

Human Capital Management

Business without Barriers

EPICOR®

Breaking down the barriers between your business and the talent in your business.

Human Capital Management

- Payroll
- Human Resource Management
- Training and Recruitment
- Employee Self-Service



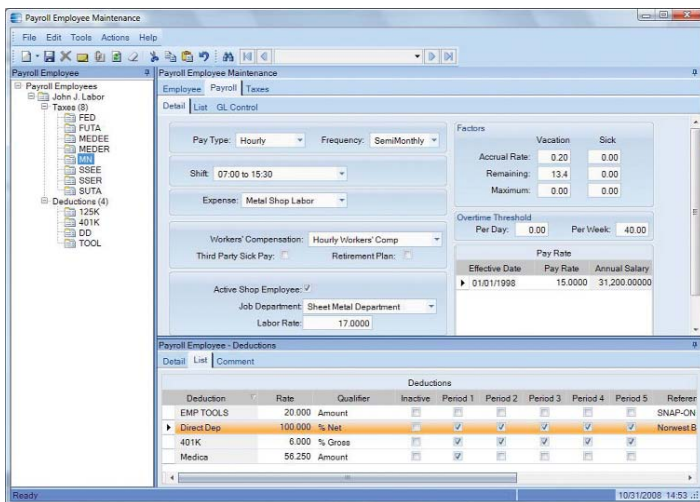
Epicor Human Capital Management

Epicor Human Capital Management (HCM) encompasses a range of solutions that help manage an organization's most valued assets—its employees—in a strategic and coherent manner.

Today's HCM solutions demonstrate the progression beyond the confines of the HR department, core payroll services and human resource management systems (HRMS) to managing and developing talent and labor resources on a global scale, both strategically and cost effectively. Epicor HCM delivers the necessary software support for all employee-related functions whether distributed or centralized. This enables organizations to manage a geographically dispersed workforce in a global manner, ensuring support for various local payroll and legal reporting requirements.

Payroll

Epicor Payroll handles the processing of all employees' paychecks and provides necessary company and US governmental reporting. Comprehensive employee information and memo fields allow you to track employee personnel information, such as performance reviews and outside training. Because payroll is so tightly integrated with Job Management and Manufacturing Execution, you will normally only have to review your payroll entries, make adjustments, print your checks, and then post. With Payroll, there is no longer any need to have your payroll done with an outside service, when it is so easy to do yourself.



Process payroll and track vacation, sick time, overtime, pay rates and benefits.

Employees

Set up employees as hourly or salaried. Pay employees weekly, biweekly, semimonthly, or monthly.

Departments/Shifts

Establish home department and shift IDs for each employee.

Tax Tables

Set up federal, FICA, state, local, and other tax deductions.

Pay Types

Maintain regular, overtime, double time, holiday, vacation and sick pay types as well as unlimited user-defined pay types.

Personnel Information

Track detailed personnel information in the extensive employee memo file.

Checks

Preview, print on standard check forms, or reprint if necessary.

Transfers

Transfer hours from Job Management or Manufacturing Execution.

User-Defined Fields and Memos

Enter and track fields and unlimited memos for each employee.

Check History

Keep check history indefinitely to help audit unemployment or other claims.

Voluntary Deduction

Define any number of voluntary deductions.

Payroll Taxes

Exclude certain deductions, including 401(k) and cafeteria plans.

Auto-Pay

Pay all salaried and/or hourly employees with a few keystrokes.

General Ledger Interface

General ledger entries are automatically created through the payroll process.

Direct Deposit

Set up employees for direct deposit. Checks are then non-negotiable, and a direct deposit file is automatically created every time a payroll run is generated.

W-2 Forms

Print at year-end and store indefinitely.

Magnetic Media Reporting

Year-end reporting optionally creates an electronic W-2 file suitable for federal filing.

