

## Software Implementation and Reference Guide

### Overview:

The HR Time Savings Estimate Software (HRTSES) is a desktop application designed to immediately run on PCs without an actual “installation” process. **(It will not run on a Mac.)** Due to this design, you will be given the HRTSES files in the following manner, and you will put the files on your computer without an installation process.

### HRTSES application download, and program/file location on your computer:

You will download a zipped folder containing four files: (see Figure 1 below)

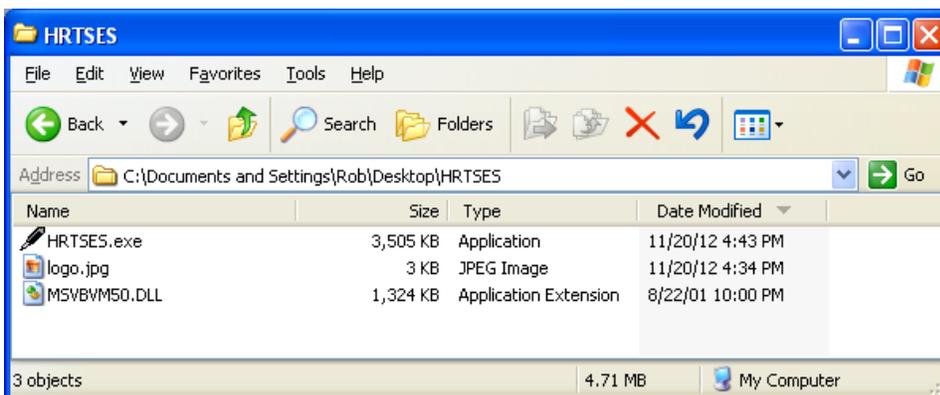
1. “HRTSES.exe” (the main HRTSES application);
2. “msvbvm50.dll” (a Microsoft support file);
3. a file named “logo”, with either a .gif, .jpg, or .bmp picture file extension;
4. and a file name HRTSES\_Instructions.pdf.

Click on the link you will receive in an email, reflecting the location of your “HRTSES.zip” zipped folder. Choose “Save” and save the zipped folder to your desktop. Then extract or unzip the files from the zipped folder (typically by right clicking on the zipped folder and choosing ‘Extract’), saving them to a folder named ‘HRTSES’ that will be created by the unzipping operation.

### Important technical information:

In order for the HRTSES to run on Windows operating systems that occasionally may not already have a Microsoft file necessary for proper operation (“msvbvm50.dll”), **always** keep the “msvbvm50.dll” file and the “HRTSES.exe” file in a folder together.

Figure 1



### Running the HRTSES Program:

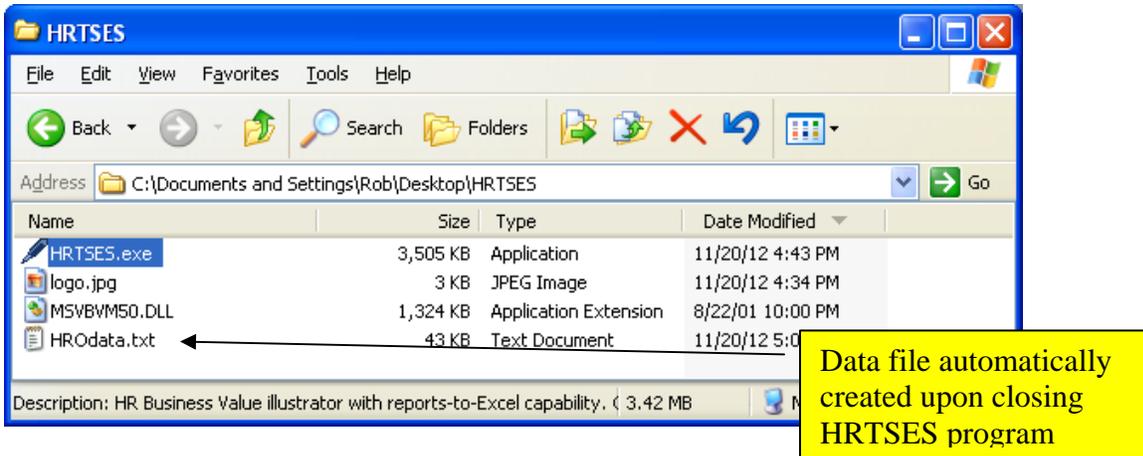
Double click on the “HRTSES.exe” file (pen icon), and a log-in screen will open, prompting you for the current four character password to continue. Your initial password to use the HRTSES will be provided to you in the email with your program download instructions, and the program will reach out to your company’s folder on our website for a new password, upon each subscription renewal payment. The first time you input your password, and each subsequent time it changes, you will be asked whether you’d like to save the password on the computer on which the HRTSES is running. Choosing to do so will make it easier and faster to open the HRTSES each time you use it.



