

Ascentis HR 7.6

Product Enhancement Fact Sheet

Introducing the latest advancements in Ascentis HR version 7.6

Ascentis HR (formerly HROffice) now offers more flexibility in benefits administration with the introduction of benefits compensation and automated effective date advancement. Also included in 7.6 is a brand new *My Paycheck* section for users with the suite of Ascentis HR, Ascentis Payroll and Ascentis Employee Self-Service.

FEATURE ENHANCEMENTS

Benefits compensation for employees with variable salary

Complete control of effective dates generated by Employee Self-Service

Configurable New Hire Wizard for Employee Self-Service

Increased flexibility for benefits administration

Benefits compensation allows users greater flexibility when creating and maintaining benefit plans in Ascentis HR. It does so by providing increased support of employees whose salary is based mainly on commissions, bonuses and/or a variable number of hours worked per week. It also allows users to support and maintain benefit plan designs based on prior year W-2 compensation or rolling 12 month compensation. Plan calculations can be based on regular compensation or benefits compensation allowing increased flexibility when managing benefits.

Approve enrollment changes made in Employee Self-Service at any time with the new automated effective date advancement feature. Employee Self-Service will automatically detect when a change in coverage requires a change in the benefit begin date (such as a volume change or change in 401(k) contribution) so that those changes can be approved before their effective date. For ultimate flexibility, users have the option to override the automatically generated effective date before approving the change. This feature enables users to approve changes well ahead of their effective date while maintaining accuracy in reporting and history.

Specify the number of days a new hire can enroll into benefits through Employee Self-Service with the new configurable New Hire Wizard. The New Hire Wizard will not be displayed to the employee after the number of days specified, making sure that new hires enroll within their given time frame.

New *My Paycheck* in Employee Self-Service

Users with Ascentis HR, Ascentis Payroll and Employee Self-Service are now offered a brand new *My Paycheck* section in Employee Self-Service. Some highlights of the new section are:

- Real time access to paystub, paycheck history, and direct deposit information
- View and print W-2 forms
- Update and print tax withholding (W-4) information
- Powerful tax simulation tools to aid employees in modeling their paycheck should salary or tax withholding information change
- Build custom pages and messages within My Paycheck to relay and share information