

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.

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.

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

Event Tracking

- Set up unique events for individual or groups of employees
- Assign a Due Date and track Completion Dates (ex., Insurance Papers Signed, TB Tests, Physicals, Certification Renewals, etc.)

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 Picklist
 - 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
- ✓ Skills (user defined)
- ✓ Volunteer Data
- ✓ 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 information required for ACA reporting you will need without the added bells and whistles, saving you money in the process.

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.

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