### Saving HRTSES User input:

Any User input to the HRTSES (checkmarks, comments, etc.) is automatically saved to a small data file (named "HROdata.txt") upon closing the program. This file is saved in the same folder as the HRTSES application itself. See Figure 2 below. This design is intentional to eliminate any "save data steps" while using the program. Anytime the HRTSES program ("HRTSES.exe") is run, it will look for a pre-existing data file **in its same folder** and call up the information saved in that file. If you change User input on the HRTSES and do not want the information saved, click on 'File...', then 'Exit / Don't Save Changes' in the upper left main menu bar.

Figure 2



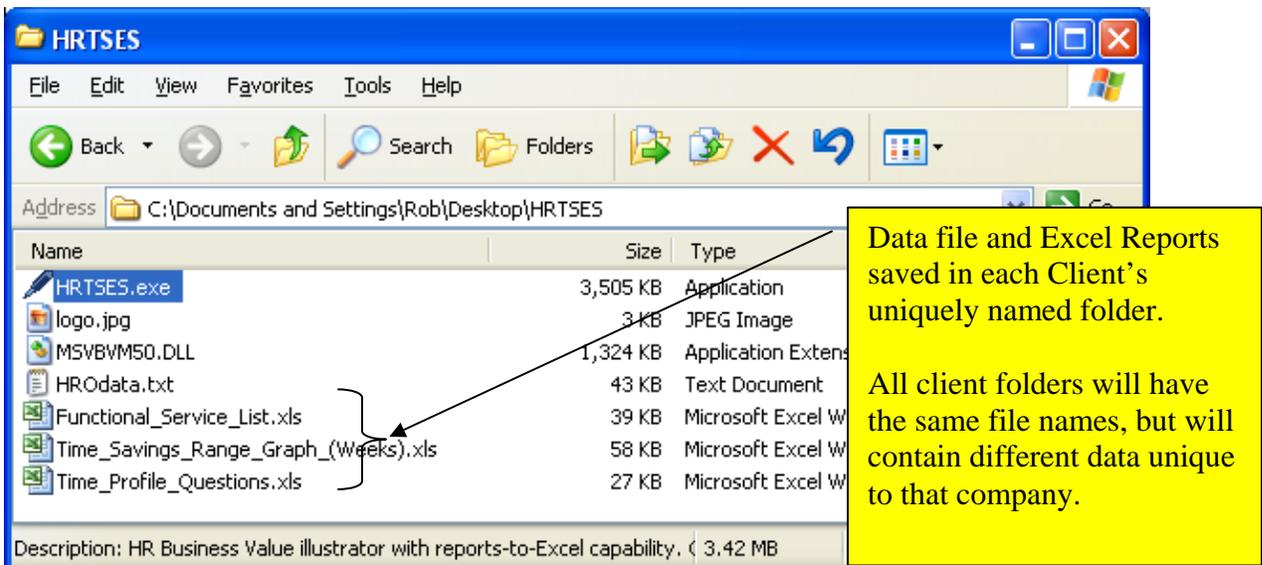
### Using the HRTSES for multiple Clients and HR Profiles:

Double click on the "HRTSES.exe" file (pen icon) in your template HRTSES folder on your desktop. After logging in, go to 'File...' on the main menu bar, and click on 'Create New Client Folder/Files'. This will let you create a new folder under the main HRTSES template folder, named as you choose for the new Client, and the three necessary files - "HRTSES.exe" and "msvbvm50.dll" and "logo" will be copied into the new folder. To work immediately with the new Client's information, close the HRTSES template file when prompted, and double click on the HRTSES.exe file in the newly created folder. This folder can also be moved to any other location of your choice. Any data saved and any reports created will be specific to that client, because of the unique folder name/location. See Figure 3 below.

