

# Have You Visited InfoSource Lately?

**InfoSource** is the client-driven interactive Website provided by AlphaStaff, one of the nation's leading Human Resource Outsourcing organizations, where clients can submit payroll information, run reports, change addresses and more...Now much more!

**InfoSource 5.0** is the newest version of this Human Resources Information System providing expanded features and functions. AlphaStaff has upgraded the inquiry and reporting functions that give clients instant access to their information along with a host of new features to support their HR needs.

Now managers have more functional access to the Web to submit information regarding new hires and terminations, leaves of absence and reactivations, pay-rate changes and status-type modifications. Their employees also have better access to inquire about their payroll and benefits information, such as 401(k), paid-time-off (PTO), and flexible spending accounts.

## These new functions include:

**"At-a-Glance"** – A quick, global-summary feature, "At-a-Glance" provides clients with an overview of their account, everything from an "Active Employees" inquiry to specific PTO summary. This function has been expanded to provide a snapshot for our clients from a workforce/cost perspective.

**HR Event Tracking** – Designed to provide an online "audit" for all HR functions, this feature enables managers to bundle all their HR events – hirings, terminations, reviews, etc. – into an easily accessible database.

**Expanded Web Payroll** – In an effort to reduce the need for third-party involvement in special circumstances, the newly expanded Web Payroll functions allow clients to submit their regular payrolls over the Web or create and submit special payroll batches.

**Expanded Inquiry & Reporting** – This new Web product utilizes an enhanced reporting structure that provides a client with better access to view more specific parameters/criteria for more specialized reports. There are over 30 different self-service payroll and HR reports that are available in Adobe Acrobat and MS Excel over the Web.

**Expanded Employee Maintenance** – Managers now have access to update more detail in the employee record files, such as employee-event tracking, skills and education, performance reviews, dependent changes, and more.

**HR News & Information** – AlphaStaff is providing access to subscription-based information services at no additional cost to our clients for the purpose of research and general education. As new industry standards and practices are rolled out, our clients will be among the first to be informed.

**Salary Research Tools** – To assist our clients and their HR managers, AlphaStaff has signed a contract with Salary.com. This link, through InfoSource, will enable businesses to determine appropriate salary ranges or establish correct pay standards based on current trends.

**Payroll Calculator** – This enormously functional tool offers clients instant calculations of federal, state and local payroll taxes, as well as any additional payroll deductions for health insurance, retirement plans, etc. Based on individual regions, the calculator is designed to help managers and employees make the right choices based upon withholdings and deductions.

**HR Knowledge Base** – Tap into the immense experience offered by the seasoned professionals at AlphaStaff with this comprehensive library of human resource material that covers the gamut of HR functions and needs. From recruiting new employees to proper termination procedures, AlphaStaff's HR Knowledge Base is the tool to help you make informed decisions and guide you through the appropriate process.

## HOW CAN YOU TAKE ADVANTAGE OF EVERYTHING INFOSOURCE 5.0 HAS TO OFFER?

If you have not yet been contacted by your Account Manager, call today or log onto [www.AlphaStaff.com](http://www.AlphaStaff.com) and utilize the Contact Form provided.

**ALPHASTAFF**

Simplifying Business, Benefiting People

Online and "hands on" training opportunities will be made available as you learn to navigate the many functions of this upgraded system. Detailed user manuals are also available online to guide you through the various features of the system.

AlphaStaff and InfoSource 5.0 put the answers to all your Human Resource questions at your fingertips. Try it today!