

A close-up, high-angle photograph of a woman's face, smiling broadly, showing her teeth. The lighting is warm and soft, highlighting her skin. The background is a blurred blue and green, suggesting an outdoor setting. A yellow horizontal band runs across the middle of the image, containing text.

MICROSOFT BUSINESS SOLUTIONS FOR

Human Resource

Management

- GREAT PLAINS

Microsoft
*Business
Solutions*

A man with dark hair, wearing a dark sweater, is seated and working on a laptop. He is positioned in a modern office environment with large windows and a curved wall. The lighting is warm and focused on the man and his work area. A blue horizontal bar is overlaid across the middle of the image, containing the text "MICROSOFT BUSINESS SOLUTIONS-GREAT PLAINS".

MICROSOFT BUSINESS SOLUTIONS-GREAT PLAINS

Focus

on your most valuable asset.

MICROSOFT® BUSINESS SOLUTIONS–GREAT PLAINS®

FOR HUMAN RESOURCE MANAGEMENT EQUIPS HR

and payroll professionals to focus on their most important responsibility—managing people in line with business goals. Flexible capabilities adjust to the way you work, with customizable forms, schedules, pay rates, and hiring processes. All the information you need to make key HR decisions can be accessed quickly and easily, enabling you to work effectively with your staff, process payroll efficiently and cost-effectively, and help ensure applicants and employees are treated equitably.

Powerful integration, automation of routine tasks, and instant availability of all personnel data maximize efficiency, reduce costs, and make it easy to comply with government reporting requirements. Managers and employees also can use the self-service capabilities of the HRM Self Service Suite for Microsoft Business Solutions Business Portal to control and manage crucial HR information through a convenient, personalized Web portal.

WHEN YOU EQUIP THE PEOPLE WHO WORK FOR YOU TO PERFORM AT TOP POTENTIAL, YOU EQUIP YOUR BUSINESS FOR SUCCESS.

SOLUTIONS FOR **Pursuing** YOUR BUSINESS VISION

Designed for rapid time-to-benefit
and low cost of ownership,

Microsoft Business Solutions–Great Plains offers integrated solutions for financials, business analytics, e-commerce, supply chain, manufacturing, project accounting, field service, customer relationship management, retail management and human resource management. By delivering unparalleled access to decision-driving information, a rapid return on investment, and the finest customer service in the world, Microsoft Great Plains helps you grow and manage your business better.

LATEST AND BEST TECHNOLOGIES

No two companies are alike. Yours may need more timely data. Or be spread across multiple locations, or need multicurrency or multi-language capabilities. Microsoft Great Plains can be tailored to match those needs. All solutions are highly customizable, and dozens of industry-specific solutions are readily available. Great Plains also provides a suite of powerful industry-standard tools and technologies that millions of developers are already familiar with. With these tools, data and processes can easily be shared with other applications, and functionality can be added or changed using Microsoft Visual Basic® for Applications, all without changing a single line of financial system code. From the ground up, your solution is designed to be adaptable to your needs.

WORLD-CLASS SUPPORT

Recognized as one of the most responsive and innovative service teams in the industry, Microsoft Business Solutions backs your investment in your solution by working with your local reselling partner to offer remarkable training and support services.

You also have access to a vast network of independent software vendors (ISVs) that can give you any additional support you need and tailor Great Plains to your specific requirements. At Microsoft Business Solutions, serving the customer for a lifetime is more than a commitment—it's a mission.

Components of the Human Resource Management Series

- Human Resources
- Payroll
- Payroll Connect
- Direct Deposit
- eTimesheets
- Federal Magnetic Media
- HRM Self Service Suite for Microsoft Business Solutions Business Portal

“ I WANT **top talent,** WORKING AT TOP POTENTIAL. ”

Human Resources helps your business increase competitive standing and business agility, equipping your HR staff to attract and retain employees whose potential aligns with your organizational goals.

“I knew there had to be a better way to turn applicant information into employee information and Microsoft Business Solutions has made that a reality.”

PAUL PFOTENHAUER

CONTROLLER
HEAVENLY VALLEY SKI RESORT

RECRUIT AND HIRE THE BEST AND BRIGHTEST

Critical to your business success, Human Resources gives you the means to identify and attract top talent. It streamlines and standardizes the interviewing process and enables equitable treatment for all applicants and hires. Human Resources makes it easy to maintain information regarding skills, work history, education, and more, with query tools that enable you to match candidates with the criteria for open positions.

For example, you can create and use as many custom interview forms as you need, and easily rate candidates with standardized criteria. You can completely automate processes for sending candidate acknowledgements, invitations, offers, and rejection letters.

