

RMBS HR for MIP



Human Resources Management System

Fully Integrated to Sage MIP Fund Accounting Payroll

With HR for MIP you can make changes in one place for your payroll and HR information and the changes are made throughout your system. Since HR for MIP is fully integrated using Sage MIP Fund Accounting Payroll tables, you will be able to streamline your payroll process by making changes & updating information all in one place.

- **Easy Navigation:** All HR and Sage MIP Fund Accounting Payroll information, including default time sheets, is located in one convenient tabbed screen for easy navigation.
- **Complete Certification Information:** Keep track of employee certifications, renewal dates, certificate numbers and several customizable fields to make the product meet all your unique needs.
- **Complete Education Information:** Keep track of employee education information including degrees, Majors, GPA's and several customizable fields.
- **Complete Scheduling:** Schedule HR Actions for future dates such as pay raises and review dates.
- **Benefit Plan Rules:** Develop benefit plans with complex calculations to calculate base plan rules and/or rate tables.
- **Leave Plan Rules:** With the use of only one Sage MIP Fund Accounting Payroll leave code you can automatically calculate leave rates based on hire date. You can also customize HR for MIP to look at FTE, location, department, employee type, processing group, etc. in order to determine the appropriate leave rate for each employee.
- **Benefits and Deductions:** Automatically create benefits and deductions in the default time sheets based on the plan associated with the employee.
- **Benefit Calculations:** Automatically apply benefit calculations to all employees with one click.
- **Mass Update Feature:** Update all (or any group) of your employees. This feature is fully customizable. For example, apply a pay raise to all of your employees.
- **Custom Query:** Create custom queries of HR or payroll information and export to excel with just the click of a button.
- **FMLA Reporting:** Keep track of all the necessary information for FMLA reporting, including FMLA leave dates, medical certification and recertification dates.
- **EEO Reporting:** Produce reports for EEO-1 and EEO-4, including Job Codes with EEO reporting information.

BENEFITS

Maintain All HR and Sage MIP Fund Accounting Payroll information in one convenient place

Eliminate double entry of employee information

Define complex benefit calculations

Schedule important future employee events

Boost productivity and reduce errors

Define complex leave calculations

Reduce errors from double entry

Streamline your HR and Payroll processing

Keep an audit trail of job history and events

SAGE MIP FUND ACCOUNTING PAYROLL



One Convenient Location

Perform all of your payroll and Human Resources activities for your employees in one centralized location. The convenient tabbed design allows you to see all payroll and HR information for each employee without jumping from program to program.

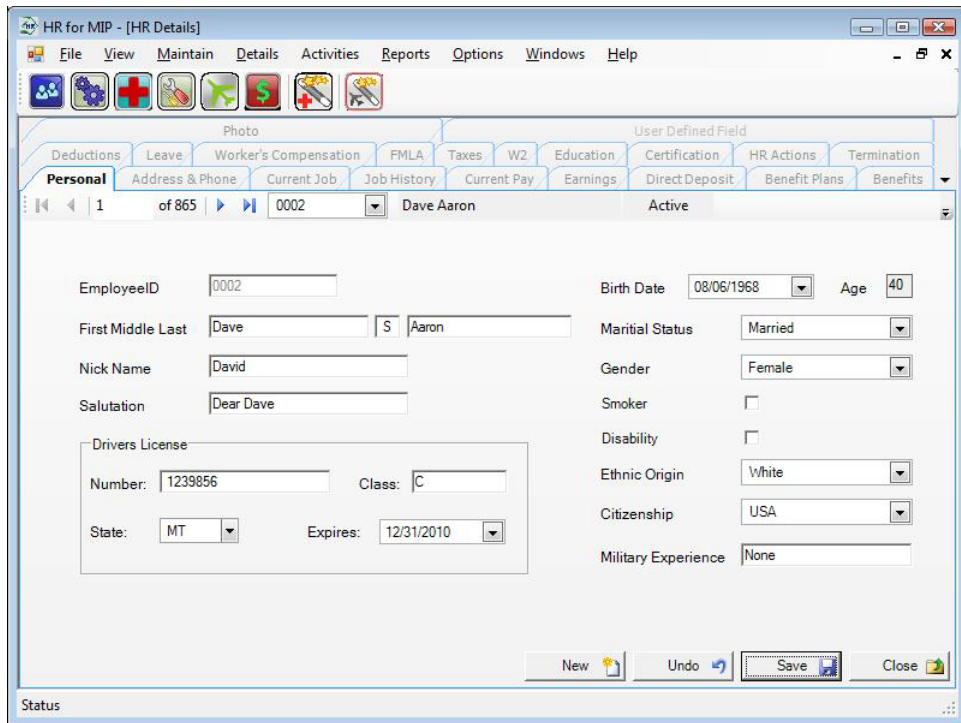
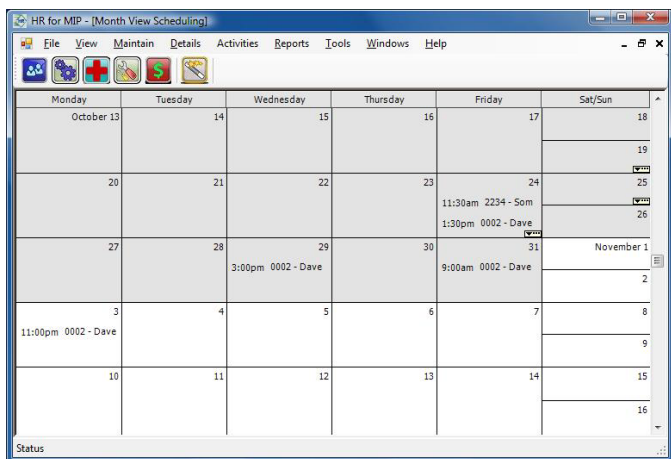
Tabs include

- o Personal
- o Address, Phone and Emergency
- o Current Job
- o Job History
- o Current Pay
- o Earnings **
- o Direct Deposit
- o Benefit Plans
- o Benefits **
- o Deductions **
- o Leave **
- o Worker's Compensation **
- o FMLA
- o Taxes (state and federal on the same tab)
- o W-2
- o Education
- o Certification
- o HR Actions (including Scheduling)
- o Termination
- o Photos
- o User Defined Fields

** Sage MIP Fund Accounting Default Timesheet

Scheduling

- o Schedule future events for employees for performance reviews and benefit election changes
- o Automatically record changes to employee files including job changes, salary or pay rate changes.
- o View a popup calendar which will show you all events you have scheduled for all employees.
- o Popup reminders when events are due.



FMLA Tracking

- o Maintain all information necessary for FMLA leave reporting requirements.
- o Maintain records and documents relating to medical certification, recertification and medical histories of employees, or employees' family members, created for purposes of FMLA.

Employee Maintenance and Maintaining Default Time Sheets

- o All aspects of employee information can be accessed and modified in HR for MIP.
- o Use HR for MIP for all of your default time sheet information and modifications.
- o Use our mass update feature to apply global changes to all, or a group of employees.

User Security

Define security settings for each user for each individual tab. You can set your security setting to be Full Access, No Access or View Only.