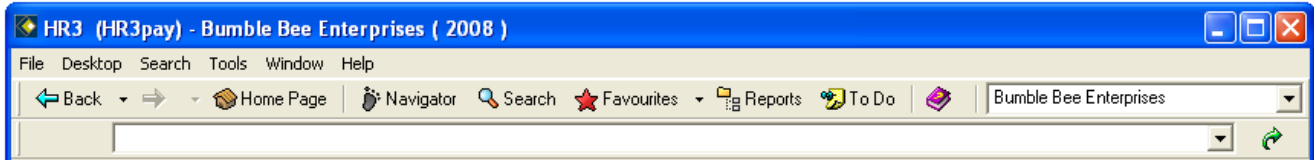


Welcome and thank you for reviewing our software. We believe **HR3pay** is amongst the best value for money, user-friendly and technologically advanced applications available. Following is a summary of some of the features and functions of the software.

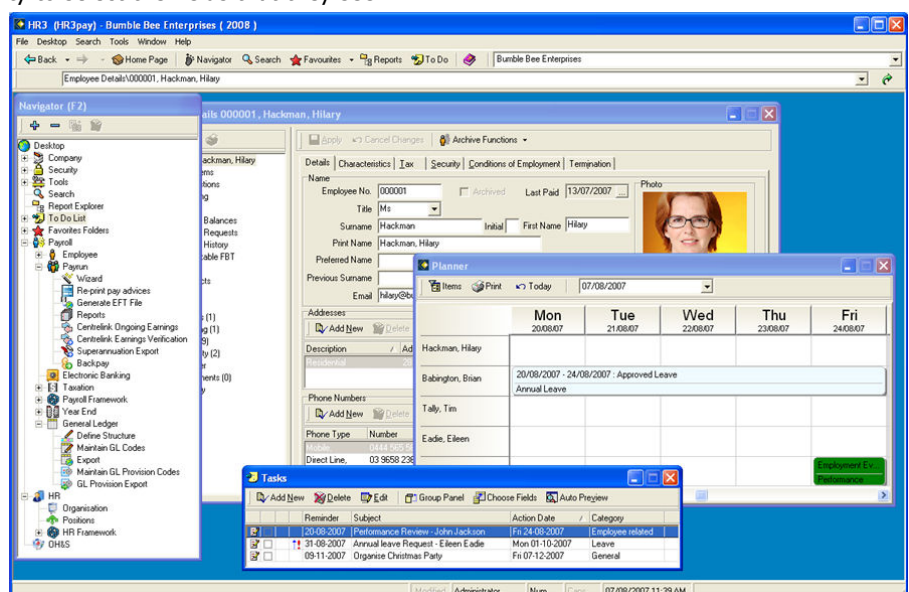


General Features

- Fully Internet enabled - lets you browse the Web without even leaving the HR3pay screen. Click to download the latest tax scales, have them update automatically and so on.
- XML import/export - enables 3rd party software/application integration with support for the latest eCommerce functionality.
- Database independent – deploy HR3pay on your choice of SQL backend database engines e.g. MS SQL Server, Interbase etc.
- Live Data View – an exciting new technology that via a unique background task called *System Synchro* automatically updates all open screens with changes made by other users. This feature eliminates the need to refresh data views.
- Scaleable - Available in configurations to suit your organisation's size and complexity. Seamlessly upgrade HR3pay to **HR3pay ADpack** (Advantage Pack) and/or **HR3pay HRpack** (Human Resource Pack) at any time.
- Expandable – HR3pay links with **HR3time** (electronic time and attendance) and **HR3kiosk** (web-based employee self service kiosk).
- HR3pay Transport Layer - packages any HR3pay function/feature such as a user report and lets you send this electronically to another HR3pay user who only has to double-click to open it. HR3pay will activate itself, open the packaged object and install it in the relevant area.
- Security - comprehensive security including Users, Profiles and System Policies. Optional multi-level security gives the Payroll Administrator the ability to assign a 'level' to each login which can be used to limit the types of employees an operator can access.
- Multiple contacts with unlimited user defined address and telephone details for any payroll object. For example; Employees, Superannuation funds, Departments, Workplaces, Cost Centres and States may all have any number of contacts.

