Product Information

CAPS

Computer Assisted

Personnel System

**Software Products for
Better Human Resource Management**

Thank you for your interest in CAPS. In an effort to provide you the most comprehensive information about automating your human resources function, we have included fact sheets describing various aspects of CAPS. CAPS is currently the most flexible and powerful microcomputer system on the market today. It was designed by personnel professionals to meet the growing legal and management demands on human resource departments.

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Product Overview

CAPS is the first microcomputer personnel data management system that allows you to pick and choose the degree of data manipulation capability required by your company's human resource needs. CAPS database is a full personnel record-keeping program with many powerful features:

- friendly - like an employee file folder;	- over fifty unique reports;
- sick leave and vacation accrual;	- length of service calculations;
- easy to use English report writer;	- English prompts;
- remote service;	- full customization;
- interface with other programs and computers;	- quick entry procedures for adding new hires quickly;
- browse feature;	- full forms generation;
- audit trails;	- on-site training;
- speed printing;	- error checking;
- full math functions;	- menu driven;
- user definable on-line help;	- pop-up windows;
- cut and paste data between files;	- source code available;
- speed updating to facilitate "fast" record retrieval and updating;	- and CAPS is available for a wide variety of computer systems in single user, multi-user/multitasking or networking - to meet the needs of any size company!

Client Profiles

Allied HR Software Grows to Meet Your Needs: One client began running CAPS on a single-user DOS-based Compaq 286 computer. Their system was installed in 1984 and they had approximately 1500 employees. They have grown to over 4500 employees and are currently running with 48 HR users in four western states. Allied helped them upgrade to a Unisys System 5000. They upgraded to a UNIX version within one year of their initial installation, and CAPS grew with them. After two years, they converted to a Flexible Benefits Administration. CAPS grew with them. Their CAPS program administers all their HR needs including full flexible benefits, employment, and affirmative action. They recently ran a cost analysis to estimate the cost of converting and matching current HRIS functioning on the mainframe; the conversion cost would be $3 million, the time frame to just *duplicate* current functioning - three years; and on-going support would be twice the current level! CAPS is powerful and cost effective.

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Allied HR Software is Selected by People & Companies Who Know: Top rated, high technology computer and software companies select CAPS. Leaders in the technology and software field have selected CAPS as their software of choice. After extensive evaluation, CAPS proves itself to be the easiest and most flexible HR program available.

SCO (the Santa Cruz Operation), the world developer and distributor of XENIX chose CAPS. SCO is based in Santa Cruz and has some 800 employees and approximately ten HR users.

Sun Microsystems, with over 10,000 employees and some 256 HR users, chose CAPS! Sun is a pioneer in high technology computers and evaluated over 22 systems and selected five vendors for all day demos. Allied HR software, its capabilities, its flexibility and its ease of use won over every HR staffer and MIS representative! Sun's HR users are spread over nine divisions and throughout several states. CAPS receives nightly downloads from Sun's Cullinet Mainframe program.

Service and Customization

Allied's clients are located from Hawaii to the East Coast. The majority of our clients are in California. All clients are on Remote Service. Remote service allows us to call up a client's computer via a phone line and modem to provide a variety of services including customization, diagnostics, trouble shooting, training and help.

All Allied HR management software can be customized to meet your requirements. Customization can be performed by Allied or if Source Code is purchased, you can do you own customization. You can elect to purchase Source Code at any time. You may wish to have Allied perform initial customizations, and then purchase Source after everything is functioning just the way you want it. Or you can purchase Source Code in the beginning and perform your desired customization as part of Source Code Training.

Customization on Allied HR Software does not require recompiling as in other software. This greatly enhances product flexibility, ease of use and technical support.

Features & Facts

CAPS is supported on a variety of computers. Computers that use the MS-DOS, PC-DOS, UNIX/XENIX or VMS operating systems may run CAPS. That's about one hundred and fifty different computers, from micros to super micros, and minis. That means that whatever equipment your company has, there's a very good chance that CAPS will run on it.

CAPS is economical for companies with 100 to 100,000 employees. Because of CAPS versatility, it can be run on single user computers, or on computers supporting up to dozens of remote terminals. That means that CAPS can easily serve central or decentralized personnel operations, or multi-faceted personnel departments, with separate functions such as employment, compensation, benefits, payroll, etc. Here are the features, which apply to all computer systems:

1. English Prompts & Menu Driven

CAPS prompts you for every decision you need to make. There are no blind guesses or confusing programming terms. No list of commands to memorize, just simple menus to select from. This means that operators can be trained quickly, and the department can use CAPS without becoming dependent on just a few people.

2. CAPS is Flexible:

We know that the way you wanted CAPS set up initially may change after some time and usage. Maybe the company has changed benefit plans, or redesigned its policies that require adding or changing fields. Companies do change their minds. That's O.K. We expect changes, so we designed a system, which can change to your new requirements without re-entering your data.

3. CAPS Has Friendly & Logical Data Screens:

CAPS is set up like an employee file folder. The screens are organized to make work easy, and designed by personnel people. Personal data on one screen, benefits data on the next, pay and performance information on another screen, etc. Easy to understand and easy to use. You can store over 500 pieces of information per employee! Need MORE? O.K. We've reserved lots of room for expansion purposes. Of course not everyone should see everything. That's why CAPS places the fields on logically designed screens that can be password protected to prohibit access to certain information.

4. Over 40 Unique Standard (*but Flexible*) Reports:

Standard reports are pre-formatted, pre-sorted and pre-selected reports, which are ready to print at the touch of a single key! However, all standard reports can be printed for your entire organization or for one department or for any specific group of employees. So even, the standard reports give you a great deal of flexibility. You are not locked out of these reports -- you can modify them, or copy them and use them as a base for your own reports.

