



ActivHR Technology

Feature	Usage	Benefit
Framework	nQativ has built the ActivHR system as a foundation on which you can define your human resource system to fit your company. This is in contrast to most payroll packages where you must fit your operations to a specific package design.	Human Resource department can adapt the system to suit its requirements without additional programming resources or “side systems”.
Activity Technology	Activity technology is used throughout the ActivHR system. See the brochure “Activity Technology” for details.	User convenience and the ability to quickly analyze and modify data.
Integration	ActivPR (Payroll), ActivGL (General Ledger)	Seamless integration with the suite of nQativ accounting packages.
Employee Code	The employee code is NOT used as a foreign key to related files. You can change the employee codes as simply and quickly as changing the employee address.	Change and restructure your employee codes at any time.
Security	Security can be defined in a granular manner so that a separation of duties can be effected in the payroll department. Also, the HR and GL personnel can be limited in their ability to see sensitive payroll data.	Allows the separation of duties in your organization and protects sensitive data.
One-Stop shopping	All employee records are viewable from the same form. Tabs at the bottom of the form are accessed to show all check history, all employee automatics, all group totals, Human Resource information, status, change audits, etc.	No need to hunt through a menu system to find the various pieces of information for a single employee.
EEOC Reporting	Full compliance reports for the EEOC are available. (EE-1)	Comply with governmental reporting obligations.
Leave Plans	Customize leave plan procedures allow definition of company-specific policies to create and track usage and accrual for vacation and sick leave. Accrual calculations can be based on seniority, service months, tenure, and any other employee attribute. Implement special policies like “spill-over” and “use-it-or-lose-it”.	Replace external manual record-keeping systems (like spreadsheets) with a fully integrated system that can be customized to automatically implement your vacation and sick leave policies.
Seniority Plans	Automatically track seniority and service months for both salary and hourly intermittent employees. Use seniority levels in Leave Plans to determine accrual rates. Use seniority levels in paycheck calculations to determine pay rates and other benefits.	Seniority-based changes occur automatically saving you work and improving accuracy and timeliness.
Leave Accounting	The monetary accrual obligation to the leave plan is automatically accumulated by each employee. These amounts can be reflected in the ActivGL ledger.	Account for the monetary liability associated with employee leave.
Training/CE Credits	The leave plan system can also be used to account for other data related to the employee HR records. Many employees are required to have a certain amount of training or Continuing Education (CE) credits. The technology for leave plans can be used to account for the obligation and fulfillment of these credits.	Stay in compliance with training and certifications for each employee.

Employee - "030" for Indelible, Inc.

File Edit View Tools Help

New Read Save Report Previous Next

Code: 030 Full Name: Gavin Michael Knight

Name
 Prefix:
 First: Gavin
 Middle: Michael
 Last: Knight
 Suffix:

Employment
 Social Security: 792-50-9816

Address
 Address: 5601 19th Drive

 City,St,Zip: Lubbock TX 79405
 Country: United States

Phone Numbers
 Business: 806-824-4629
 Home: 806-822-8952
 Fax:
 Mobile: 806-247-4654
 Pager:

Miscellaneous Information
 Birth Date: 5/10/1981
 Gender: Male
 Marital Status: Single
 Retirement Plan
 Statutory Employee
 Third Party Sick Pay

Email
 Work: gknight@indelible.com
 Home:
 Distrib:

Employee | Statuses | Calculations | Disbursement | HR | Seniority & Leave | Data Links | Records | Contacts | Checks | Group Totals | Time Sheets | Attachments | Other

Edit

Feature	Usage	Benefit
Electronic Records	Scan all paper from the employee filing cabinets and put into electronic records associated with the employee. The type and documents are totally defined by each company using ActivHR. Examples include: W-4, I-9, Resume, Job Offer, Retirement Plan Documents, Resignation Letters, Salary Reviews, etc. Scanned documents are linked to typed notes and reference (recall) dates.	All employee records are electronic and immediately retrievable.
Missing Required Documentation	The electronic records feature allows you to quickly determine which employees have missing documentation. For example, you can determine who does not have a valid I-9 document or has let a required license expire.	License renewals or missing documentation are easily spotted.
Follow-up	Schedule reviews or promised actions with the employee notes system and associated "recall" date feature.	Don't miss deadlines and action request.

