

# Sage Timberline Office

Human Resources Documentation Manager

Powered by Aatrix®



Easily maintain proper employee documentation and reduce legal liability and claims.

Sage Timberline Office offers a comprehensive set of human resources forms for employee and payroll management. This HR documentation solution, powered by Aatrix®, includes virtually any form you will need for employee relations and payroll management. The best way to avoid costly claims and other employee-related liabilities is to maintain proper human resources documentation.

Seventy customizable forms are included to handle a variety of common HR tasks, including evaluations, applicants and new hires, and discipline. A number of preconfigured packets are provided, which helps automate many of the steps along the way. For example, the new hire packet contains forms and documents you need to bring a new employee on board. Plus, employee-related fields are automatically populated with information from Sage Timberline Office Payroll, saving you loads of time. Best of all, you can customize documents and packages to suit your company's needs.

The HR Documentation Manager is included in the Fall 2011 release of Sage Timberline Office. If you're not already on a service plan, upgrade today by calling 800-858-7098.

## HIGHLIGHTS

Complete set of HR forms

Easily customized

Preconfigured packets save time and help avoid oversights

Alerts notify you about documents that are needed

Convenient organization and storage

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## Available HR Forms

- Absence Request Form
- Affirmative Action Form
- Bonus and Incentives
- COBRA Enrollment Form
- COBRA Letter Form
- Confidential Data Agreement
- Confidential Data Exit
- Conflict of Interest
- Direct Deposit
- Disciplinary Notice
- Drug Alcohol Screening
- Drug Screening Non-Employee
- Drug Testing Consent
- Employee Data Sheet
- Employee Terms Form
- Employee Manual
- Employee Verification Form
- Employment Application
- Employment Application P. 2
- Evaluation Form
- eW2 Consent
- Exit Interview
- Extended Probation Notice
- First Warning Notice
- Flex Plan Form
- Flex Reimbursement
- Flextime Schedule
- Handbook Acknowledgment Form
- IC Agreement
- Illness Report
- Info Release Authorization
- Injury Report Form
- Interview Checklist
- Interview Schedule Form
- Interview Summary
- Job Description Form
- Layoff Notice
- Leave Request Form
- Liability Waiver
- Loan Agreement
- Mileage Reimbursement
- Military Absence
- Military Leave Record
- Military Reinstatement
- Military Verification
- Non-compete Agreement
- Notice of Dismissal
- Notice of Probation
- Overtime Authorization
- Overtime Request
- Payroll Advance Request
- Payroll Deduction
- Performance Evaluation
- Performance Objectives
- Polygraph Consent Form
- Property Receipt
- Proprietary Agreement
- Reference Refusal
- Referral Bonus
- Reimburse Prof Fees Form
- Reimbursement Request
- Rejection Letter
- Retirement Checklist
- Self-Evaluation
- Separation Report
- Shift Work Agreement
- Suggestion Form
- Temporary Employment
- Time Off Report