5. Create Reports Quickly & Easily!

Create your own unique user reports with an easy to use English report writer. Make as many as you want, as often as you want. No codes or programming experience is required, and the average report takes only a few minutes to create. Password your reports, change their formats, print them in hard copy or to the screen. Your report content can be sorted alphabetically or in numerical order, in ascending or descending order, on any fields you choose. You can have up to eight sorts and sub totals per report (for example, division, department, cost center and supervisor). You can easily total any numeric fields, as well as perform record counts. You can create new fields on reports and perform standard math (add, subtract, multiply and divide). The minimum, maximum, total, and average are built in math functions for you to use.

6. Create and Complete Labels or Forms:

CAPS will print labels, make and/or fill in forms, and print information on just one employee or for the whole company! This means that once an employee's information is in CAPS any form can be automatically completed. Besides reducing the problems of illegible writing or missing information, this means enormous timesavings! Create Benefits Statements, Personnel Change/Status Notices, Performance/Pay Review forms; or have CAPS fill in your own pre-printed forms!

7. Full Math Capability - WHAT IF'S & MORE...

CAPS will perform conditional math. That means that CAPS will only do a specific calculation if certain criteria are met. For example, if your policy says that vacation days are earned only after six months of service, then CAPS will first check the length of service of each employee and then calculate vacation earnings on those who have been employed six months or more. You can project what if models into the future from simple projected increases to more complex date and performance dependent increase analyses.

8. Record Security and Deletion Protection:

CAPS has extensive record deletion protection. A deletion must be approved by a supervisor and removes the possibility of accidental erasure of information. In addition, CAPS only permits authorized personnel to change or add information to employee records. The supervisor controls authorized access. This means that CAPS provides more security for your personnel information than virtually any other personnel system available.

CAPS security allows an organization to determine who has access, viewing and/or updating privileges to files, records, data screens, and menus.

9. Internal Audit Trail:

CAPS uses special fields, which are inaccessible (tamper-proof) by the user, to "stamp" each record with the date any change was made and the operator identification.

Even the most demanding auditors will be satisfied with this kind of audit trail.

10. Error Edits on Fields - Data Consistency & Error Checking:

CAPS will watch for up to 100 different types of errors or special edits during data entry. For example, it can check that a gender field contains only a "M" or a "F"; that a field contains numerals rather than letters; or that an entry falls into a given range.

11. Use (Export) Data into Your Favorite Spreadsheet or Word Processor:

CAPS can copy selected information from the main database into another file or program. Use your information in spreadsheet programs, word processing documents, statistical or graphing programs. This means that you can do real "information processing" - not just data processing. Use your personnel information to create special management analysis files, or whatever you need to do with it to make the company more profitable and better managed.

12. CAPS grows with your company.

If your company grows from 300 to 30,000 employees CAPS stays right with you. And you can change computer systems without the need to re-enter data or lose your own special report formats, etc. Change from a single user, to a multi-user computer, and the only training needed will be about the new equipment - not about CAPS! We can transfer data, and upgrade your programs quickly and without any massive conversions or "down" time. No matter what you need to do, CAPS can do it. CAPS can turn your paper pushers into personnel workers.

13. BROWSE Feature -- View 18 Employees at ONE Time!

CAPS lets you "browse" through records so you can look at selected pieces of information on a number of employees at one time. This means you can see 18 employees at one time on the screen. You can pick and choose the data you want to see. This is great for auditing data or checking information quickly. Only CAPS provides this feature!

14. Help!

CAPS has On-line Help screens for easy reference. Press the magic key and you have instant help available for quick reference. No need to memorize special keys or functions. The Help file is accessible to the user for revisions and elaboration.

AND ... we provide on-site training. We also have on-going classes in advanced or special applications. We won't leave you in the lurch -- even if we knew what a lurch was.

15. Archive Data

CAPS maintains archival files on terminations, or other groups of records you wish to maintain separately. This means that you can keep accurate turnover statistics with the complete control and analytical abilities that CAPS gives you on current employee records. The archival feature also means that you can allow regional personnel departments to maintain their own records, and then "merge" all the regions into one "corporate" picture.* That means you'll really be able to see what's going on throughout the company. The possibilities are unlimited.   (*Requires customization, or multiple copies of all CAPS.)

16. CAPS has an Unlimited History - with a One-Time Entry:

You can maintain employee histories for as long as you need; the only limitation is the amount of hard drive storage in your computer.

17. Have It Your Way -- Customization Available:

If you have special or unique needs, Allied can customize CAPS prior to the initiation of data entry. Customization can include: changing field names or data, creating additional data screens, installing additional passwords on screens, creating special reports, etc. The possibilities are endless.

18. We're as Close As Your Phone ...

Allied offers full remote service to all CAPS clients. With your permission, we can call your computer to provide you with updates, training, and problem-solving assistance. We are as close as your telephone.

19. Technical Data:

CAPS is written in the language known as "C" through a fourth generation data base, which means it works on many computers and in many environments, and will grow with the organization. You do not need to know C to operate the program. It is totally masked, and the database is one of the easiest to use. Here are some more technical things some "techies" may want to know:
(*Most items realistically limited by hardware storage, or the specific operating system of your computer.)*

- Capacity per file: 1 billion records per file
- Characters per record: 65,400
- Every item is password protectable
- Fields may be revised **after** data is entered
- Input and Output File Formats: ASCII (fixed or variable lengths), Sylk, Dif, delimited
- Maximum number of users: 384
- Relational joining of files
- Screens per file: Unlimited
- User Definable Label Formats, Math Tables, Printable Forms, and Report Format: Unlimited

20. Maintenance & Support:

CAPS comes with one year unlimited support. After one year, maintenance can be purchased for approximately 15% of the purchase price. If you are interested in supporting your own version of CAPS, the source code can be purchased.

