This data is then used to calculate and print the Applicant flow.

The Requisition file contains basic information regarding job requisitions. This information is automatically posted to the Applicant Data File.

- **Job Group Analysis File**

This file contains summary information about the Job Groups. Information is *automatically* loaded into this file from the Employee Master file. Summary data regarding ethnic, sex and regional totals are available for review and analysis. Summary statistics are created in this file and fed into the Availability file. This gives you an opportunity to review your numbers before beginning the Availability Analysis.

- **EEO Code Table**

The EEO Code file contains the ethnic codes to identify protected classes.

Standard Reports

The standard reports are all pre-formatted and ready to print. To print a report, merely select the report from a menu. You can print most reports for any selected time period you wish. The standard reports include:

- Workforce Analysis by Department: by sex and ethnic classification
- Job Group Analysis: by sex and ethnic classification
- Eight-Factor Analysis Report
- Under-Utilization Report
- Impact Analysis Ratio - IRA Report
- New Hires, Promotions, and Transfers Demotions Logs: by Department or By Job Group and by sex and ethnic classification
- Terminations, and Demotions Logs: by Department or By Job Group and by sex and ethnic classification
- Applicant Flow: by sex and ethnic classification
- EEO-1 Classification Report
- Employee Master Profile/Verification Report
- Data Input Form for Entering New Hires
- Grades List
- Position Information List
- Employee Master List - Alphabetical
- Employee Master List - Alphabetical by Department
- Year-To-Date Goal Analysis Report to track plan progress

User Defined Reports, Forms and Processing

The Affirmative Action Analyst includes an easy to use English report writer. This means users can create their own reports on the Employee Master file. It also means that users can do mass or global changes and updates on employee data.

The Affirmative Action Analyst has a full forms generation capability. This allows any user to build forms from scratch or to use the information in the Employee Master File to complete pre-printed forms.

Entering Data from Other Software Programs – Import

The Affirmative Action Analyst comes with a menu-driven reader program. The reader program allows users to import data prepared by other programs for use in the Plan Maker. The most popular data formats are supported. This means you can move data from mainframe programs or single user programs such as Lotus 123, or even in-house programs.

Sample Reports

Provided for your reference are copies of sample reports from the Affirmative Action Analyst.

Sample Reports:

- Work Force Analysis
- Job Group Analysis
- Job Group Analysis Summary
- Transfer Log
- Promotions Log

This is a sampling of reports and is not a complete list of available reports. These reports are provided to show how reports are formatted. Printer make and model will influence the final look of the finished product.

Workforce Analysis

WORK FORCE ANALYSIS																		
Department: Accounting			Line of Progression: SAME						As Of (Date): 06/01/97									
Position	Gr	EEO-1 Categ.	Total No. Employees	-----MALE-----						-----FEMALE-----						TOT	TOT	TOT
				Tot	Wht	Blk	Asian	AmInd	Hisp	Tot	Wht	Blk	Asian	AmInd	Hisp			
JR ACCOUNTING CLERK	B	05	2	0	0	0	0	0	0	2	1	0	1	0	0	1	0	0
ACCOUNTING CLERK	D	05	5	0	0	0	0	0	0	5	0	1	3	0	1	5	0	0
SR ACCOUNTING CLERK	F	05	4	1	1	0	0	0	0	3	2	0	1	0	0	1	0	0
JR ACCOUNTANT	G	05	3	1	1	0	0	0	0	2	1	0	1	0	0	1	0	0
SPECIAL PROJ COORDIN	P	02	2	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0
ACCOUNTANT	10	02	7	3	2	1	0	0	0	4	2	0	2	0	0	3	0	0
SR ACCOUNTANT	12	02	7	2	1	0	1	0	0	5	3	0	2	0	0	3	0	0
ACCOUNTING SUPER	14	03	3	1	1	0	0	0	0	2	1	0	1	0	0	1	0	0
CORP FINANCE	16	01	1	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0
ASST CONTROLLER	18	01	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
CONTROLLER	22	01	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
DEPT TOTAL			36	9	7	1	1	0	0	27	13	1	12	0	1	16	0	0