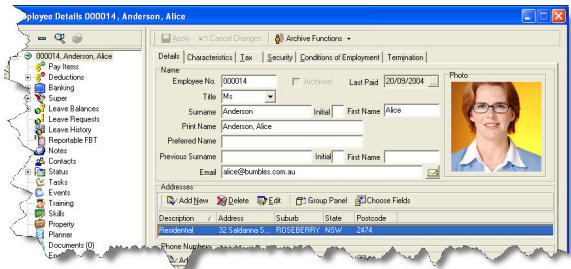
Navigation

- Full MDI (Multiple Document Interface) application, which means that you can have as many Windows/screens open at a time as you require. No more having to close out of one screen to do something in another (see example).
- Customise operator profiles for each browse screen by the use of simple 'right click' menus and 'drag and drop' mechanisms. This includes the ability to select the fields that they see.
- Each operator can create and organise their own **Favourites** folder. Drag shortcuts to any HR3pay object into your Favourites e.g. employees, reports, departments, even web pages like the ATO, Worksafe and other relevant websites.
- Easy find feature – for example, if you need to return to an employee screen you have just closed, you can move back and forward or jump between screens using HR3pay's address bar, just like Internet Explorer.
- Advanced Search facility – allows the user to find any person or information using full, partial or wildcard searching.



Employee Details

- Add new Employee Wizard – fast, sequential procedure.
- Unlimited address types and entries (Residential, PO Box etc)
- Unlimited phone types and entries (Home, Mobile, Extension etc)
- Unlimited superannuation funds with multiple contributions to different funds at the same time.
- Unlimited contacts (next of kin, doctor, partner etc).
- Unlimited costing splits per employee (Advantage Pack).
- Preview an employees standard pay. Also allows for "what if" scenarios.
- Deductions can have commencement date, final date, reducing balances and protected earnings.
- Leave requests – auto processed into relevant payrun.



Leave

- Unlimited types of accrual and non-accrual leave. As well as Annual, Personal, Long Service, RDO and Flextime, HR3pay AP will let you define as many other types of accrual leave as you require (e.g. Productivity Leisure Days, ADO etc).
- Forward dated Leave Requests. Approved employee leave requests can be included in the relevant payrun.
- Easy to use leave reporting for accurate leave movement, liability and entitlement reporting.
- Flexible Leave accrual definitions i.e. individual pay items can have different leave accruals defined.
- Leave Audit – complete history of every change made to an employees leave balances whether via a Payrun or operator override.

Human Resource Information

The optional HRpack is fully integrated with all other areas of the HR3pay system. The HRpack is a feature rich component that offers full HRM data storage and reporting. Being fully integrated makes reporting on payroll and HR data easy.



- Position management
- Employment management
- Performance management
- Training management
- Skills management
- Property issues

Occupational Health & Safety Information

The optional OHSpack is fully integrated with all other areas of the HR3pay system. The OHSpack is designed using the following standards, AS 1885.1-1990, AS/NZS 4801:2001 and AS/NZS ISO 31000:2009. Being fully integrated makes reporting on OHS and Payroll data easy.



- Location management
- Policies & Procedures
- Incident management
- Hazard management
- Audits
- Committee meetings & actions
- Plant and Equipment register and maintenance