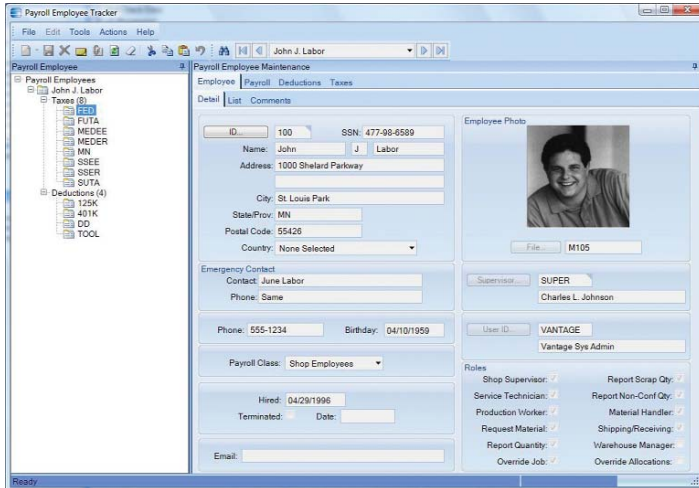
Bank Reconciliation

Reconcile your bank statement with entries generated in the Accounts Payable and Payroll applications within Epicor Cash Management.

Human Resource Management

Epicor Human Resource Management (HR) is a comprehensive solution that streamlines your HR processes. It efficiently administers applicant tracking, benefit programs, workforce training and development, complex union dues calculations and benefits, and ever-changing US governmental regulations such as EEO, VETS, OSHA, and Affirmative Action Program reporting (AAP).

Online communication via your company's intranet helps your employees stay up-to-date on their benefits, training, and life event changes. An add-on module, Epicor Employee Self-Service is designed for employee satisfaction as well as operational efficiency.



Employee Tracker shows everything you need to know about an employee online, whether you want to check pay status, see year-to-date totals or look at performance review history.

Visual Display of Absences

View a calendar of employee or departments to enable management to quickly see potential problems. Detailed record of absences along with reasons ensures a good audit trail needed for performance reviews and regulatory reporting.

Applicant Tracking

Control applicant information, interviews and matching to available job vacancies.

Benefit Administration

Post-date benefit changes and generate benefit groups to separate salaried, office and hourly paid employees (e.g., use flexible benefit rate tables to define benefit deductions, and manage eligibility).

Statement of Benefits

Generate benefit statements for employees using a standardized, modifiable form to accommodate your company's logo and other specific requirements.

Performance Review

Regulate performance reviews with user-defined review ratings and matrixes. A complete history of reviews is retained for historical analysis and support for pay increases.

Skill/Job Management

Manage jobs with skills, pay, and training requirements. Position control allows incumbent and vacancy reporting and provides a hierarchical view of the reporting structure.

Employee Transfers

Oversee employee transfers between departments and divisions in a single step, bringing historical employee information along with the transfer. A complete history of all transfers is maintained.

Temporary Employees

Single step termination and reactivation reduces the steps to deactivate employees and improves the lead time for bringing employees back into action.

Compensation Management

Manage pay changes and history for employees along with unlimited compensation tables that support grades and steps. Automatic periodic increases and license/ certification premium pay are supported. The system also supports mass pay changes and future dating of pay changes.

COBRA and HIPAA Letters

Use standard letters for COBRA and HIPAA which may be edited to your specific requirements using Microsoft® Office Word.

Union Tracking

Manage union requirements for merit increases and union dues and benefits. Standard reports for time of service ranking as well as seniority in job. The system easily accommodates custom seniority calculations.

Robust Reporting

Access critical HR information with over 150 standard, secure reports. From AAP and EEO to OSHA and VETS-100 reports, the system is packed with reports to better manage employee data "out-of-the-box."

Payroll Service Integration

Choose from the standard ADP, Paychex, or Epicor interfaces, or configure integration with other payroll service providers.

Employee Self-Service

Make the most of your company's intranet by allowing real-time employee access to training history, benefits updates, and general employee information. Check history, an add-on to HR, may be available as well, depending on the payroll in use.

Family Medical Leave Act (FMLA)

Determine eligibility, generate required documents, and track FMLA certifications. The FMLA add-on is an advanced feature set that supports Department of Labor FMLA forms such as WH-1420, WH-380, and WH-381, offering a visual calendar display of FMLA time taken.

Training and Recruitment

Track your ongoing training and certification requirements online with Epicor Training and Recruitment. The Training module is used to schedule courses and instructors as well as record training history, reducing the pain of your next regulatory audit.

Any organization operating under the oversight of OSHA, EPA, FAA, FDA or similar federal or state agencies is required by those agencies to provide specific training to certain employees on a recurring basis, and to certify that the appropriate training took place. Records must be maintained of training taken and when it was completed.