21. Pop-Up Windows:

CAPS lets users cut and paste data between files and tables through pop-up windows. In addition to the standard windows between files, users can create their own windows! Users can also create their own interactive files, which share data with CAPS. All of this without programming knowledge or dependency on a software

22. What's Your Pleasure?!

CAPS comes in a version which best suits your operating environment. We have versions in MS/PCDOS, XENIX, UNIX, VMS and Networking. XENIX/UNIX versions give more power at an affordable cost. Network versions support 3Com, IBM and Novel.

23. Comprehensive HRIS Products to Meet Growing Needs!

Allied continues to provide interactive human resource management programs to meet the most demanding HR tasks. Modules include Applicant Tracker, Pay-Matic (payroll interface), CAPS PAY, Skills and Training Tracker, Absence Incident Tracker, and A^3 - the Affirmative Action Analyst.

How Does CAPS Work?

The challenge of any software developer is to create a powerful and comprehensive program but one that is not overwhelming in its structure. In that way, it is easy to learn and use, and yet responsive and powerful. Too many menus and too many screens are hard to learn and difficult to remember. CAPS provides the perfect balance in its simplicity and power.

CAPS is a team of files working together. What does that mean? Simply put, it means that you have several file drawers containing different information which work together in an integrated fashion. The file drawers communicate with each other. CAPS files ("file drawers") are categorized as follows:

1. CAPS EMPLOYEE RECORDS:

This file is like looking at an employee's file folder. It contains general identification information, compensation and performance data, benefits and time-off information, as well as personal history. Information is categorized on data screens. You can *quickly* review all relevant employee information by just hitting a single number key. You can scroll through employees by hitting the up or down arrows. You can select records on up to 72 combined fields of data -- that's a lot!

2. JOBS FILE:

The job file holds information relevant to each position within the organization. Job title, code, job group, grade, exempt/non-exempt status, EEO1 job classification, and point factor and position analysis information is kept in this file on two data screens. Significant information in this file is then "posted" to the employee file. In this way, accurate information then appears on each employee record. This saves you time as you don't need to enter position title, or grade, etc. The job code number in the employee record activates this "posting" of information. Once the job code information is entered, the position title, grade, minimum, midpoint, maximum etc. are automatically entered.

3. GRADES FILE:

The grades file holds grade information. The grade number, salary range, including midpoint, is recorded in this file. The grade information in the job file for each position is then updated after there is a change in the grading structure. The job file then posts revised ranges to the employee file. In this way, your employee file can contain and report out current information with a minimum of input.

4. EMPLOYEE HISTORY FILE:

The history file is a personnel transaction file. It allows you to maintain an unlimited history on employees. Available hard disk storage is the only restriction as to the length of time histories should be maintained on the hard drive. Once a personnel transaction (salary and/or job change) has been entered, a history record is

automatically generated and information appearing elsewhere in the employee record is automatically corrected. To maximize the use of microcomputer access and storage, only relevant information is maintained in the history file.

5. PREMIUM/BENEFITS/COBRA FILES:

The Premium File records information on insurance premium rates. There is one record made for each specific premium configuration. Some premiums are based on determined rate per $1,000 of earned salary. Some premiums are calculated on length of service, salary level and the like. Once this file is updated, current premium information is "posted" to each employee's record. In this way, it is possible to do benefits costing by carrier, by plan, by department, by position, or by any organizational unit desired. Prepare benefits statements easily as well as premium reconciliation. Section 89 fields are included so that appropriate testing can be performed.

There is a separate, but related, COBRA file which holds pertinent information on terminated employees, spouse and dependents. There is an optional billing component as part of this file so that your can track billing and payments.

6. OTHER FILES:

CAPS also includes a Departmental/Organization table, OSHA tracking, a Password/Security file; and CAPS can be customized to include additional files needed by your organization. Allied can build new files or modify the files described above. The user has the capability to create and build their own files without dependency on Allied or on additional programming. Whatever you need to achieve maximum human resource and management information functioning, CAPS is there to help!

CAPS Menus

In order to move quickly between the various CAPS files and program functions, you will be presented with a number of "menus." Essentially, the purpose of a menu is to display various options which correspond (and direct you) to different program files or functions. You can choose one of them at a time by highlighting the name of the choice (and pressing < ENTER >) or pressing the corresponding number. Each menu option includes a descriptive line to help users select appropriate options.

1. CAPS General Menu:

The CAPS General Menu is the main, or master, program menu. It will "load" first onto the computer monitor whenever you call up CAPS. This menu serves several functions:

     1) you can access data, and add or revise employee information;
     2) you can access other menus; and
     3) you can access interactive programs, such as word processing, electronic spreadsheet, etc.

2. Inquire, Update Data:

This menu allows you several possible options, which can be chosen to access an employee record. It is possible to look up an employee by his/her name via the name index, by record number, or by "scanning" on any single field or combination of fields. You can also call up another employee record directly from a current record.

3. Reports Menus:

CAPS program includes a number of standard report formats. Standard report selections are categorized for convenience. The first menu is structured to enable you to select the type of report you want to print; for example, compensation, employment, benefits, EEO/affirmative action, personal or performance. The remaining menus describe each pre-formatted report, which is available to you, in addition to Print to Screen, Print Variable, or User Report and Speedy Print options.