### Microsoft Excel Reports created by the HRTSES:

As an initial default setting, all Reports created by the HRTSES (in Excel) will be automatically saved, in the same folder as the HRTSES program and its data file, with a report-appropriate file name. (for example, HR\_Time\_Worksheet.xls, Turnover\_Reduction.xls, etc.) See Figure 3 below. If you prefer that the reports do not automatically save, but instead allow you to manually save and name them, uncheck the 'Auto Save Excel Reports' option under the 'Help' button on the upper right main menu bar.

Figure 3





3. Quantify: Time and Costs "Worksheets"

a. **Creates a quantified custom HR Time Estimate** based on your offering and the prospect's unique profile, or

b. A Prospect-specific HR Time Cost and HR Time Value blank worksheet for their completion

c. Prospect-specific HR Product/Service Cost worksheet

**HR Administrative "Time Cost" and "Time Value" Worksheet: Current Activities in Your Company Where You Will See Relief**

Prepared by: Acme HRO for Pacific Prospects

~206 Recovered Hours, ~\$6,204 Internal Cost, ~\$15,474 Potential Value

Current Owner / Executive Time:	Hours Recovered	Rate	Value	Current Administrator Time:	Hours Recovered	Rate	Value
<b>Payroll and Tax Administration</b>							
1) 941 Quarterly Filings	0.25	HR/ Qtr	1.0	2) State withholding forms administration	1.05	HR/ Wk	1.7
3) Federal Unemployment Insurance (SUI) quarterly tax filings	0.25	HR/ Qtr	1.0	3) Internal Payroll Processing (incl. SUI calculations, checks, etc.)	3.45	HR/ Wk	5.7
4) Federal Unemployment Insurance - 940 filing	1.25	HR/ Wk	5.0	4) Direct Deposit	0.05	HR/ Wk	0.2
5) State(s) Unemployment Insurance (SUI) quarterly tax filings	2	HR/ Wk	8.0	5) State(s) Unemployment Insurance (SUI) quarterly tax filings	0.2	HR/ Wk	0.8
6) State(s) Unemployment Insurance (SUI) preparation and distribution	4	HR/ Wk	16.0	6) State(s) Unemployment Insurance (SUI) preparation and distribution	0	HR/ Wk	0.0
7) State(s) Unemployment Insurance (SUI) filing	4	HR/ Wk	16.0	7) State(s) Unemployment Insurance (SUI) filing	0	HR/ Wk	0.0
8) State(s) Unemployment Insurance (SUI) account & rate	1	HR/ Wk	4.0	8) State(s) Unemployment Insurance (SUI) account & rate	0	HR/ Wk	0.0
9) State(s) Unemployment Insurance (SUI) compliance (correspondence employment related)	0.2	HR/ Wk	0.8	9) State(s) Unemployment Insurance (SUI) compliance (correspondence employment related)	0	HR/ Wk	0.0
<b>Human Resources</b>							
10) FMLA compliance / guidance	1	HR/ Wk	4.0	10) FMLA compliance / guidance	1	HR/ Wk	4.0
11) Group Health / Prescription Insurance coverage	1	HR/ Wk	4.0	11) Group Health / Prescription Insurance coverage	0.5	HR/ Wk	2.0
12) Group Life coverage	1	HR/ Wk	4.0	12) Group Life coverage	0.5	HR/ Wk	2.0
13) Group Short Term Disability coverage	1	HR/ Wk	4.0	13) Group Short Term Disability coverage	0.5	HR/ Wk	2.0
14) Retirement Plan - Standard 401k, Safe Harbor, Roth	0.5	HR/ Wk	2.0	14) Retirement Plan - Standard 401k, Safe Harbor, Roth	0.5	HR/ Wk	2.0
15) Retirement Plan - Form 5500 filing	1	HR/ Wk	4.0	15) Retirement Plan - Form 5500 filing	0.5	HR/ Wk	2.0
16) Retirement Plan - Annual discrimination testing	1	HR/ Wk	4.0	16) Retirement Plan - Annual discrimination testing	0.5	HR/ Wk	2.0
17) Premium Only Plan (POS) Administration	1	HR/ Wk	4.0	17) Premium Only Plan (POS) Administration	0.5	HR/ Wk	2.0
18) FSA (125) Administration	1	HR/ Wk	4.0	18) FSA (125) Administration	0.5	HR/ Wk	2.0
19) Dependent Care (125) Administration	1	HR/ Wk	4.0	19) Dependent Care (125) Administration	0.5	HR/ Wk	2.0
20) Workers Compensation (WC) coverage	1	HR/ Wk	4.0	20) Workers Compensation (WC) coverage	0.5	HR/ Wk	2.0
<b>HR</b>							
21) ADEA compliance / guidance	1	HR/ Wk	4.0	21) ADEA compliance / guidance	0.5	HR/ Wk	2.0
22) Employee Litigation response	1	HR/ Wk	4.0	22) Employee Litigation response	0.5	HR/ Wk	2.0
23) Wage and Hour Claims response	1	HR/ Wk	4.0	23) Wage and Hour Claims response	0.5	HR/ Wk	2.0