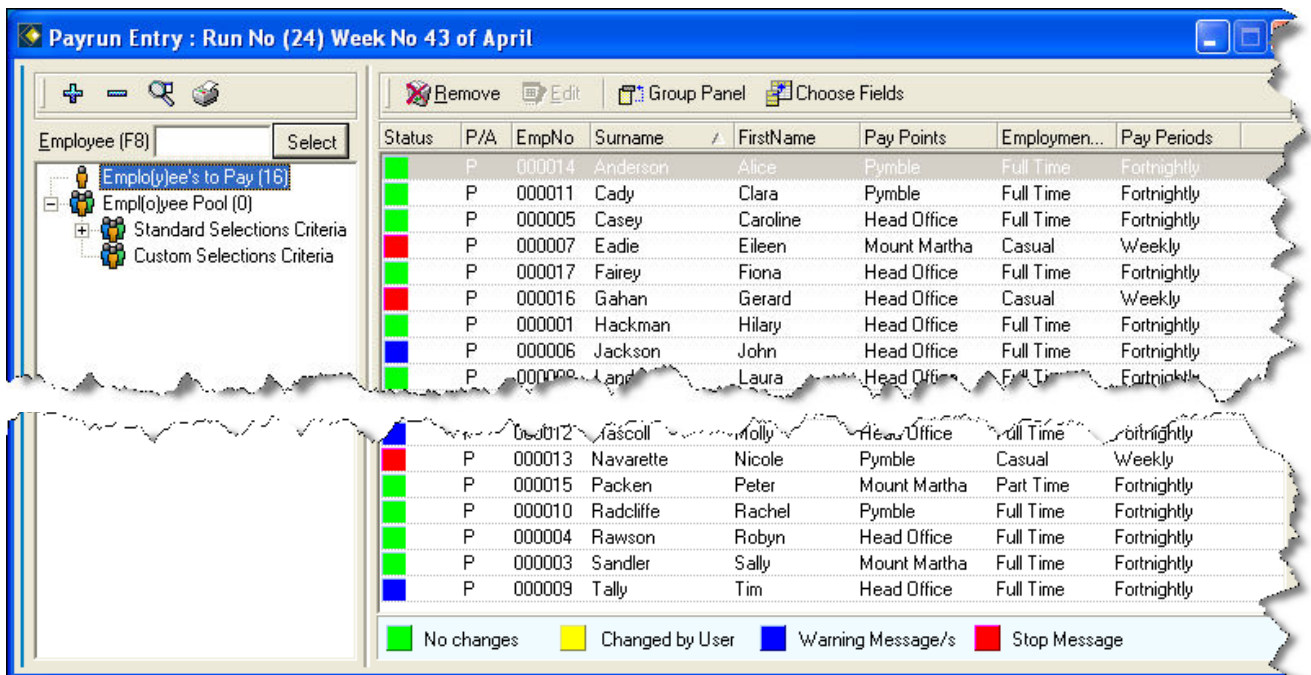
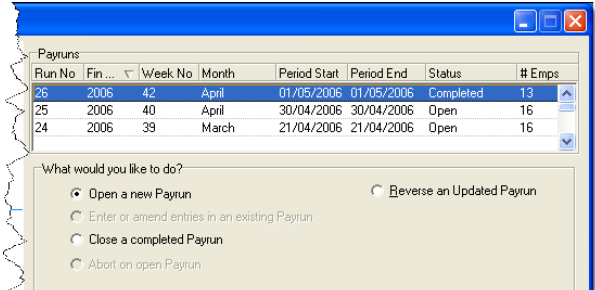
Location	Name	Description	Start Date	Finish Date	Leave Reason	Hours
NBumble Bee/GLD	Cady, Colin	Personal (Sick) Le...	05/08/2008	05/08/2008		8
NBumble Bee	Rawson, Robyn	Personal (Sick) Le...	01/10/2008	01/10/2008		8
NBumble Bee/VIC	Jackson, John	Personal (Sick) Le...	20/10/2008	21/10/2008		16
NBumble Bee	Hackman, Hbav	Personal (Sick) Le...	25/02/2009	26/02/2009		16

Payroll/payrun functionality



- Payrun Wizard – easy to use, step-by-step wizard walks the user through the payrun process ensuring no step is missed.
- Unlimited number of open payruns at any time. For example, you can commence entering your Christmas annual leave pays at any time, even in a prior month if you require.
- Open ended year-end processing, i.e. you can commence processing next year's pays without having to close off the current year.
- Flexible calendar definition means that no data is ever cleared unless the Administrator specifically clears it. This means that monthly reports can be run at any time, even for a previous year. It also means that you can re-print any payrun reports or pay advices for any pay period (even previous financial years).

- Multi-company capable straight out of the box. You don't need to logout to switch between companies.
- Employee's costing may be split across any number of departments/cost centres by either hours or a % amount. This may be overridden during a payrun by either hours or %.
- % based payments and deductions can be user defined to calculate on any combination of payroll components.
- New employee declarations can be sent to the ATO electronically.
- Virtually unlimited everything - Bank Accounts, Pay Items, Deductions, Costing Splits, Historical information, Super Funds etc.
- Unlimited bank account splits.
- Unlimited Pay Items per employee with unlimited different rates of pay.
- Reimbursement pay items – includes the ability to define the GST percentage for separate G/L posting.
- Deductions can have the relevant BSB and account details entered for Electronic payment via online banking.
- Autoload termination pay – automatically loads all relevant information for a termination pay making terminations less stressful.
- Non-cash benefits. These can be marked as 'Reportable for FBT' and can have the appropriate FBT gross up rate specified. They are fully flexible in their definitions for superannuation, workers compensation and state payroll taxes and can be costed to multiple costing locations if required.
- Employees can be allocated to multiple super funds at the same time. Employer and employee contributions can be made to any fund by % or \$ values. Both the \$450 rule and the "30 hour under 18 years of age" rule are automatically catered for.
- Email payslips to nominated employees in any supported format (default PDF).
- Mix payslips amongst staff i.e. mix printed payslips with emailed payslips.
- Payslip review prior to payrun update.
- Up to 35 character general ledger code supporting up to 8 individual segments.
- GLI (General Ledger Interface) links to most financial and accounting software.