4. Special Options Menu:

You will select this menu to access any of several special program functions, which are available to you, including special index creation (to be used to create your own indices) and for archiving terminated employees.

5. CAPS Quick Entry Menu:

CAPS comes with a specially designed "Quick Entry Data Screen" program for adding new employees. Once this menu selection has been made, new employee records can be added quickly and efficiently. The option reduces numerous data screens of employee information to one or two streamlined screens, which match a Data Collection and Input Form.

NOTE: "History" is automatically generated when adding a new record or employee. This history record is stamped with a "new" transaction code and contains new hire starting salary and related job information.

6. Supervisor's Function Menu:

This menu is the "door" to files that work in conjunction with CAPS. It is through this menu that other inter-related CAPS files are accessed, including the job file (JOBS) and the grade file (GRADES). The Back-Up menu, which provides options for daily, weekly and full system backup procedures.

7. User-Defined Functions:

Your CAPS program includes the capability to allow an individual user to design and format many kinds of reports. This menu accesses user-defined functions while guiding the user through the design of reports, mailing labels and forms, in addition to the development of batch and output processing modes. Report formats can be easily copied within the same file or from file to file. An Erase User-Made Format option to delete reports and processing which has become obsolete is also accessed from this menu. This helps prevent accidental report erasure.

CAPS program design is simple to learn and easy to use; and yet it provides flexibility and powerful features for the most sophisticated user.

Standard Reports

The standard reports included with CAPS program are listed below, along with a brief explanation of each. Almost any report-type format can be user-designed and created; and, any of these standard reports can be modified to accommodate one-time or on-going special needs. All reports can be easily copied within the same file or from file to file.

For ease of reference, report titles have purposely been made descriptive of the report's objective and/or contents. Any report can be password-protected to prevent unauthorized printing of the data.

Compensation Reports

1. COMPENSATION TOTALS BY DEPARTMENT, WITH COMPANY TOTAL: This report is a sub-total report can be used for budgeting, cost analysis, hiring analysis, and to serve other compensation needs. All reports can be printed on any selected group - a single or group of departments or company wide.

2. COMPENSATION DETAIL BY DEPARTMENT, WITH COMPANY TOTAL: This report details staff pay and can be used for budgeting, cost analysis, hiring analysis, and to serve other compensation needs. All reports can be printed on any selected group.

3. REVIEW DUE IN 30 DAYS OR LESS: Excellent for monitoring supervisory reviews of employees, sending reminders, cross-checking against corrective action listings, and for budgeting purposes. All reports can be printed on any selected group - a single supervisor or a selected group of supervisors.

4. EXEMPT AND NON-EXEMPT LISTING OF POSITIONS: This report is used for hiring, EEO reporting, implementing layoff procedures, and job analysis. It can be run in detailed form (employee's names, grades and so on), or as a simple position listing only.

5. PART-TIME POSITION LISTING: Especially useful in identifying where part-time positions have been allocated, rates of pay for P/T's, and for staff planning and control purposes. Also used in lay-off and budgeting activities.

6. POSITIONS BY GRADES: Complete listing of all positions and their grades, employee names, locations, etc. Any key field, including grade, department, employee name and the like, can sort this report. Sorts can be modified at the time of printing. This single report can be sorted and printed to provide data by job title, location, department, etc.

Employment Reports

1. YEAR-TO-DATE HIRES: This report is used to identify the need to implement staffing controls, for reviewing hiring salaries, in Affirmative Action Reports, and in training cost controls.

2. NEW HIRES BY DEPARTMENT: Designed to assist in turnover analysis, cost control, production analysis, and supervisory evaluation, this report can be modified to include additional information concerning the performance of new hires.

3. TURNOVER BY DEPARTMENT: Cost control, supervisory effectiveness, training needs, and employment forecasting are just some of the areas this report will help you address.

Performance Reports

1. REVIEW DUE IN THIRTY DAYS: This report identifies employees who are due for a performance review within the ensuing thirty day period, and will also flag employees who are overdue for appraisal. All reports can be printed on any selected group - a single supervisor or a selected group of supervisors.

2. PERFORMANCE RATINGS BY DEPARTMENT: One of the most potentially cost effective reports available. It is useful as an aid in determining supervisory effectiveness, production-to-salary increase ratios, and employment trends affecting the whole company.

3. CONDITIONAL AND UNSATISFACTORY RATINGS ONLY: For legal protection (and as a tool to measure and promote supervisory effectiveness), this report should be produced at least monthly, and reviewed in detail.

4. RATINGS BY SUPERVISOR: This report "groups", and prints out, all performance ratings given a particular evaluating supervisor(s).

5. INCREASE PERCENTAGES AND PERFORMANCE RATINGS: The cumulative output from 12 months of these reports can be used as a defense against complaints arising from unfair salary practices and/or discrimination. The monthly version can be exported into a statistical evaluation package for detailed analysis.

Benefits Reports

1. BENEFIT ELIGIBILITY, 30 DAYS PROBATION OR LESS REMAINING: This report can be adapted to signify eligibility for any insurance, profit or pension plan, and can function as a budgeting tool as well.

2. PREMIUM RECONCILIATION REPORT: Important in assessing overall expenditures associated with certain benefits, and as an aid in reaching decisions relative to the modification of benefit contributions/plans in the face of increasing costs.

3. VACATIONS: "Earned time" vs. "time taken" is the focus of this report. Having a clear picture puts you in a position to prevent scheduling problems, and year-end vacation pile-ups. Used also as a means for readily determining vacation payoff vis-à-vis terminated employees.

4. LEAVE OF ABSENCES: Essential for staff planning, this report identifies those positions which must legally be "held" for returning employees.