Employee - "030" for Indelible, Inc.

File Edit View Tools Records Help

New Read Save Report Previous Next

Code: 030 Full Name: Gavin Michael Knight

Records Garnishments Notes W-4s

Records

New Read

Filters: Lookup:

Record Number	Employee	Date Time	Type	Note Type	Description	Date	Modified	Created By
28	030	Sep 5 2008 12:00AM	PR W-4		W-4	09/05/2008	Nov 22 2010 8:52AM	eLearning
30	030	Sep 10 2008 12:00AM	PR Note	F. ADP	Alcohol and Drug Policy	09/10/2008	Nov 22 2010 9:01AM	eLearning
29	030	Oct 3 2008 9:56AM	PR Note	F. I-9	I-9	10/03/2008	Nov 22 2010 8:59AM	eLearning
27	030	Oct 5 2008 2:15PM	PR Note	Ins. Change	Health Insurance Selection	10/05/2008	Nov 19 2010 4:05PM	eLearning
26	030	Nov 10 2008 12:43PM	PR Note	F.401KENroll	401k Application	11/10/2008	Nov 19 2010 4:05PM	eLearning
31	030	Nov 22 2010 10:41AM	PR Note	M.New	New Hire	11/22/2010	Nov 22 2010 9:05AM	eLearning

Employee Statuses Calculations Disbursement HR Seniority & Leave Data Links Records Contacts Checks Group Totals Time Sheets Attachments Other

Edit Total: 6 Selected: 1

Employee - "030" for Indelible, Inc.

File Edit View Tools Help

New Read Save Delete Report Previous Next

Code: 030 Full Name: Gavin Michael Knight

Attachments

Document (1).pdf (83 KB)

(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

- If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child, then less "1" if you have three or more eligible children.
- If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children.

H Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)

For accuracy, complete all **worksheets** and **Adjustments Worksheet** on page 2.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions** and **Adjustments Worksheet** on page 2.
- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$18,000 (\$32,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0046

2010

1 Type or print your first name and middle initial: Gavin M Last name: Knight 2 Your social security number: 792-50-9810

Home address (number and street or rural route): 5001 19th Drive 3 Single Married Married, but withheld at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code: Lubbock, TX 79405 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2): 5

6 Additional amount, if any, you want withheld from each paycheck: \$

7 I claim exemption from withholding for 2010, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here: Exempt

Under penalties of perjury, I declare that I have provided this certificate and the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (Form is not valid unless you sign it.): Gavin Michael Knight Date: 9-5-08

8 Employer's name and address (Employer completes line 8 and 10 only if sending the IRS): Indelible, Inc 1901 18th St Lubbock, TX 79401 9 Office code (optional): 91 10 Employer identification number (EIN): 7201933

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (0910)

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Statuses Calculations Disbursement HR Seniority & Leave Data Links Records Contacts Checks Group Totals Time Sheets Attachments Otl

Edit

Feature	Usage	Benefit
Export Controls	Create specifications for exporting payroll data to a structured "flat file" to be sent to another system. Built-in export controls are provided for the USA EFW2 electronic file format and other state reporting formats.	More and more government and business entities are allowing/requiring electronic reporting of things like: taxes, employment registry, insurance payments, and retirement contributions. Export Controls allow you to generate report files in the desired structure without requiring additional programming.
OLE Automation	Importing employee information and leave plan history from your spreadsheets or existing software.	Accurate and efficient entry of HR information.
Attributes	Categorize employees any number of ways (user defined) and access HR information by category from the financial statements and check calculations. You can report employees by department, union, location, or any other category you can imagine.	Powerful and instant analysis of hours and monetary information.
Statements	Access live HR and PR data directly from Excel. Activity implements extended functions in Excel to provide direct access to the HR information	Don't need to export file and then import into Excel.
Employee Contacts	Unlimited number of emergency contacts and family members. Includes name, address, phone, and email, as well as benefit information (date of birth/death, benefit begin/end date, and college indicator).	Keep emergency contact and benefit information in Activity instead of a side-system for one-stop record keeping.



nQativ

5214 68th Ste 200
Lubbock, TX 79424

Information Toll-Free in the United States and Canada 1.800.354.7152

Information (local) Lubbock, Texas 1.806.687.8500

Fax 1.806.687.8511

www.nQativ.com