Electronic Remittance

In addition to the electronic funds transfer function that makes payments to employee's bank accounts, the Electronic remittance feature allows the operator to make payments for any item that has bank details defined. These can include ATO payments, Superannuation Funds, Deductions, State Payroll Tax and Workers Compensation Insurers.

- Can be grouped by item, month, date, week number, run number or any combination.
- Can be filtered to only show those items not yet processed or can include previously processed items as well.
- Retains a record of the date / time, BSB, Account number and Lodgement Reference for all processed items.
- Creates a standard 'ABA' file for compatibility with all of the major banks online banking software.
- Different items can be included in the same funds transfer file e.g., at the end of the quarter you could process your ATO payments, Superannuation contributions and Child Support deductions in the one transfer file.

Reporting

The Report Explorer provides a logical folder layout for both the System reports that come standard with HR3pay, as well as any User Reports that have been created using the optional Report Writer.

- Print preview screen includes a wide variety of features such as zoom in and out by percent, fit to page, fit to width, actual size and page navigation.
- Summary reports have the ability to "drill down" to present more detail.
- User Report Writer module - used to create custom reports, payslip formats, crosstab queries and enquiries. You can even copy a standard HR3pay report or payslip format and modify it to suit your requirements.
- All reports (including user created reports) may be output directly to screen, printer, PDF, RTF (MS Word), MS Excel, HTML, Archive files etc.
- Any report can be emailed in a variety of formats.

The image displays two screenshots from the HR3pay software. The left screenshot shows the 'Report Explorer' window, which has a tree view on the left showing various report categories like 'System Reports', 'Employee Reports', and 'Forms'. The main area shows details for an 'Employee Reports' folder, including object, type, filter, and author information. The right screenshot shows a 'Payslip Preview' window for an employee named Rick Verloop. It displays a table with columns for 'Payments', 'Deductions', and 'Employer Paid', listing items like 'Ordinary Time', 'Meal Allowance', 'Social Club', and 'AMP Super Salary Sacrifice' with their respective rates and amounts. A summary table at the bottom shows 'Taxable Income', 'Non Taxable', 'Gross Pay', 'Tax Withheld', and 'Net Pay'.

Task Manager

HR3pay comes with an integrated Task Manager. The Task Manager can help facilitate the critical flow of information and alert individuals of upcoming events or tasks they are required to be part of. Similar to programs such as MS-Outlook, the HR3pay Task Manager makes it easy to share information and data. Being part of HR3pay means the Task Manager has the added advantage of being fully integrated to all areas of the Payroll, HR & OHS.

- Tasks can include a reminder date & time. Pop up reminders will display at a specified time and the task can either be dismissed, snoozed or actioned immediately.
- Tasks can include attachments i.e. you can drag a report item, contact name, superannuation fund, employee or any other HR3pay object into a task. Double clicking the attachment will perform the attachment, i.e. run the report or open the relevant HR3pay object's screen.
- Tasks can be assigned to other users, e.g. you might not have time to perform a task so you assign it to another HR3pay user. The task would then appear in their Task list.
- Confirmations can be sent via email.
- Tasks can be grouped by user defined categories e.g. Employee Related, Pay Reviews, Reports to be run etc.

The image shows the 'Task Manager' window in HR3pay. It displays a list of tasks, with one task selected: 'Staff Induction' assigned to 'Kane'. The task details show a due date of 8/10/2004 at 10:00 AM. A reminder dialog box is open, showing a reminder for 'ESS Staff Training' due on 26 November 2004 at 04:30 pm. The dialog box has buttons for 'Dismiss', 'Snooze', and 'Edit Item', and a 'Remind in' dropdown set to 5 mins.