

## Easily Manage Your Employee Data

# POWER

U.S.

Business Office Solutions

# Human Resource Management

### Ask Yourself...

- ? How much time have I wasted tediously tracking employees' time off?
- ? Am I putting my dealership at risk of lawsuits by not maintaining thorough employee files?
- ? How can I access my employee earnings and performance for salary reviews?
- ? Am I protecting my employees' personal information?

***"American business owners are 5 times more likely to be sued by an employee than for any other reason, and employees win 75% of the time."***<sup>1</sup>

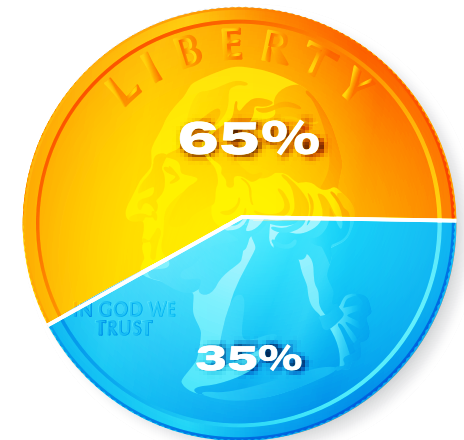
### Expect Results

- Eliminate manual work by calculating and distributing vacation and sick pay hours automatically, printed directly on paychecks.
- Save time by easily retrieving data and running reports.
- Protect employees' personal information with secured personnel folders.
- Meet COBRA requirements through an automated tracking system.

<sup>1</sup> Information Security Resources

<sup>2</sup> NADA Data

### Are You Protecting Your Investment?



On average, employee payroll accounts for 65% of dealership expenses.<sup>2</sup> Make sure you can track and manage your biggest expense.

## About Human Resource Management

Maintain your vital employee information, including vacation, sick pay, employee training, insurance benefits, and more in one easy system that helps you stay organized, informed, and in control.

Keep track of property issued to employees.

All personal data is password protected and easily accessible.

Item Code	Description	Number	Deposit Amount	Issue Date	Issue Initials	Due Back Date	Returned Date	Returned Initials
09	MANUAL	1		11/01/10	RB	04/01/11		
02	UNIFORMS	2		06/01/08	RB			
08	OFFICE KEYS	1		10/01/10	RB			

Employee# 997RJC Name BENTZ, RACHEL  
 Last BENTZ First RACHEL Middle JOLENE CHERI  
 Address 111 111TH MONTGOMERY, TX 77355  
 SSN 555-22-5552  
 Title MISS  
 Home Phone (979) 200-1695  
 Date of Last Day/Worked 05/22/07  
 Months of Seniority 41

“With the POWER system’s Human Resource Management tool, we **can easily and securely manage much more data than we could before**. I can now access all my critical HRM employee information **in minutes, instead of days**. It makes a difficult job easy and saves us money.”

**Carin Chambers, Office Manager**  
 Drew Ford  
 La Mesa, CA

## Highlights

- Manage employee data electronically through POWER.
- Keep confidential information secured and password protected.
- Customize your reports by dealership specifications.
- Track vacation, sick pay, employee training, insurance benefits, and past employee job titles and salary rates.

Stop wasting time tediously tracking employee time off and leaving confidential information unsecured. Have all of your employee information available at the click of a mouse while helping keep you compliant and secure.



MAKING BUSINESS BETTER.