Estimated Percentage of Time Recovered Due to Services Offered: 75%

Average Cost of Executive Time (Wage/hour): \$30.00 /hour

Total Cost of Executive Time (Dollars/Year): \$19,524 /Year

Average Value of Executive Time (Profit/hour): \$17.00 /hour

Total Value of Executive Time (Dollars/Year): \$11,130 /Year

**Product/Service/Process Employment Profile:**

Total number of Employees: 20

Number of New Hires: 1

Number of Exits/Retirees: 1

Number of Full Time Employees: 12

Number of Part Time Employees: 8

Number of New Hires / Yr: 5

Number of Exits/Retirees / Yr: 5

Number of Full Time Employees / Yr: 5

Number of Part Time Employees / Yr: 5

Number of Contracted/Temporary Employees: 4

Number of Contracted/Temporary Employees / Yr: 4

Number of Employees / Yr: 20

Executive Position (No of Shared Activities): 20

**HR Administration Costs Worksheet:**

Prepared by: My Great HRO/PEO

12/30/11

Current HR Costs Within Your Company Where You Will See Relief:

Current Fees and Transactional Costs:	Rate	Frequency	Per Year
<b>Payroll and Tax Administration</b>			
1) Payroll Processing (pay & tax calculations, checks, etc.)	\$	per	\$0
2) Online Payroll Processing	\$	per	\$0
3) Direct Deposit	\$	per	\$0
4) 941 Quarterly Filings	\$	per	\$0
5) State(s) Quarterly withholding tax filings and deposits	\$	per	\$0
6) State(s) Unemployment Insurance (SUI) quarterly tax filings	\$	per	\$0
7) VC-2 and VC-3 preparation and distribution	\$	per	\$0
8) Federal Unemployment administrative - SUI filing	\$	per	\$0
9) State(s) Unemployment Insurance account & rate	\$	per	\$0
10) IIG compliance (correspondence employment related)	\$	per	\$0
<b>Human Resources</b>			
11) FMLA compliance / guidance	\$	per	\$0
12) Group Health / Prescription Insurance coverage	\$	per	\$0
13) Group Life coverage	\$	per	\$0
14) Group Short Term Disability coverage	\$	per	\$0
15) Retirement Plan - Standard 401k, Safe Harbor, Roth	\$	per	\$0
16) Retirement Plan - Form 5500 filing	\$	per	\$0
17) Retirement Plan - Annual discrimination testing	\$	per	\$0
18) Premium Only Plan (POS) Administration	\$	per	\$0
19) FSA (125) Administration	\$	per	\$0
20) Dependent Care (125) Administration	\$	per	\$0
<b>WC / Risk Management</b>			
21) Workers Compensation (WC) coverage	\$	per	\$0
<b>HR</b>			
22) ADEA compliance / guidance	\$	per	\$0
23) Employee Litigation response	\$	per	\$0
24) Wage and Hour Claims response	\$	per	\$0