MANAGE HUMAN ASSETS AND TRACK EMPLOYEE INFORMATION

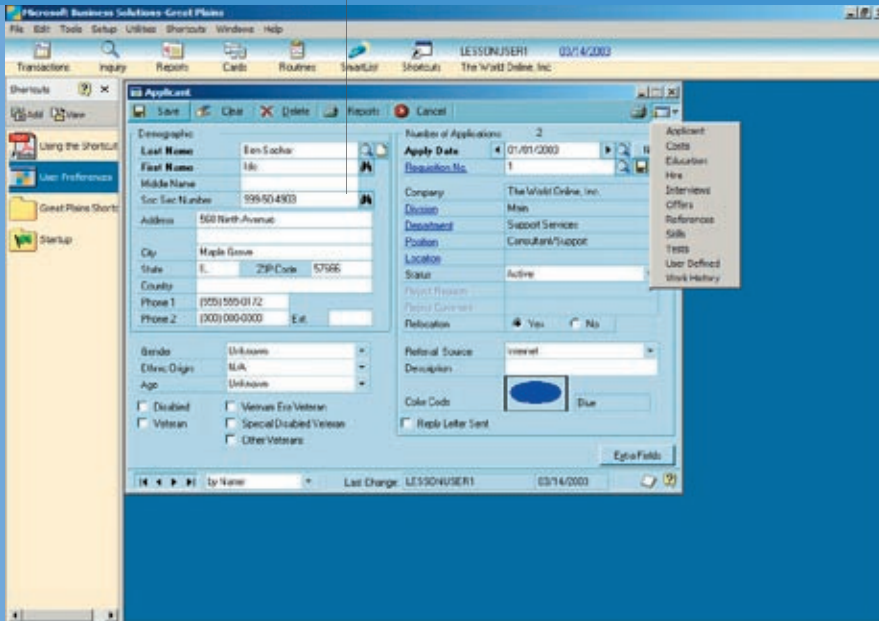
Record, track, maintain, and work with any data pertaining to an employee, including:

- Attendance
- Merits, demerits, and disciplinary plans
- Salaries and promotions
- Trainings, classes, and skills
- Performance reviews including scheduling
- Weighting, scoring, and supervisory input

Human Resources also includes comprehensive reporting capabilities that help you meet government requirements, such as employment eligibility and injury reporting. You can automate routine reports and other processes to focus better on the tasks that need immediate managerial control.

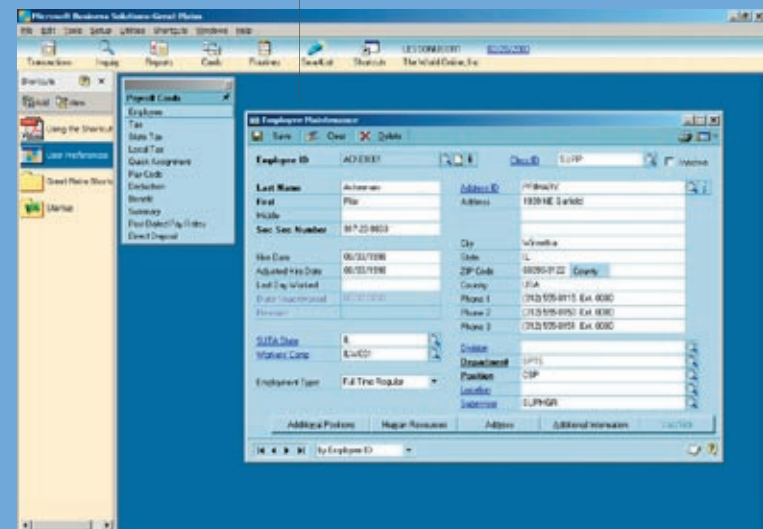
Attract

and retain top talent by identifying the best applicants and staying on top of every hiring situation.



Enter

quotes, orders, back orders, invoices, and returns from one central location.



“ WHEN WE COMMIT TO EMPLOYEE **satisfaction**, EVERYBODY WINS. ”

Your goal: Build and retain a workforce committed to pursuing your business vision. Your need: Efficient, cost-effective HR processes that reduce administration and speed access to key employee information.

PROVIDE SUPERIOR BENEFITS ADMINISTRATION

By enabling you to define employee benefits with ease and flexibility, Human Resources helps increase efficiency and conserve costs, and lets your employees derive the utmost value from their compensation.