Job Group Analysis

JOB GROUP ANALYSIS																		
JOB GROUP:13										As Of (Date): 06/01/97								
Job Title	Salary Grade	EEO-1 Categ.	Total No. Employees	-----MALE-----					-----FEMALE-----					TOT TOT TOT				
				Tot	Wht	Blk	Asian	AmInd	Hisp	Tot	Wht	Blk	Asian		AmInd	Hisp		
ACCOUNTING SVSR	14	03	5	3	1	0	2	0	0	2	1	0	1	0	0	3	0	0
ACCOUNTING SVSR/AMES	11	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
ACCOUNTING SVSR/RECD	14	03	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
APRNDL SVSR/AMLD	18	03	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
APRNDL SVSR/ELD	15	03	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
APRNDL SVSR/ELDMC	15	03	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC INVST MGMT	14	01	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC INVST MGMT	14	01	3	1	1	0	0	0	0	2	2	0	0	0	0	0	0	0
ASST ENRCH MGR	10	01	8	2	2	0	0	0	0	6	3	0	0	1	2	3	0	0
ASST LN SVRCE MGR	13	01	2	1	1	0	0	0	0	1	0	1	0	0	0	1	0	0
ENRCH LN SVR	14	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
BUILDING MGR	0	01	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
BUILDING MGR	0	01	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
CHECKING SVCS MGR	14	01	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
CONST & PAC	12	03	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
CONST MGR I	13	01	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
HUMAN RES ADMIN	14	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
IN ADULT SVSR	08	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1
IN CLOSING SVSR	10	03	2	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
IN PACKAGING SVSR/AMLD	08	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
IN PRCC SVSR/MC	10	03	2	0	0	0	0	0	0	2	1	0	0	0	1	1	0	0
IN SERVICE SVSR	11	03	4	1	0	0	0	0	1	3	3	0	0	0	0	1	0	0
IN SVC ACCOUNTING SPEC	14	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
MGMT TRAINEE	0	03	2	1	1	0	0	0	0	1	0	0	0	0	1	1	0	0
MFG CENTER OPERATIONS MGR	13	01	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
PROP MGR II	13	01	3	2	2	0	0	0	0	1	1	0	0	0	0	0	0	0
PROPERTY MANAGER II	12	01	1	0	0	0	0	0	0	1	0	0	0	0	1	1	0	0
REGIONAL HUMAN RES ADMIN	13	03	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
SAVINGS OPS SVSR	10	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
SPEC CHARGE UNIT SVSR	10	03	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
SPECIAL PRG COORDIN	2	02	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FOR JOB GROUP (RAW NUMBER)			86	29	23	0	3	0	3	57	45	2	2	2	6	18	0	2
TOTAL FOR JOB GROUP (PERCENTAGE)			1.0	.34	.79	.00	.10	.00	.10	.66	.79	.04	.04	.04	.11	.21	.00	.04

Job Group Summary Analysis

Job Group Analysis Summary Report																		
										As Of (Date): 06/01/97								
Job Group ID	Total No. Employees	-----MALE-----					-----FEMALE-----					TOT TOT TOT						
		Tot	Wht	Blk	Asian	AmInd	Hisp	Tot	Wht	Blk	Asian		AmInd	Hisp				
10	15	12	12	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0
11	29	21	20	0	0	0	1	8	8	0	0	0	0	0	1	0	0	0
12	68	31	26	1	0	0	4	37	35	0	1	0	1	7	0	0	0	0
13	62	21	18	0	1	0	2	41	32	0	2	2	5	12	0	0	0	0
14	229	118	99	5	6	0	8	111	95	2	8	0	6	35	0	1	0	0
15	127	19	16	3	0	0	0	108	81	11	3	4	9	30	0	1	0	0
16	255	42	29	1	6	1	5	213	141	15	20	4	33	85	0	1	0	0
17	98	30	21	3	3	0	3	68	48	8	6	0	6	29	0	1	0	0
Grand Total	883	294	241	13	16	1	23	589	443	36	40	10	60	199	0	4	0	0

