NUVIEW SYSTEMS INC

HR & Benefits Administration is a flexible, user-friendly tool that helps compensate staff, maintain demographic information, and administer benefits options. A wide range of company and employee data is maintained centrally, which can be included in standard or ad hoc reports. Employee specific data includes everything from previous employment, compensation history, benefit elections, 401(k) options, job skills, emergency contacts, company issued property, I-9, performance reviews and other information – all at your fingertips.

POWERFUL SEARCH CAPABILITIES • You can search for employees using name, employee ID, payroll ID, employment status, job, location or department, or even customize your own search. Our system makes finding and displaying the data you need easy and efficient. If your company needs additional fields or tables, our underlying toolset will help you quickly and easily add these to the database and displayed forms. These can be used in reports, searches and even calculations. The standard report library includes benefit statements, total compensation, and compliance reports such as EEO-1, EEO-4, Vets 100, OSHA 300, HIPPA certificate and COBRA.

CREATE YOUR OWN REPORT • A built-in ad hoc report writer and query tool provides great flexibility in generating answers to your questions, creating reports against specific criteria, and generating standard letters and emails for a wide range of HR activities. Any level of user, from novice to expert, can generate the report they need.

HIGHLIGHTS

- Employee Information such as: emergency contacts, profiles, immigration data, relocations, previous employment, skills/competencies, education, training needs, reviews, discipline history, grievances, absence accruals, certifications/licenses, salary reporting, time off requests, benefits, stock offerings, bonuses, and 401k/403B plans
- The system also helps maintain property/asset tracking, compensation structures, COBRA administration, eligibility rules, and various carrier interfaces

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