Some of the functions you can efficiently perform with Human Resources' benefits administration:

- Set up cash accounts from medical and child care expenses
- Track attendance accrual options such as seniority-based Paid Time Off
- Enroll employees in health and life insurance, and retirement plans
- Create and send COBRA letters and maintain proof of notification

Because information is integrated across Microsoft Great Plains, any newly entered benefits information will immediately be reflected in Payroll.

ALIGN YOUR WORKFORCE WITH BUSINESS REQUIREMENTS

Retrieve any information about applicants and employees at a moment's notice. You can scan internal and external applicants for skills to match open positions, identify skills shortages, and design your workforce to best suit business needs.

MANAGE COMPENSATION STRATEGICALLY

Gain full executive insight to manage employee compensation and make any decisions pertaining to it. You can test changes by running them through what-if scenarios, and plan for compensation adjustments for any group of employees in the company.



GET THE INFORMATION YOU NEED, THE WAY YOU NEED IT.

As a human resource professional, you need to be able to look ahead and chart the course for your organization's single most important asset, its people. Microsoft Great Plains Human Resources ensures that you can put the wealth of personnel data in your organization to work.

Extensive reporting capabilities are available from within Human Resources, Payroll, and the HRM Self Service Suite for Microsoft Business Portal. Because Microsoft Great Plains is an integrated business solution, data collection and reporting can expand to include information from across your entire business.

Fast, easy reporting is only one avenue within Microsoft Great Plains for connecting with information about people. You can also use powerful query functions to answer any questions. Want to know who applied for a certain job opening and how their skills match up? Run the Skills Query in Human Resources and find out immediately. Use the same query to plan future training and recruiting efforts.

In a highly competitive business climate and a difficult economy, even small changes may have significant implications. Do you need to assess what the consequences of a salary adjustment for a certain group of employees would be? Set up a what-if scenario through Compensation Management. You can review the financial results of the projected change. And you can make sure employees and employee groups are compensated equitably — an important factor in employee retention and satisfaction.

Third, you can use analysis views to dig for the information you want at the most granular level of detail, without printing a report. Follow transactions back to where they began, establishing an instant, complete audit trail online.

When your organization deploys Microsoft Great Plains, you also have these reporting functions at hand:

- Crystal Reports® 9.0 Professional enables you to import data from multiple sources, and then build and maintain customized, presentation-quality reports in virtually any format you need.
- Report Writer equips you to create, update, and modify all reports and forms in your organization, then schedule them for publishing in several popular formats.

“ I WANT PAYROLL **functionality** THAT WORKS FOR MY BOTTOM LINE. ”

PAYROLL

Manage complex payroll functions in a changing business environment efficiently and accurately, without adding to your overhead.

- Streamline data entry and reduce errors with simplified employee record setup and the ability to create and track detailed, customized records of pay, benefits, and deductions.
- Respond quickly to employee questions with intuitive query windows that provide immediate access to detailed information.
- Meet specific information needs for multiple companies with comprehensive reports and updated tax tables.

PAYROLL CONNECT

Payroll Connect is a turnkey solution that integrates with Microsoft Great Plains General Ledger and ADP/PC Payroll for Windows. You do not need to learn how to configure files to bring data from ADP/PC Payroll for Windows into General Ledger, because Payroll Connect automates that process for you, without requiring any additional effort or redundant data entry on your part.

- Improve operational efficiency and cost-effectiveness by connecting Great Plains General Ledger with information from ADP.
- Eliminate data entry errors by single-procedure data entry and review of transactions before they are posted to General Ledger.

PAYROLL DIRECT DEPOSIT

With Payroll Direct Deposit, an automated process adds payroll funds to employees' bank, savings and loan, or credit union accounts through an Automated Clearing House (ACH) file. There is no limit on the number of accounts or financial institutions for any employee's payroll.

- Process payment flexibly with split disbursements and two types of direct deposit accounts.
- Increase payroll efficiency by printing check and earnings statements the way you want them.
- Enhance your business process with flexible, extensive reporting options and easy check reconciliation.

FEDERAL MAGNETIC MEDIA

Help maintain full compliance with government reporting requirements by generating federal W-3 magnetic media files.

eTIMESHEETS FOR PAYROLL

Take your time-tracking process to the Web, making it easily accessible and efficient for employees and managers who travel or work at remote locations. The eTimesheets capability automates the entire process of entering and approving time. It's intuitive, easy to use, and password-protected.

BANK ONE INTEGRATION

Web-based integration between Microsoft Great Plains Financial Management applications and Bank One Direct Paycheck Card eliminates paper checks and reduces handling costs for employees without bank accounts, by providing direct deposit of paychecks to their Bank One Visa® card account.

Streamline

data entry with simplified employee record setup that saves time and reduces errors.

