



!Trak-It Link

IMPORTS DATA FROM PAYROLL SYSTEMS



The !Trak-It Link payroll interface is an extra cost option that establishes a linkage from payrolls such as ADP, PayChex, Zurich, and others to the !Trak-It HR Human Resource Management System. This allows those who use both !Trak-It HR and the corresponding payroll to eliminate redundant data entry by automatically passing new employee information, employee changes and employee updates from the payroll system to !Trak-It HR.

!Trak-It Link Gives You

- High-speed initial data conversion
- Elimination of duplicate data entry
- A simple two-step operation
- New Hire, Termination and Salary Comparison Reports
- Automatic creation of Job History records for all salary changes

If you are adding !Trak-It HR to an already installed payroll system, the set-up and data conversion of your existing information into !Trak-It HR is a simple, speedy, one-time operation that eliminates countless hours of manual data entry.

How the !Trak-It Link Works

After a payroll run is completed, an ASCII file is generated from within the payroll system. This file is then transferred to the !Trak-It HR data sub-directory via your network. The !Trak-It Link is then run, accessing the ASCII data and converting it into the !Trak-It HR databases. Once the conversion is complete, optional reports can be generated listing all the new hires, terminations and salary differences. The program will then, if desired, update the !Trak-It HR databases, creating the appropriate job

history records for salary changes and adding all the available information as part of the creation of the New Hire records.

Cost Effective Solution

This is a one-way program that imports data from payroll to !Trak-It HR and is an excellent, cost-effective way to initialize the !Trak-It HR databases. It can be used as an ongoing tool to update the !Trak-It HR databases, if the data is first entered into the payroll system. If, however, the data is first entered into the !Trak-It HR system then the interface can be used as an ongoing tool to verify that the payroll data matches the HR data without actually using it to update the !Trak-It HR databases.

Data Transferred

The !Trak-It HR data fields that can be populated from payroll information are:

- Employee #
 - Last Name
 - Middle Name
 - First Name
 - Social Security #
 - Street Line1
 - Street Line2
 - City
 - State
 - ZIP Code
 - Home Phone
 - File Number
 - Job Code
 - Job Title
 - Active Status
 - Employment Status
 - Exempt Status
 - Marital Status
 - Supervisor
 - Pay Period
 - Pay Rate
 - Pension Rate
 - Reason Code
 - Salary/Hourly
 - Division (Level 1)
 - Department (Level 2)
 - Section (Level 3)
 - Location
 - Hire Date
 - Birth Date
 - Effective Date
 - Next Pay Review Date
 - Last Pay Review Date
 - Next Perform. Review
 - Last Perform. Review
 - Gender
 - Race
 - Misc. Fields (4)
- plus others depending on the payroll.