Transfer Log

Transfers Log														
As Of (Date): 06/01/97														
Job Group FROM	Job Grp TO	Total No. Employees	-----MALE-----						-----FEMALE-----					
			Tot	Wht	Blk	Asian	Amlnd	Hisp	Tot	Wht	Blk	Asian	Amlnd	Hisp
From	11	2	1	1	0	0	0	0	0	1	1	0	0	0
TO	11	2	1	1	0	0	0	0	0	1	1	0	0	0
From	14	1	1	1	0	0	0	0	0	0	0	0	0	0
TO	13	1	1	1	0	0	0	0	0	0	0	0	0	0
From	16	1	0	0	0	0	0	0	1	1	0	0	0	0
TO	14	1	0	0	0	0	0	0	1	1	0	0	0	0
From	15	9	0	0	0	0	0	0	9	9	0	0	0	0
TO	5	9	0	0	0	0	0	0	9	9	0	0	0	0
From	15	1	0	0	0	0	0	0	1	1	0	0	0	0
From	16	14	4	4	0	0	0	0	10	9	0	0	1	0
From	17	6	0	0	0	0	0	0	6	0	0	4	2	0
TO	16	21	4	4	0	0	0	0	17	10	0	4	3	0
From	17	7	0	0	0	0	0	0	7	5	0	0	2	0
TO	17	7	0	0	0	0	0	0	7	5	0	0	2	0
Grand Total														
Transfers	41	6	6	0	0	0	0	35	26	0	4	5	0	0

Promotion Log

Promotions Log														
As Of (Date): 06/01/97														
Job Group FROM	Job Group TO	Total No. Employee	-----MALE-----						-----FEMALE-----					
			Tot	Wht	Blk	Asian	Amlnd	Hisp	Tot	Wht	Blk	Asian	Amlnd	Hisp
Promoted From	Promoted TO													
	12	2	1	1	0	0	0	0	1	1	0	0	0	0
	12	2	1	1	0	0	0	0	1	1	0	0	0	0
Promoted From	Promoted TO													
	13	2	0	0	0	0	0	0	2	2	0	0	0	0
	13	2	0	0	0	0	0	0	2	2	0	0	0	0
Promoted From	Promoted TO													
	15	1	0	0	0	0	0	0	1	1	0	0	0	0
	14	1	0	0	0	0	0	0	1	1	0	0	0	0
Promoted From	Promoted TO													
	15	3	0	0	0	0	0	0	3	3	0	0	0	0
Promoted From	Promoted TO													
	14	2	0	0	0	0	0	0	2	2	0	0	0	0
Promoted From	Promoted TO													
	15	10	0	0	0	0	0	0	10	10	0	0	0	0
	15	15	0	0	0	0	0	0	15	15	0	0	0	0
Promoted From	Promoted TO													
	15	1	0	0	0	0	0	0	1	1	0	0	0	0
Promoted From	Promoted TO													
	15	1	0	0	0	0	0	0	1	1	0	0	0	0
Promoted From	Promoted TO													
	16	10	5	5	0	0	0	0	5	5	0	0	0	0
Promoted From	Promoted TO													
	16	9	0	0	0	0	0	0	9	5	0	4	0	0
Promoted From	Promoted TO													
	17	2	2	1	0	0	0	1	0	0	0	0	0	0
	17	11	2	1	0	0	0	1	9	5	0	4	0	0
Grand Total Promotions														
		43	8	7	0	0	0	1	35	31	0	4	0	0

Sample Data Screens

Provided for your reference are copies of data screens from the Affirmative Action Analyst. The sample data screens are:

Employee Master File:

Data Screen #1: Master Employee Information
Data Screen #2: Promotion Transfer & Demotion Information

Applicant Master File:

Data Screen #1: Applicant Information

Availability Master File:

Data Screen #1: Availability Analyst for Females
Data Screen #2: Availability Analyst for Minorities

Utilization Master File:

Data Screen #1: Utilization Analysis

IRA Master File:

Data Screen #1: Impact Ratio Analysis

Job Group Analysis File

Data Screen #1: Job Group Analysis

Supporting Tables & Data Screens:

Position Master File:

Data Screen #1: Job Information Screen

Requisition Master File:

Data Screen #1: Requisitions Data

Grades Master File:

Data Screen #1: Grades Ranges Information

AA Job Group Master File:

Data Screen #1: Job Group Table Data

EEO Codes Master File:

Data Screen #1: EEO Codes Table Data

A³ Employee Data Screens

Data Screen Number One in the Employee Master File contains Employee Information needed to produce reports and perform appropriate analytical work. This data can be downloaded from other programs or sources, or it can be manually entered.

The English prompts at the bottom appear on **all** data screens and activate the following functions:

D - Delete: In most files, with confirmation, the record will be deleted after pressing the "D" key.

H - Hardcopy: A printed copy of the screen is made on the printer after pressing the "H" key.

