



Payroll Management Services

365 Bel Marin Keys Blvd.
Suite 200
Novato, CA 94949

Human Resource management

Time2Pay™ from Accuchex can streamline your human resource workflow with the convenience and speed of the Web. Your **Time2Pay™** payroll and human resource records are fully integrated, making secure, current human resource information available online to authorized personnel through-out your organization whenever and wherever they need it.

- **Complete security control** customizable to limit which forms, fields, functions, and reports are available to each class of user in your organization
- **24/7 access** for HR administrators and employees to earnings, deductions, benefits, dependent and beneficiary information
- **Direct self-service access** for line managers to review operational HR and payroll information on their organizational units without imposing additional workload on HR staff



- **Comprehensive organization structures** with five definable levels (such as department and division), position definitions, unlimited job codes, and more to reflect your organization the way it operates
- **Education** background, **Previous employment** history, **Skills** by classification and proficiency
- **Performance reviews** with comments, ratings, and reminders
- User defined employment types, pay grades and pay groups, shift codes, and union affiliations give your HR staff **fine grained resource analysis** capabilities.
- **Unlimited benefits** - time off accruals, insurance and 401(k) plans, and other benefit types accommodate large employers with complex benefit packages.

We know you don't keep records just to clear your desk of paper. You need that information delivered in a variety of selections, presentations, and formats. **Time2Pay™** HR reports let you retrieve what you need the way you need it, when ever and where ever you can access the Web.

Time2Pay™ reports are very convenient - available to you on the Web whenever you need them, wherever you may be. Print a formatted report or download a MS Excel file for further analysis and integration into your other computer systems.

For a fast, easy quote on **Time2Pay™** payroll and human resources services call **Accuchex toll free at 1-877-422-2824** or click <http://www.Accuchex.com>.



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Human Resource reference library

According to a recent national survey of HR professionals, only 3% of HR issues resulted in some contentious action between employer and employee. But that **3% of issues accounted for over 99% of total HR costs** - for lost work, HR staff, legal fees, settlements, and policy changes!

That same study found that **more than half the costs of HR issues could have been avoided** with clear, consistent HR policies and practices. *An ounce of prevention is worth a pound of cure.*

Why pay labor attorneys to settle another expensive dispute which need not have happened? With **Time2Pay™** HR we give you much more than records and reporting. You also have a professional human resource legal and policy library which would cost you thousands to compile.

You get immediate **Web access to extensive reference materials** at your fingertips:



- A complete **employee manual** template, in MS Word, which you can download and adapt to your employment policies, saving you months of tedious research and writing.
- Standard **HR forms, documents, and kits** for starting a new business, hiring, discipline, termination, and other common HR events
- Extensive extracts from **state and federal law** relating to HR. You might need to know whether in your state "*Employee handbooks and manuals may create an implied contract of continued employment.*"
- Direct links to **state and federal agency Web sites** - over 300 of them - at your fingertips.
- A **dictionary** of common (but often cryptic) HR terms is included. Do you know what "**WARN**" means and how it might influence your restructuring plans?
- Common **HR questions and answers** - hundreds of them for you to browse in an outline or search by key words - are part of **Time2Pay™** HR Reference. For example, "*What are the top restrictions that employers impose on workplace romances?*"

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