



[The Vista HRMS® Solution](#)

One of the greatest challenges facing today's executives is how to maintain, manage, and communicate with a stable workforce — and at the same time meet the financial objectives of their organizations while attracting and retaining the best employees in today's job market. Organizations must leverage advanced technology to identify the most qualified candidates, analyze the effectiveness of various recruitment sources, and empower their workforce, while accomplishing this in the most cost effective manner.

PDS' **Vista HRMS®** suite is an innovative state of the art solution for organizations wishing to leverage the business value of a web-based Human Resource/Payroll solution. **Vista HRMS®** provides numerous strategic and administrative benefits that enable executives and managers to focus on business trends and employee metrics that impact their organizations' productivity and overall business objectives.

Human Resource management, payroll processing, and benefits administration are three fundamental processes common to every organization. They are all employee-based and often legislatively influenced. Organizations require accurate, comprehensive, reliable systems in order to efficiently and cost effectively manage employees, an organization's most valuable asset, and simultaneously comply with government regulations.

Progressive organizations recognize that HRMS software can either help or hinder efforts to recruit and manage employees. The system's success, or lack of it, usually affects the financial bottom line. Controlling human resource expenses is a necessity in today's competitive environment. And increasing productivity is no longer just a luxury; it's a prerequisite for success. Mandatory government regulations make the job of employee management tougher still, with compliance and reporting required in areas such as EEO, FMLA, COBRA, HIPAA, Affirmative Action, Worker's Compensation and OSHA.

Moreover, as the complexities of payroll processing continuously increase and legislative controls proliferate, businesses must have flexibility, accuracy, accountability and security controls in their payroll processing. Without thorough, competent payroll capabilities, organizations run the risk of incurring penalties from various government agencies that oversee the payroll tax system, as well as the possibility of having their employees become disgruntled by receiving inaccurate payroll checks or incomplete payroll information.



Immediate Benefits of Vista HRMS®

The following are features and benefits that organizations receive by implementing PDS' **Vista HRMS®** solution:

- A Core HRMS and Payroll application for the United States and Canada in a single database which also includes Benefits Administration, Recruiting, Performance Management, Compensation Management, and Time Management
- Comprehensive Workflow to automate business practices, reduce departmental paperwork, and streamline processes
- Easily deployed Web-Based solutions for employees and manager self service to help facilitate communication and work efficiencies
- English language Query tool in order to get valuable data into the hands of executives and managers
- Realizable return-on-investment

Why PDS?

The PDS advantage is **focus**. At PDS, the focus has been exclusively on HRMS and Payroll software. We have never moved beyond our core competencies and ventured into other application areas. **Vista HRMS®** isn't a combination of different systems made to look like one system not all of which were authored by the vendor representing the system. It is **one** system and was designed and built that way.

Some HRMS vendors began by focusing on HRMS Software but eventually diversified into other applications only slightly related to HRMS, thereby losing their focus. The net result is a lack of focus. Other vendors developed one component of a core HR, payroll, or benefits application and then licensed applications from other vendors to fill out their suite. Still others developed a point solution such as Recruiting or Performance Management and now seek to position themselves as a core HRMS. Those vendors lack a payroll solution – or if they acquire one from a third-party it will always be a third-party solution supported by someone else.

To create and maintain HRMS software of unparalleled depth and scope, PDS is **totally focused** on creating, marketing, implementing and supporting HRMS/Payroll systems. PDS' **Vista HRMS®** web based solution is the end result of its visionary focus.

PDS is unmatched in its deployment options. Despite what you've read that On-Premise software belongs to a bygone era, PDS continues to see strong demand for its licensed ownership model. SaaS Vendors tout that there are no costly upgrades when you rent from them. In fact, it's costly upgrades that belong to a bygone era. PDS delivers tools that allow a customer to readily perform their own upgrades. In some cases, PDS has assisted its customer. For those customers that recognize the lower Total Cost of Ownership (TCO) with licensed software, PDS provides a Hosting



deployment at a secure SAS 70 Data Center with full mirrored-site backup and Disaster Recovery for a modest PEPM.

Lastly, for those customers for which a capital expenditure is not in the budget, PDS provides a subscription deployment. Our experience has shown that, for certain size customers, the PEPM Subscription price is below the cost of all other leading SaaS Vendors.

Unlike most SaaS Vendors, PDS provides a single tenant deployment (no shared database) to its Licensed Hosted customers or its Subscription customers, accessed through a VPN (think "private cloud"). The Vista HRMS® application is configured to your use the way you want and need it. And the best part – you get 3 databases: Production, Test and Training. No other SaaS Vendor includes that in its monthly price.

With more than 36 years of experience, PDS is not only focused on our solution but we are dedicated to our customers and making sure we listen to their ideas to make Vista HRMS® even better. PDS has one of the longest running International User Groups in the industry, celebrating its 32nd year. The User Group meeting helps facilitate brainstorming among customers and PDS. These ideas are used to help our development team mold it into a very functional and user friendly tool.