Employee Maintenance window showing fields for Employee ID, Last Name, First Name, Middle, Soc Sec Number, Hire Date, Adjusted Hire Date, Last Day Worked, Date Inactivated, Reason, SUTA State, Workers' Comp, Employment Type, Address ID, Address, City, State, ZIP Code, Country, Phone 1, Phone 2, Phone 3, Department, Position, Location, and Supervisor.

Give

employees better service by providing quick answers to questions on personal or financial information.

Payroll Inquiry window showing Employee Summary Inquiry for Employee ACKE0001 (Ackeman, Pilar) for the year 2003. The table displays financial data for March, Quarter to Date, and Year to Date.

	March	Quarter to Date	Year to Date
Gross Wages	\$937.50	\$3,452.88	\$3,452.88
Federal Tax Withheld	\$816.42	\$3,097.43	\$3,097.43
FICA Soc Sec Tax Withheld	\$42.06	\$334.27	\$334.27
FICA Soc Sec Tax Wages	\$844.95	\$3,174.03	\$3,174.03
FICA Soc Sec Tax Withheld	\$52.36	\$196.79	\$196.79
FICA Medicare Wages	\$844.95	\$3,174.03	\$3,174.03
FICA Medicare Tax Withheld	\$12.24	\$46.02	\$46.02
FUTA Wages	\$816.42	\$3,097.43	\$3,097.43
SUTA Wages	\$816.42	\$3,097.43	\$3,097.43
Net Wages	\$695.27	\$2,458.35	\$2,458.35
Hours Worked	0.00	0.00	0.00
Days Worked	0.00	0.00	0.00
Weeks Worked	0.00	0.00	0.00
Vacation Hours	Per Year 80.00	Available 86.66	
Sick Time Hours	Per Year 40.00	Available 43.34	

“ I WANT TO DELIVER ANYTIME, ANYWHERE **access** TO INFORMATION AND PROCESSES. ”

The HRM Self Service Suite for Microsoft Business Solutions Business Portal enables both managers and employees to view and update appropriate information through a personalized Web portal, helping streamline HR management processes and increase employee satisfaction. Seamless integration with Human Resources and Payroll applications means that data entered will be available throughout your business system, ensuring that information is up-to-date and accurate.

Web-based self-service functionality includes five modules:

- Employee Pay
- Employees Profile
- Time and Attendance
- Recruitment
- Skills and Training

The HRM Self Service Suite gives managers access to employee-related information and helps them direct the shape of the workforce. Employees can maintain personal information, sign up to have pay deposited directly, gain visibility into job opportunities, and more.

By automating tedious data collection tasks, the HRM Self Service Suite increases productivity and reduces administrative overhead. Just as important, portal views can be easily customized to make it easier for employees and managers to manage information from one convenient location—Microsoft Business Portal.

SELF-SERVICE FOR MANAGERS

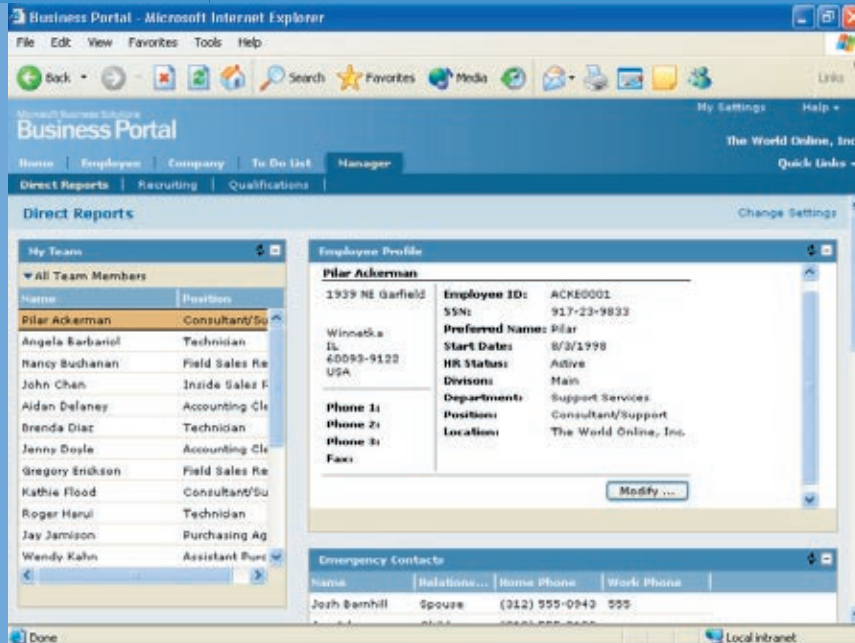
- Manage teams more effectively with expanded access to information about direct reports, including training history, team skills, internal applicant status, and compensation history.
- Increase your efficiencies by accessing and working with employee information through one unified resource.
- Free your resources for more substantive tasks as you eliminate paperwork and redundant data entry.