5. SICK LEAVE: Similar in content to the "vacation" report, this one compares time taken with actual time earned, and is exceptionally useful in determining the precise degree of "excessive absenteeism".

EEO/Affirmative Action Reports

1. WORK FORCE ANALYSIS: In a few short minutes, this report can produce data required for Affirmative Action Plan preparation that would normally require several days' worth of manual endeavor.

2. JOB GROUP ANALYSIS: By law, considered essential in determining whether de facto discrimination exists within an organization, this report can also used in preparing your Affirmative Action Plan.

3. EEO1 REPORT: This report prepares the complete EEO1 report required annually by the government. This report provides an EEO breakdown of your entire workforce by the nine-job/position classifications specified by the government.

4. VETS-100 REPORT: This report prepares the complete VETS-100 report required annually by the government. This report provides a veteran breakdown of your entire workforce as specified by the government.

5. YEAR-TO-DATE GOAL ANALYSIS: Critical in demonstrating compliance with Affirmative Action Plan goals, and in monitoring the employment function. This report can be run monthly with little effort, replacing the tedious manual undertaking necessary to produce just a quarterly report in the past. Monitoring progress on a monthly basis will provide more effective affirmative action control and thus help reduce the risk of incurring greater liability.

6. PROMOTION LOG/TRANSFER LOG: Necessary as part of an Affirmative Action Plan, having the capability to produce these two reports represents a substantial savings (six to ten days work) in time over manual systems.

7. NEW HIRE LOG: Necessary as part of an Affirmative Action Plan, the New Hire Log identifies new hires by sex and EEO code. It can be printed for any time period, for any department, supervisor, and company-wide or for any selected group. This report can be useful in doing analysis of a company's hiring practices.

8. TERMINATION LOG: Necessary as part of an Affirmative Action Plan, the Termination Log identifies terminations by sex and EEO code. It can be printed for any time period, for any department, supervisor, and company-wide or for any selected group. This report can be useful in doing analysis of a company's firing practices.

Personal Data Reports

1. EMPLOYEES BY HOME ZIP CODES: This report can provide information to be used in setting up contingency plans (in the event of national disasters or other emergencies), organizing car pools or other methods of group transportation, and the like.

2. ALPHABETICAL LISTING OF EMPLOYEES: This is basically a simple report, but it can be expanded to include various other types of information, depending on the needs of the user.

3. EMERGENCY PHONE NUMBER OR CONTACT LISTING: Organized either alphabetically or by department (or both), this report can easily be updated as often as necessary.

4. DATE OF BIRTH, IN DESCENDING ORDER: Whether it is to send out birthday cards from the company president, to demonstrate that there's no age discrimination, or to calculate insurance

premiums on a new rate schedule, this report is available at the touch of a button.

5. IDENTIFICATION LISTING: Whether or not you use corporate ID numbers or badges, this listing can serve as a means to identify employees from other locations or perhaps for security purposes. Social security numbers can be used instead of corporate IDs.

Special Reports

1. CORRECTIVE ACTION PHASE: This report enables you to see which employees have been placed in a corrective action mode, and to identify the particular phase of the discipline.

2. CORRECTIVE ACTION CYCLE CHANGE: This report identifies employees who are no longer in a disciplinary status, and the change to their review cycles as a result of the action taken.

3. INTERNAL PHONE EXTENSION: This report identifies employees and their respective internal telephone extension numbers.

4. YOUR CUSTOM REPORTS: Should you request any special report to be customized by Allied, those reports may be added to this menu.

Instant Screen Reports

As a convenience for CAPS clients who may not always want to print a hard copy every time, all reports available through CAPS can be viewed on the screen. With this option, report data is "printed" to the screen rather than to paper. If you change your mind, however, you'll still have the ability to produce a printed hard copy of whatever appears on the screen. This function can save time whenever you need a special grouping of data, but don't want to take the time to print out a full-scale report. These so-called "instant" reports can be modified to suit your most common data requirements.

Forms

CAPS allows the user to format, and then complete, standard forms using information pulled directly from the database. Many human resource departments are routinely required to provide personnel-related information in the course of their normal operation. The program can easily and electronically fill in typical forms, such as insurance enrollment forms.

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Sample CAPS Data Screens

For your reference, we are providing some *sample* data screens from the employee file and from the jobs file. These data screens do not represent all of the data screens but are only a sample. All screens can be customized to meet your organization's specific requirements. CAPS screens are logically ordered like looking at an employee's personnel file. There are enough to keep related data separate but not too many to be cumbersome and over-whelming.

The CAPS program lets you create new files and related data screens. File creation and screen development is easy and fun to do. Should you wish to modify data screens in CAPS, itself, you can purchase Source Code, which gives you the freedom to make any changes you wish.

The *sample* data screens provided are:

CAPS EMPLOYEE FILE:
Data Screen #1: General Information
Data Screen #2: Compensation & Performance
Data Screen #3: Benefits Data
Data Screen #4: Other Benefits

Data Screen #6: Personnel Action Screen
Data Screen #7: Personal Data
CAPS JOBS FILE:
Data Screen #1: Position Information
Data Screen #2: Evaluation & Survey Data

CAPS SCREEN 1: EMPLOYEE GENERAL INFORMATION

Data screens are organized like an employee file folder. Screen One contains non-sensitive data and is not password protected. Employee identifier information is in the top box. This ID box appears on each data screen for easy reference. Location, employee status, hire and termination dates, length of service, seniority are some of the data found on this screen. Press one key to change screens. Up and down arrows or the enter key on searches move you from one employee to the next. No unnecessary forced moving in and out of menus to change data or employee views!