U - Update: The "U" key is pressed to activate "Update Mode". In this mode, employee data can be changed. This also activates the security system to prevent unauthorized changes. New data will not be accepted without an authorized password.

X - Exit: the "X" key exits the user out of this portion of the program.

F - Print Form: You can print, or fill in any form that will fit in your printer. After pressing "F", the operator would type the name of the form to be printed. Forms can be prepared individually at the record or for groups of individuals through the "Print User Reports Function."

B - Browse: The Browse mode allows the user to "browse" or view multiple records on the screen at one time, simply press the B. This will present 18 employee records at one time, with the ability to scroll back and forth. The user can select which fields to be viewed. Browse selections can be printed which means you can bypass the report writer for "quickie" reports.

Data Screen two contains information on the employee's movement in the organization during the affirmative action plan year. The information on this data screen is used to create logs on promotions, demotions and transfers.

A³ Availability Analysis for Minorities

Data Screen Two in the AVAILABILITY ANALYSIS file contains the data for the Eight-factor Availability Analysis for Minorities. The user simply enters the raw data and the weights. The program then calculates the weighted factors and computes the final availability while error checking both the weights and the final availability for legal compliance. The screen allows for easy and simple yearly updates.

A³ Availability Analysis for Sex

Data Screen Number One in the AVAILABILITY ANALYSIS file contains the data for the Eight-factor Availability Analysis for Women. The user simply enters the raw data and the weights. The program then calculates the weighted factors and computes the final availability while error checking both the weights and the final availability for legal compliance.

A³ Utilization Analysis

The UTILIZATION ANALYSIS program performs an underutilization analysis on each job group. The analysis can be performed automatically by the computer without user intervention; or for purposes of goal analysis and what if projections, the user may enter the data manually to test for varying results. An accompanying report provides summary data on all job groups.

A³ Impact Ratio Analysis (IRA) Analysis

The IMPACT RATIO ANALYSIS program performs an adverse impact analysis on each job group. The analysis can be performed automatically by the computer without user intervention; or for purposes of goal analysis and what if projections, the user may enter the data manually to test for varying results. An accompanying report provides summary data on all job groups.

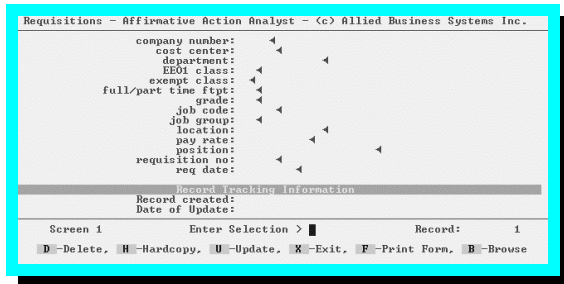
A³ Job Group Analysis Data

The JOB GROUP ANALYSIS File contains summary information about the Job Groups. Information is loaded into this file from the Employee Master file. Summary data regarding ethnic, sex and regional totals are available for review and analysis. Summary statistics are created in this file and fed into the Availability file.

A³ Applicant Tracking Screen

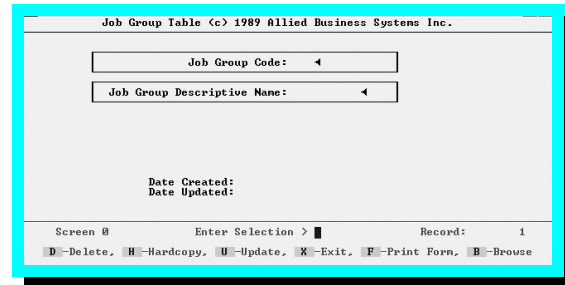
Data Screen Number One in the Applicant Master File contains Applicant Information needed to produce the Applicant Flow and provide data to compute adverse impact analyses (IRA's).

A³ Requisition Tracking Screen



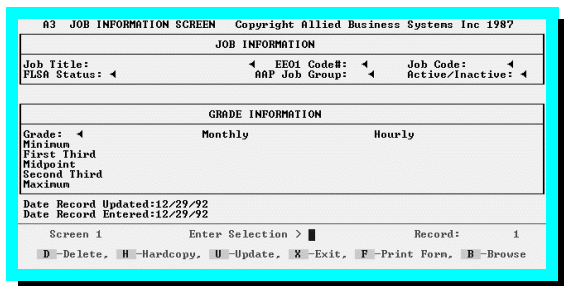
Data Screen Number One in the Requisitions File contains Requisition Information which automatically appears in the Applicant Information File once the correct Requisition Number is entered in this record and in the Applicant record. Each requisition is identified by a User Defined Requisition Number.

