

HR The Big Picture

Easy and convenient software resource to manage employees' information.

- Efficiently document employee information, skills and education
- Automatically view insurance benefits defined in payroll
- Record, schedule and manage employee evaluations
- Integration with Payroll software eliminates duplicate data entry

Human Resources is a totally integrated add-on module to Black Mountain's Payroll software. It leverages the Payroll product's built-in HR features to provide a "big picture" view of employees' benefits, skills and education. When used with Budget Prep, salary schedules, and positions, Human Resources facilitates producing contracts via a simple Microsoft Word™ merge process.

Automated Employee Contract Updates

If you own Budget Prep and use the Salary Schedule feature, employee position information in HR is automatically updated with a few mouse clicks; eliminating the otherwise manual process of setting up employee contract information saving you hours of work annually.

Teacher Certification Tracking

Produce accurate Certification Reports utilizing mandated:

- Folio#/ATI# Expiration Date
- Certification Class
- Certification Level
- Certification Endorsement tables

Versatile Reports

Preview reports on screen, send to a file, printer, or email to any number of recipients. Create your own standard and user specific reports using the built-in report writer.

- Certifications
- COBRA Election Period Information
- COBRA Participant Information
- Dependant Information
- Education
- Emergency Contact Information
- Evaluations
- Evaluation Next Dates
- Events
- Insurance Benefit Amount
- Skills

HR Features

- ✓ ACA Employer Type:
 - 1) ALE
 - 2) ALE Self Insured
 - 3) Non-ALE Self Insured
- ✓ ACA Offer of Coverage
- ✓ ACA Minimum Value Coverage
- ✓ ACA Safe Harbor Codes
- ✓ Cobra
 - Qualifying Event Pick List
 - Qualifying Date
 - Acceptance Date
 - Deadline Date
 - Start/Expiration Dates
 - Unlimited Election Period and COBRA Participant's events notes field
- ✓ Dependent Information
- ✓ Education History
- ✓ Emergency Contacts
- ✓ Evaluations
 - Evaluation/Start/End Date
 - Evaluator
 - Termination Date & Code
 - Next Evaluation Date
 - Benefits Eligibility Date
 - Probation End Date
 - Extensive Notes Fields
- ✓ Events (user defined)
 - Start/Due Dates
 - Event Complete (date)
 - Notes
- ✓ Notes/Scanned Files
- ✓ Positions
- ✓ Skills (user defined)
- ✓ Teacher Certifications
- ✓ 1095 B & C Setup
- ✓ 1095 B & C Reporting
- ✓ 1095 B & C File Creation

MiniHR The Basics

Just what you need for accurate ACA reporting.

Black Mountain Software also offers a "compact" version of HR – **Mini HR**. This software module allows the ability to track the Dependent and Insurance Coverage required for ACA reporting you will need without the added bells and whistles, and saves you money.

It's Upgradeable!

When you find the need for all the benefits of HR – Mini HR is upgradeable. So, tackle your ACA reporting with speed and ease. And when you need additional capabilities and efficiency, upgrade to HR to get "big picture" benefits.

MiniHR Features

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- ✓ ACA Safe Harbor Codes
- ✓ Dependent Information
- ✓ 1095 B & C File Creation
- ✓ 1095 B & C Reporting
- ✓ 1095 B & C Setup