ALL FIELDS MAY BE CHANGED TO MEET CUSTOMIZATION REQUIREMENTS. English prompts appear at the bottom of each screen. The prompts and naming conventions are explained below.

Data Screen Naming Conventions & Prompts

The lateral menu at the bottom of each data screen provides the user with English options.

D - Delete:
Employee records CANNOT be deleted without a supervisor's approval. CAPS provides security on terminations and a dual control procedure for new hires, which will pass any audit requirement.

H - Hardcopy:
A printed copy of the screen is made on the printer.

U - Update:
Update permits data changes for authorized operators. This also activates the security system to prevent unauthorized changes. CAPS provides both inquiry privileges and/or updating privileges.

X - Exit:
This would exit the user back to the menu.

F - Print Form:
CAPS can print or fill out any pre-printed form that will fit in your printer. The Print Form options display a pop-up window with a list of available forms. This is helpful in printing a single mailing label, performance review form, benefits enrollment form, etc. The form will be completed on the displayed record only. Forms for multiple records can be completed through the regular printing options.

B - Browse:
To "browse" through many records on the screen at one time, simply press the B. This will present 18 records with the ability to scroll back and forth. You can choose to view any fields in CAPS. Browse selections can be printed bypassing the Report Writer for "quickie" reports.

CAPS SCREEN 2: PERFORMANCE & COMPENSATION DATA

```
┌──COMPENSATION SCREEN 2──────CAPS (c) Allied Business Systems Inc. 1990┐
│Last Name:              First Name:              Mid Init:            │
│Position:                    Soc Sec #:          Dept Num:            │
│────PERFORMANCE INFORMATION──────────────SALARY INFORMATION──────────│
│Grade:     ◄   Date of Hire:          Salary(mo):         Hrly:      │
│FT/PT:    ◄    Date on Job:         ◄ Annual:             CompaRatio: │
│             Job Code:          ◄     Date of Last Increase:          │
│        Exempt/Non-Exempt:      ◄     Increase Amt:       Percent:    │
│    Last Performance Rating: ◄        Wage Adjustment:                │
│Date of Performance Rating:           Type of Increase:              │
│Date of Next Perfm. Rating:  ◄        Salary Prior to Increase:       │
│        Differential #1:     ◄        Recomm Supervisor:             │
│Diff #2:   ◄   Diff #3:      ◄        YTD Bonuses Paid:       ◄       │
│Incentive Plan:  ◄    Code:  ◄        Bonuses Paid Last Year:         │
│    YTD Incentives Paid:     ◄        Grade Min:          Max:        │
│  Incentives Paid Last Year: ◄            Mid:           %ofGr:       │
│                              OPID: ◄                                 │
│    Screen 2            Enter Selection > ▮        Record:    164     │
│    D─Delete, H─Hardcopy, U─Update, X─Exit, F─Print Form, B─Browse    │
└─────────────────────────────────────────────────────────────────────┘
```

Data Screen Two contains the compensation and performance information about the employee. Job information is automatically drawn from the Job Information File and several *automatic computations* are performed: Minimum, midpoint and maximum come from the Job file, the Compa-Ratio is calculated and shown. Compa-Ratio is automatically changed when salary or grade changes occur.

Percentage of Grade represents the placement or progress the employee is making the salary grade toward the maximum.

Salary prior to last increase is always calculated.

Annual salary and hourly rate are calculated when monthly salary is provided. Weekly salary can be used in place of the monthly amount.

If increase amount is entered, the percentage is calculated. If the percentage is entered, the amount of increase is calculated. This means you don't have to have a calculator in hand to use your computer!

CAPS SCREEN 3 - BENEFITS TRACKING

```
┌──INSURANCE SCREEN 3──────────CAPS (c) Allied Business Systems Inc. 1988┐
│Last Name:              First Name:              Mid Init:            │
│Position:                    SS#:                Cost Ctr:            │
│                                                 HC Code: ◄           │
│Mar Stat: ◄  Dependents: ◄   Birth Date:     ◄ Class: ◄   FTPT:  ◄   │
│INSURANCE    CODE   COV/AMT   PSC  EFF/DATE  CO PAID  EE PAID  TOTALS │
│Medical       ◄       ◄        ◄      ◄         ◄        ◄            │
│Dental        ◄       ◄        ◄      ◄         ◄        ◄            │
│Grp Life AD&D ◄       ◄        ◄      ◄         ◄        ◄            │
│Vol Life      ◄       ◄        ◄      ◄         ◄        ◄            │
│LTD           ◄       ◄        ◄      ◄         ◄        ◄            │
│Other One     ◄       ◄        ◄      ◄         ◄        ◄            │
│Other Two     ◄       ◄        ◄      ◄         ◄        ◄            │
│Other Three   ◄       ◄        ◄      ◄         ◄        ◄            │
│Other Four    ◄       ◄        ◄      ◄         ◄        ◄            │
│DOH:      ◄  DOT:      ◄       TOTALS:                                │
│FT Conversion Date:           OPID:                                   │
│Hrly Costs to Company:        Hrly Costs with Salary:                │
│    Screen 3           Enter Selection >          Record:    312     │
│    D─Delete, H─Hardcopy, U─Update, X─Exit, F─Print Form, B─Browse    │
└─────────────────────────────────────────────────────────────────────┘
```

Data Screen Three tracks information on each insurance coverage selected by the employee. Premium amounts are calculated and "posted" from a separate Benefits file, which maintains data about each plan and its rates.

1. Once the benefit file is updated, the most current premium amount automatically posts to the employee records including any calculated coverage amounts!

