

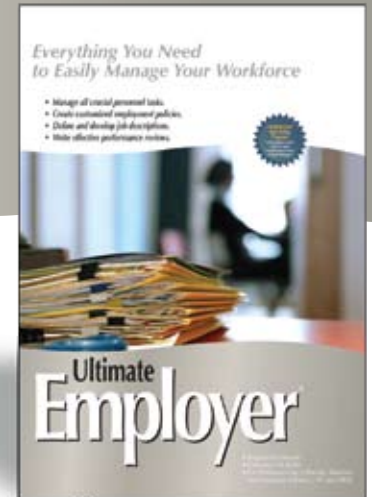
Ultimate Employer®

Everything you need to easily manage your workforce.

Whether you are a human resources (HR) professional or a small business without any HR systems, Ultimate Employer is everything you need to quickly and easily manage your workforce.

Ultimate Employer streamlines all HR-related tasks and responsibilities. It gives you the solid advice

you need to be knowledgeable and confident when handling employee-related situations. It helps you comply with many employment laws that could potentially put your business at risk, and it's highly flexible to meet your company's specific needs.



Ultimate Employer enables your personnel management to become more organized, efficient and performance-driven.

Features

Ultimate Employer® bundles Administaff's best-selling small business products into a convenient package, priced at a deep discount.

The Ultimate Employer® suite includes:

People Manager® is the best way to organize and manage details about your employees.

Policies Now® helps avoid an employee lawsuit that could devastate your bottom line.

Descriptions Now® assists in creating effective, appropriate job descriptions in minutes.

Performance Now® allows you to improve employee performance faster, easier and more often.

Effective employee management increases motivation, productivity and company loyalty and significantly lowers the possibility of an employee disagreement or lawsuit. The best time to prepare, perform and profit is now. Ultimate Employer is a must-have for every business.

People Manager®

Manage All Crucial Personnel Tasks

- Handle sensitive events with confidence
- View daily lists of employee-related tasks
- Access critical employment information
- Maintain flexible and accurate records
- Prepare information for government agencies
- Schedule reminders
- Access HR advice and information

Policies Now®

Create Customized Employment Policies

- Create employment policies in a couple of hours
- Customize your handbook via an easy Q&A process
- Edit, update and track policy revisions
- Access HR advice and information
- Choose formal or informal language styles
- Choose from 11 layouts or create your own
- Publish policies online or in print

Descriptions Now®

Define and Develop Job Descriptions

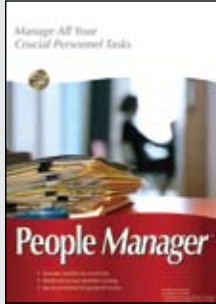
- Write job descriptions that attract better candidates
- Enhance performance with clearly stated expectations
- Choose from thousands of customizable job descriptions
- Generate interview questions and candidate rating forms
- Create job ads for newspapers and Web sites
- Reduce the risks of discrimination litigation

Performance Now®

Write Effective Performance Reviews

- Create objective, concise reviews with effective feedback
- Log events and track goals and performance
- Link relevant documents to employee records
- Print worksheets for self and peer reviews
- Design custom forms for departments and jobs
- Access HR advice
- Choose from numerous performance competencies

Discover Administaff's Suite of Powerful Employer Resources.



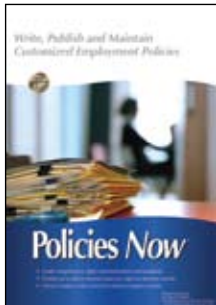
People Manager®

Manage All Your Crucial Personnel Tasks

People Manager transforms you into an HR professional who is prepared and organized. Protect your company from litigation and build employee confidence by keeping accurate records.

Features

- View daily lists of employee-related tasks.
- Centralize employee personnel data.
- Track attendance with accuracy and flexibility.
- Choose from 50 commonly used reports.
- Expedite preparing data for EEO, FLSA, IRCA & federal employment law organizations.



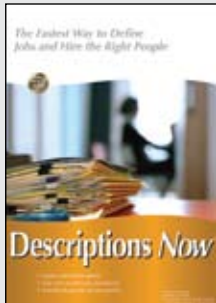
Policies Now®

Write, Publish and Maintain Customized Employment Policies

Policies Now enables you to create appropriate policies in a couple of hours. Should an employee dispute erupt into litigation, your personnel policies will be among the first documents subpoenaed.

Features

- Easy wizard and Q&A process customizes your policies and handbook.
- Track policy revisions with easy-to-use editing and updating tools.
- Choose formal, informal or English language styles.
- Publish your policies online or in print.
- Choose from 11 attractive graphic styles or create your own.



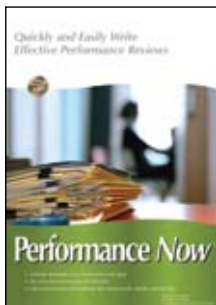
Descriptions Now®

The Fastest Way to Define Jobs and Hire Effectively

Descriptions Now helps you create job descriptions that attract better candidates, establish consistent performance competencies, improve employee focus and protect your organization in a discrimination lawsuit.

Features

- Easy wizard process helps to write and maintain job descriptions in a consistent manner.
- Includes more than 3,700 pre-written and customizable job descriptions.
- Automatically creates behavioral-based interview questions.
- Easy-to-use Q&A process assures compliance with the Americans with Disabilities Act.



Performance Now®

Quickly and Easily Write Effective Performance Reviews

Performance Now enables you to write employee reviews that maximize the potential of your team. You can log events, track goals and provide effective feedback. It practically writes performance reviews for you.

Features

- Create objective, concise performance review text automatically by pointing and clicking.
- Spot legally sensitive wording with Language Checker.
- Assign weights to individual goals and elements.
- Choose from review form templates or use simple design features to create your own.

HRTtools.com is a virtual human resources (HR) center providing access to high-performance HR products, services and solutions.



19001 CRESCENT SPRINGS DRIVE • KINGWOOD, TEXAS 77339-3802 • 877-222-0448 • E-MAIL: INFO@HRTTOOLS.COM

The information in this software is not intended to substitute for legal opinion or advice. Copyright © 2009 ADMINISTAFF, INC. All rights reserved. Descriptions Now, People Manager, Performance Now, and Policies Now are all registered trademarks of ADMINISTAFF, INC. Microsoft and Windows are registered trademarks of Microsoft Corporation.

HRT-P09-229