Training information is integrated with all other aspects of each employee, providing a complete picture of an employee's lifecycle. It includes both internal and external classes, instructors, course outlines, and class scheduling—all captured and retained within the HCM database.

There are many advantages to an integrated approach to training. Epicor HCM already knows each employee's job assignment and therefore can specify the appropriate training for that job and in what sequence the courses should be taken. Employees may query the system through Employee Self-Service to read course descriptions and to see when classes are scheduled. An employee's request for enrollment may also be submitted via Employee Self-Service, and the employee can view his/her training history as well.

The training system automatically creates a record for each student upon completion of a training course. Over time, these records reflect a history of training taken by each employee, when it was taken, and the score or award earned.

As part of an integrated design, training history can also be used as one of the criteria on which to base promotion and succession planning decisions.

Employee Self-Service

Epicor Employee Self-Service places the responsibility for employee and manager updates on their shoulders, freeing up the HR and payroll department personnel for more strategic activities.

Epicor Employee Self-Service allows access by employees and managers from a kiosk, your intranet, or the Internet. Both Manager and Employee Self-Service are designed to be extremely easy to use, so even individuals with little or no computer skills can easily navigate through the system with minimal effort.

The screenshot shows a web browser window displaying the Epicor Employee Self-Service interface. The page title is "Detailed Check View" for employee "Max D. Addison". The interface includes a navigation bar with "Desktop", "Help", and "Logout" buttons. A "What's New" sidebar on the left contains a congratulatory message for an employee named Larry. The main content area displays a pay statement table with columns for Description, Rate, Hour, Amount, and Description. The table lists various earnings and deductions for the current period (12/13/2003 to 12/13/2003). A summary table at the bottom shows Earnings of 894.43, Taxes of 165.67, Deductions of 344.89, and a Net amount of 369.87. A note at the bottom of the table states: "EMPLOYEE'S PAY STATEMENT Note: Retain this permanently. It is a record of your earnings and tax deductions as reported to the federal and state governments."

Description	Rate	Hour	Amount	Description	Amount
REG EARN	23.69	32.00	758.08	CHILD SUPPORT	112.60
SICK	15.79	8.00	126.35	MAJOR MED. FIG	87.69
FEDERAL W/H			109.68	DENTAL FIG	6.46
F.I.C.A.			48.62	401K	53.07
MEDICARE			11.37	LTD. CONN GEN	4.91
				STD-WKLY INCOME	1.62
				SUPPL LIFE, MBL	22.64
				CREDIT UNION	50.00
				VISION INS	6.00
Employer Paid					Amount
				MAJOR MED. FIG	18.93
				HOSP #1_PRU	35.00
				DENTAL FIG	3.24
				401K	22.11
				STD-WKLY INCOME	1.63
				STD	2.97

	Earnings	Taxes	Deductions	Net
Current Period	894.43	165.67	344.89	369.87
Year To Date	31,987.53	6,154.48	10,022.99	15,810.06

Make the most of your company's intranet by allowing real-time employee access to training history, benefits updates and general employee information.

Employee Self-Service

Your employees can make their own elections during open enrollment without assistance from HR personnel. They can update addresses, emergency contacts, change dependents, and reprint their own W-2. They can display check detail from history, print benefit statements, verify vacation as well as other paid-time-off balances, and more.

Manager Self-Service

Managers are able to view selected employee information, post requisitions, initiate pay changes, reassign jobs, and approve time off. A manager can monitor training, upcoming reviews and produce compensation reports covering only their employees. Furthermore Manager Self-Service falls under Epicor HCM security control so a manager can only access those employees who report to them and see just the data that you've approved.

Your self-service system can be customized, using your company's logo, desktop design, layout, colors, etc. A scrolling message board is included, so you can post news and company events, such as open enrollment notices, company picnic announcements, safety statistics, and so on.

About Epicor

Epicor Software (NASDAQ: EPIC) is a global leader delivering business software solutions to the manufacturing, distribution, retail, hospitality and services industries. With 20,000 customers in more than 140 countries, Epicor provides integrated enterprise resource planning (ERP), customer relationship management (CRM), supply chain management (SCM) and enterprise retail software solutions that enable companies to drive increased efficiency and improve profitability, and also empower global enterprises to achieve even greater success.

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