2. You can easily prepare annual benefits statements and do premium reconciliation.

3. Benefits costs can be reported out in any organizational group desired. Track benefits costs by carrier, by plan, by department, by position, by cost center or by grade. OR by any multiple grouping you need!

4. Premiums are broken down by Company contribution and employee contribution. You can have your benefits presented in a way that works for your organization!

5. CAPS can manage a cafeteria plan program. For more sophisticated programs, Allied offers a Flexible Benefits Administration Module. CAPSFLEX calculates and administers your flex benefits plans and maintains multiple plan year enrollments.

CAPS SCREEN 4: OTHER BENEFITS

```
┌──BENEFITS INFORMATION SCREEN 4   CAPS (c) Allied Business Systems Inc. 1990┐
│Last Name:              First Name:              Mid Init:            │
│Position:                    Soc Sec #:          Dept Num:            │
│                                                 HC Code: ◄           │
│────────────────────OTHER BENEFITS INFORMATION──────────────────────│
│Credit Card(s): ◄  Consumer Loan: ◄   Pension Membership date:    ◄  │
│Safe Dep Box Loc:                       Vested In Pension:     ◄     │
│   EE Checking:                       Profit Share Elig Date:  ◄     │
│   RE Loan Number:                       Profit Share Units:   ◄     │
│Bonds:   ◄    IRA:  ◄                     401(k) Participant:  ◄     │
│ADD. EARNINGS DEPT   HRS CODE AMT    401KE (Y/N): ◄     401K%:  ◄     │
│   OTHER1                              Matching Vested %:      ◄     │
│   OTHER2                                     Other A:         ◄     │
│   OTHER3                                     Other B:         ◄     │
│REHIRED:            FTPT:                                             │
│   DOH:       ◄     DOT:     ◄  OPID:                                 │
│    Screen 4           Enter Selection >          Record:    164     │
│    D─Delete, H─Hardcopy, U─Update, X─Exit, F─Print Form, B─Browse    │
└─────────────────────────────────────────────────────────────────────┘
```

Data Screen Four tracks Other Benefits information. You can quickly track information about an employee's participation or election in a variety of other available programs such as 401K, pension, stock purchase etc. You can also track property allocated to an individual, special loan programs or perks specific to your business. As on the other data screens, this information can be modified to meet your organization's requirements.

CAPS SCREEN 5: TIME OFF DATA

```
  TIME OFF INFORMATION 5   CAPS (c) Allied Business Systems Inc. 1993
Last Name:              First Name:           Mid Init:
Position:               SS#:          ◄       Cost Ctr:
Enter Time Card Information? (Y/N) ◄
    VACATION INFORMATION            SICK LEAVE INFORMATION
Vacation Eligible:       ◄    Sick Leave Policy:         ◄
Vacation Available:      ◄    Sick Leave Available:      ◄
Vacation Used:           ◄    Sick Leave Used YTD:       ◄
Vacation Carried:        ◄    Reserve Sick Leave:        ◄

Total Vacation Available:     Total Sick Leave Available:

Hire Date:      FT Conv Date:        Termination Date:
                  LEAVE OF ABSENCE DATA
    Start Date:     ◄          LOA Type/Code:      ◄
      End Date:     ◄      Doctor's Statement (Y/N): ◄
Projected End Date:  ◄          OPID:

   Screen 5        Enter Selection > ▮      Record:      312
  D —Delete, H —Hardcopy, U —Update, X —Exit, F —Print Form, B —Browse
```

Data Screen Five tracks vacation and sick time.

1. Input vacation and sick leave allotment granted to each employee over an annual period.

2. Enter the amount of time used or taken.

3. CAPS automatically calculates, Total Vacation Time Available and Total Absence Time Available. Depending on your policies, accrual is based on anniversary date or on a calendar year.

4. Time can be tracked either by days or hours. (For greater detail on absences, the Absence Incident Tracker program provides date and time tracking as well as incident tracking.)

5. Leave of Absence information is also recorded on this screen.

6. With the Pay-Matic Option, this screen can interact directly with your payroll files. Employee time off can be electronically read into the Vacation and Sick Leave Used portion of this screen at the end of each pay period.

CAPS SCREEN 7: PERSONAL & EEO DATA

```
——PERSONAL DATA SCREEN 7  CAPS (c) Allied Business Systems Inc. 1986.
Last Name:              First:               Mid Init:
Position:               Soc Sec #:           Cost Ctr:
Alien ID#:      ◄    Birthdate:       ◄   Marital Status: ◄
Street Address:              ◄       City:
State: ◄          Zip Code:   ◄       Home Phone:
Emergency Contact:  ◄         Emergency Phone:  ◄
Sex: ◄  EEO Code: ◄  SubAsian: ◄  Fed Job#: ◄   Job Group: ◄
Disability: ◄    Disability Type:       ◄    Veteran Status: ◄

PROGRESS PLAN      Taken: ◄    Type: ◄        Date On:
  INFORMATION                 Phase: ◄        Date Off:

Driver's License Data
    Number:        ◄              OPID:
Expire Year:       ◄
      Type:  ◄    If Type 2, Medical Cert. Date: ◄

   Screen 7        Enter Selection >       Record:      312
  D —Delete, H —Hardcopy, U —Update, X —Exit, F —Print Form, B —Browse
```

Data Screen Seven is the Personal Data Screen. This screen is used to record all personal employee information, such as:

- Emergency Contact Information
- EEO, veteran, and disability information for Government and affirmative action planning and reporting
- Current address and phone number
- Birthdate and Marital Status
- Corrective or disciplinary action phases and dates.