A³ Job Group File/Table



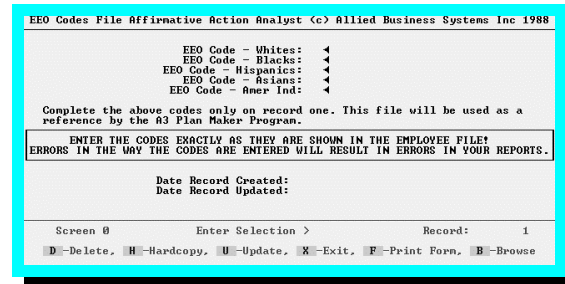
Data Screen Number One in the JOB GROUP TABLE File contains Affirmative Action Job Group Codes. The Job Group Codes are User Defined and can be modified.

A³ Position Information



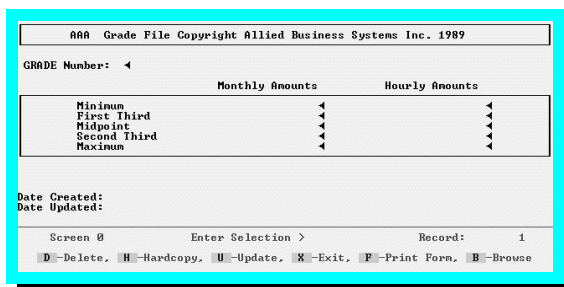
Data Screen Number One in the Job Information File contains Position Information which automatically appears in the Employee Master File once the correct Job Code is entered in this record and in the employee record. Each position is identified by a user defined Job Code.

A³ EEO Codes Table



Data Screen Number Zero in the EEO CODES TABLE File contains Affirmative Action EEO Codes. The EEO Codes are User Defined. This file must have data for the program to function correctly.

A³ Grades File/Table



Data Screen Number One in the Grades Table contains Grade Information which automatically appears in the Job File once the correct Grade Number is entered in this record and in the Job record.

IN SUMMARY . . .

The A³ screens are easy to learn and use for the "casual" user, the sophisticated user, and the daily data entry operator. English prompts mean quick training time and immediate guidance. Call Allied and arrange for a remote demonstration so you can see for your self the power and ease of the A³ - the Affirmative Action Analyst and Plan Maker!

Pricing For A³

DOS, Single User	\$4,500.00
FilePro DataBase	\$900.00
DOS Network, 5 Users	\$7,500.00
FilePro Database	\$1,495.00
UNIX Network, 1-32 Users.....	\$7,500.00
FilePro Database	Call

THANKS FOR ***YOUR***
INQUIRY!

We have a
SPECIAL OFFER
Just For You...

Seeing is believing!!

How about a demo? Not a simplified slide show version of the program, but a fully guided demonstration of a LIVE program. See how it actually works for yourself, and never leave the office! And best of all, it costs you nothing but your time and some phone charges.

You Can:

- See the data screens
- Update data
- See how data edits and error correction work
- Build your own reports in minutes
- Create a form
- Print a report to screen
- Look at the files
- Use your time productively with a live system!

HOW CAN YOU TAKE ADVANTAGE OF THIS OFFER??

Simple. First, you must have available:

1. a computer
2. a *minimum* 14400 baud modem, or better
3. a communications program like PC Anywhere (we can send you a copy)
4. two phone lines, one for the modem and one for us to talk

Call us at (714) 963-5554 and arrange for a Demonstration Appointment. We'll set up an mutually convenient time, and give you instructions for calling us back.

Invite others if you think it will be helpful or if you think they may have questions that you're not aware of. The demo can be short or up to several hours.

Why a "live" demo?

All too often, to see a program, you get a rigid slide show, or a "restricted" version of a demonstration program. The restricted types hardly work, as many features don't function, and they require full installation procedures. The slide shows don't work at all. They may look impressive but they don't actually function like the real program. AND in either case, you are on your own, with no one to ask questions, to provide help, or provide guidance. BUT NOT with a live demo. With Allied, you get it all! ...in the comfort of your office.

We really are as close as your phone. So call today and make your appointment now! Ask for Lea at (714) 963-5554, Extension #3 or Email sales@alliedhr.com