SELF-SERVICE FOR EMPLOYEES

- Enable employees to update personal information and submit time cards through a personalized Web portal.
- Provide role-based access that helps ensure employees view appropriate information and that their personal data remains confidential.

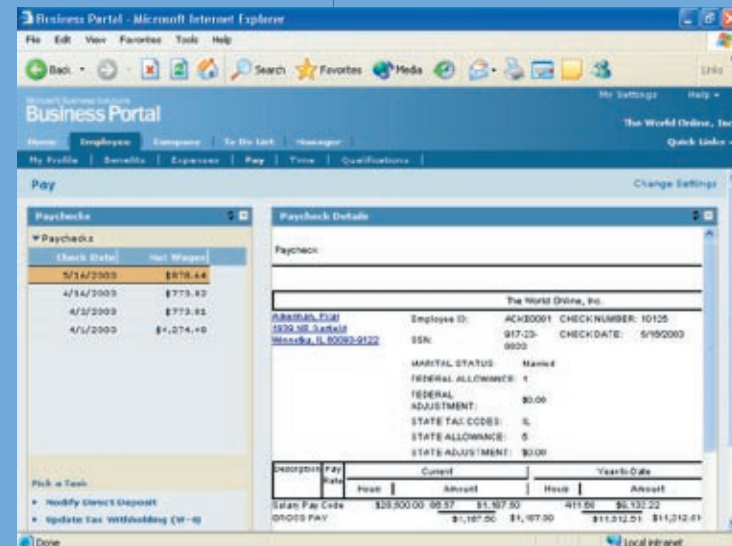
Provide

managers with easy, convenient access to direct reports information.



Empower

employees to access their personal information without contacting HR staff.



“ I WANT AN INTEGRATED **solution** THAT COVERS THE BASES. ”

HR management continuously crosses the boundaries of skills, disciplines, and responsibilities. One minute you need to design a compensation policy that is fair to all employees. Then you have to address performance issues and track employee histories. While you're in the middle of dealing with that issue, you're made aware of an urgent job opening that would need to be filled immediately. You need to identify the appropriate level of skill, either from internal or external candidates.

TAKE HOLD OF ONE SOLUTION THAT MEETS MANY NEEDS

Because Microsoft Great Plains is an integrated solution, you'll find it easy to find the information you need and devise a plan of action.

Here are a number of integration points of great value to HR professionals.

- A common database connects Microsoft Great Plains applications; information entered once is reflected across your solution.
- Payroll applications integrate with General Ledger, posting payroll expenses, taxes, and other transactions immediately.
- Human Resources integration with Payroll ensures prompt delivery of paychecks to employees.
- Payroll Connect updates General Ledger with data from ADP PC/Payroll for Windows.
- Payroll Direct Deposit integrates with U.S. Payroll and Bank Reconciliation, simplifying check reconciliation.

COUNT ON MICROSOFT INTEGRATION TO SIMPLIFY THE WAY YOU WORK

Microsoft Great Plains ties in with other Microsoft applications to increase productivity and streamline processes.

- The System Manager can use Microsoft Visual Basic for Applications (VBA) to add business-specific functions into data entry and inquiry windows.
- The Microsoft Office XP Smart Tag Manager, a component of the System Manager, makes information in Office documents available to Great Plains applications, and vice versa.
- SmartList lets you quickly update spreadsheets or import queries into Microsoft Excel and Microsoft Word.
- General Ledger can export and import budgets to and from Microsoft Excel.

“Putting our HR records into the same system that we use to track our finances saves a lot of time, at least four days every month overall . . .

We can obtain virtually any information that we need with a few clicks of a mouse, which makes it possible to make faster and better decisions that benefit our members, employees, and the entire community.”

Nancy Jorgenson

Director, Human Resources

YMCA

Microsoft Business Solutions ApS, which includes the businesses of Great Plains, FRx® Software Corporation and Microsoft bCentral™, offers a wide range of business applications designed to help small and midmarket businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions applications automate end-to-end business processes across financials, distribution, project accounting, electronic commerce, human resource management, manufacturing, supply chain management, business intelligence, sales and marketing management, and customer service and support.

MICROSOFT BUSINESS SOLUTIONS—GREAT PLAINS

A solid foundation for building business success.

More information about Microsoft Business Solutions can be found at
<http://www.microsoft.com/BusinessSolutions>

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