CAPS JOBS FILE SCREEN 1 - POSITION TRACKING INFORMATION

```
 JOB INFORMATION DATA SCREEN #1      (c) Allied Business Systems Inc. 198
      POSITION INFORMATION              GRADE INFORMATION

     Job Code: ▮                       Grade: ▮
Position Title:
   FLSA Status: ◄ (E/N Exempt/Non-Exempt)  Minimum: ▮

                                       Midpoint:     .00
   FOR GOVERNMENT REPORTING            Maximum: ▮

EEO1 Category: ▮  01 through 09     Enter First Quartile or
                                    First One Third of the
AAP Job Group: ▮                    Range.
     POSITION STATUS                Control Point: ▮

  Status (I/A): ◄▮   Date:

   Screen 1        Enter Selection >       Record:       10
  D —Delete, H —Hardcopy, U —Update, X —Exit, F —Print Form, B —Brow
```

This is the first data screen in the JOBS file. This file contains information about each _position_ in the organization. The separate JOBS file affords an organization the opportunity to analyze and evaluate the worth of positions separately from the people within those positions.

In addition, a separate JOBS file reduces the amount of data input required in each employee record and ensures consistency in job titles, etc.

The Job Information Screen holds pertinent information about each position such as the minimums, midpoints, maximums on each job. The grade information is held in the GRADES file. Once the correct grade number is entered on the JOB Information Screen, the appropriate range is posted to the record from the GRADES file. This simplifies changes to grades. Once a grade is updated, the change entered in the grade file automatically updates the JOBS file, which again automatically updates the employee record. You get maximum output for minimum input!

This screen also contains information about the position's FLSA (Exempt/Non-Exempt) Status, the EEO1 category, and the Affirmative Action Job Group, if applicable. All this information is then automatically posted to each employee's record. This exchange of data occurs when the Job Code number assigned each position is entered in the employee's record.

CAPS JOBS FILE SCREEN 2 - JOB EVALUATION DATA

```
EVALUATION/SURVEY INFORMATION SCREEN CAPS (c)Allied Business Systems Inc 1986
                     POINT FACTOR AND MARKET EVALUATION DATA

Job Title:               Job Code:
              Evaluation       Percentage         Points
Know-How                   ◄
Problem Solving            ◄          ◄           ◄
Accountability             ◄                      ◄

Date Last Evaluated:      ◄  Profile: ◄   Total Points:  ◄

Matches Survey:           ◄        Drug Screen Required?  ◄
                     POSITION DESCRIPTION DATA
Job Description File Name:
Do you wish to update the Job Description? (Y/N): ◄

Date Record Entered:            OPID:


   Screen 2          Enter Selection >          Record:    152

  D -Delete, H -Hardcopy, U -Update, X -Exit, F -Print Form, B -Browse
```

Data Screen Two: The Evaluation/Survey Information Screen holds the data from the Hayes point factoring (or comparable point factor system) of the job. This allows easy job reevaluation, without the need to change employee records (the program changes each job automatically).

In addition, jobs can be evaluated against external survey data, and easily reported on independent of employee records.

Positions can be linked to job descriptions in word processing programs for updating and reference.

- You can elect to use all or part of the JOBS file options.
- The JOBS files can include position control capability if your organization requires it.

In Summary:

These screens are a "sample" only. As you can see, CAPS data 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. All data screens can be customized to meet your company's requirements. Call Allied and arrange for a remote demonstration so you can see all of the data screens and see for yourself how easy they are to use!

CAPS is a complete HRIS, which will surpass your greatest expectations! The most comprehensive HRIS includes a full employee history transaction file, COBRA, OSHA plus compensation and performance tracking. In addition, you can add modules, as you need. You can choose from our Applicant Tracker program, the Skills & Training Tracker, Pay-Matic, CAPS-PAY, the Absence Incident Tracker and A[3], our Affirmative Action Analyst & Plan Maker program.

With full support or source code licensing, and full customization services, Allied offers software products that fit your needs for better human resource management!

CAPS DOES IT ALL FOR YOU!

Company Biography

Allied Business Systems, Inc. specializes in the development of people resources, and in the design of human resource information and management programs.

Since 1974, Allied has provided human resource management consulting to organizations throughout the eleven western states and Hawaii. Concentrating on primarily five key areas in personnel administration:

> 1. Performance Appraisal and Corrective Action;
> 2. Training and Development: Management/Supervisory/Sales;
> 3. Affirmative Action and EEO Compliance;
> 4. Compensation;
> 5. Management Information Systems

A pioneer in microcomputer software for the personnel function, Allied introduced CAPS (the Computer Assisted Personnel System) in the early 1980's. While other HRIS programs operate in only single user machines, CAPS operates in either the single or multi-user environment. CAPS was the first to offer microcomputer ease of use with mainframe power and sophistication.

In addition to CAPS, Allied now offers a variety of Human Resource Software: Applicant Tracker, Employee Skills and Training Tracker, Pay-Matic (payroll interface), Absence Incident Tracker, Flexible Benefits, COBRA, CAPS PAY, and A^3 - the Affirmative Action Analyst and Plan Maker. All programs support many computers and operate in PC/MS/DOS or XENIX/UNIX or VMS.

Allied was incorporated in 1974 and is located in Fountain Valley, California. The staff is comprised of human resource professionals - all committed to improving the quality of work life for the individual and the organization.

Allied - the people systems people™

Pricing for CAPS

DOS, Single User $7,500.00
FilePro DataBase $900.00

DOS Network, 5 Users $15,000.00
FilePro Database $1,495.00

UNIX Network, 1-32 Users.... $15,000.00
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 <u>LIVE</u> program. See how it actually works for you, 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 a 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.