

## In a Nut Shell

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HR Allen helps businesses like yours stay compliant with federal and state labor laws by offering cost-effective compliance solutions.



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**Fully Functional and Easy to  
use Human Resource  
Information System (HRIS)  
*Small Business Edition***



**Your HR Solution!**

**Phone: 916.370.7849**

### Automates HR Recordkeeping

HR-SBE is an extremely easy-to-learn Human Resource Management System, designed to eliminate the tedious clerical work common to most personnel departments. With HR-SBE you can quickly respond to management, employee, and government requests with accurate and professional computer-generated reports. Over 150 standard reports are included as well as a customer report writer. HR-SBE also saves you time by putting all your employee information at your finger tips, not in piles of paper.

### The Ideal System

HR-SBE is ideal for organizations with up to 100 employees. HR-SBE's capabilities usually exceed other systems and can be easily upgraded to our standard version without any data conversion or having to re-learn the software. The software can link to multi-user networking and interfaces to payroll such as ADP, Paychex, Pay-e and Zurich.

### Tracks Time Off & Leave of Absence

HR-SBE's attendance tracking is designed to save you countless hours of tracking, accumulating and summarizing employee absences. Vacation, sick leave and personal time accruals are instantly calculated. The accompanying reports help spot and monitor problem employees and departments.

### Benefit Administration & COBRA

HR-SBE provides a comprehensive administration facility so each employee may have an unlimited number of benefits. The benefit data range and associated costs for both the employer and employee are individually tracked by benefits. When an employee terminates, HR-SBE handles the required Federal Government COBRA benefits administration for both the terminated employee and dependents. It produces notification letters, billing statements, mailing labels, a recipient report, a dependent list and cost reports.

### Benefits of HR-SBE

Eliminates messy file cabinets by tracking:

- Personal Information
- User-defined events
- Benefit details
- Compensation stats
- Emergency contacts
- Review dates
- Dependents
- Insurance costs
- Training, Licenses
- Job & Pay information
- Unlimited job history
- Former employers
- Skills, Education
- Easy upgrades when you reach over 100 employees
- And much, much, more!

**Download a free demo at [www.hrallencs.com](http://www.hrallencs.com).**

**Contact us at 916-370-7849.**