[Why Vista HRMS?](#)

Vista HRMS® is the best value and the finest comprehensive solution for organizations today for the following reasons:

- **Superior functionality**
- **CORE plus MORE**
- **Web Based**
- **Ease of Use**
- **Leveraging of current technologies - .NET 3.5**
- **Product expandability and openness**
- **Quick Time to "Live" - Implementation & Training**
- **Service excellence**
- **Easy access to data through an English language query tool- EasyAsk®**
- **Unmatched price/performance**

[Superior Functionality](#)

What makes Vista HRMS'® functionality so superior is PDS' experience in managing high transaction processing issues and extensive table-driven, rules-based benefit and payroll processing calculations. Its developers have *dramatically simplified* the integration of human resources, benefits, and payroll while maintaining both breadth and depth in functionality.



The Tightest Integration Possible

The duplication of effort and possible discrepancies that inevitably occur when HR and payroll departments are working independently on the same or similar employee issues can be eliminated with a fully integrated solution. The problem is that many HRMS systems have only superficial integration. ***Truly integrated software requires full integration of HR, benefits, and payroll underneath the hood as well as on the surface.***

Today, many systems require that human resources establish the setup for benefit plans and then the payroll department must mirror the setup in order to withhold the correct amounts from employee paychecks. Often there are discrepancies between the two, creating errors and time-consuming adjustments. To eliminate discrepancies and dual setup and maintenance, ***Vista HRMS® maintains all deductions and benefit plans*** - storing together all of the rules for coverage, premium, and employer match computations; eligibility and participation determination; and taxation, wage accumulation, and withholding requirements.

By uniting benefits and deductions, ***Vista HRMS® guarantees*** that all these calculations are accurate for both processing and reporting. While the inner workings of the integration are transparent to the user, the advantages are quite evident. No more errors from one benefit entered in the benefits module and another entered in the payroll module! No more searching through various tables in the system to correct conflicting data!

Multi-Company Strategy - Multiple Choices and Features

Today, corporate organizational structures are shifting to a more complex and diverse formation. Current organizational models that consist of more than one entity may have a number of divisions or locations operating under one common Federal Employer Identification Number (EIN) or may have many smaller units or subsidiaries operating under several different Federal EINs.

For diverse organizational structures, ***Vista HRMS®*** offers HR and payroll departments' efficient setup for each organization, ease in transferring employees from one organizational structure to another, and smooth handling of employees who earn wages from multiple organizations on varied schedules. Throughout, it ensures compliance within these complex situations. Specifically, its multi-company strategy includes the ability to establish an unlimited number of companies and yet maintain compliance with Common Pay Master and Common Pay Agent regulations.

Vista HRMS® can be configured to your multi-company structures with information consolidated or separated by entity, based upon security. Its intuitive cross-border functionality allows both U.S. and Canadian employees to reside in one database so that organizational structures that have both result in ease of use and roll-up reporting.



Core plus More

Vista HRMS® offers more than just core HR, Payroll, and Benefits. Included at no additional charge are Recruiting, Workflow, Performance Management, Self-Service, and English Language Queries. Why is this different? Just look at systems from other Vendors and what you'll see is pricing by module (sometimes thought of as death by a thousand cuts). You'll like their demo and then you'll find out that most of what you saw – and liked – carries an extra price tag. At PDS, what you see is what you get. There are no separate modules with separate prices – just one integrated system delivered with everything you want.

Ease of Use

PDS' developers continue to make our software easier to use by simplifying even the most complex processes. The complexities of managing employees and complying with government regulations in payroll, human resources, and benefits areas are made easy with Vista HRMS®.

Usability Advantage

PDS has the usability advantage because we develop software with users' needs in mind. We understand that users are not one-dimensional. There are different needs and objectives for those individuals who are infrequent users than from those whose primary duties are in the areas of HR, Recruiting, Benefits, and Payroll. A truly "usable" product incorporates special features for these diverse audiences throughout the system.

With Vista HRMS®, whether just querying the system, working with employee information, entering payroll data or querying and reporting against information, users are presented with a clean, powerful system that works consistently throughout - no exceptions, no special conditions. This makes Vista HRMS unusually easy to learn and reduces the opportunities for errors.

Wizards - Built For Both New and Primary Users

In complex processes there are increased opportunities for mistakes, PDS has incorporated wizard technology to make sure novice and experienced users alike include all required information in the required format. Wizards list all the required steps and incorporate prompts to the user if steps are omitted or information is entered incorrectly.

Typically, wizards are bulky and slow, and usually avoided by experienced users. Vista HRMS'® wizards, on the other hand, are designed to enable both to accomplish their tasks without loss of momentum or flow. The wizards have the ability to be tailored to your needs.



Its wizards can greatly improve productivity and accuracy:

- Wizards ensure users do not omit any steps in complex multi-step processes, such as entering new employee information or transferring employees from one company to another.
- With the steps in a convenient form, the users can move quickly from step-to-step, moving forwards or backwards at will.
- Wizards can be tailored to incorporate **your** organization's processes and flows.

Workflow - Automate Your Business Rules and Processes

The PDS e-Assistant is a server-side component of PDS' **Vista HRMS®**. It provides an array of services, including task scheduling, system account and email directory management, and workflow processing to extend its functionality. As such, it becomes the link between **Vista HRMS®** and your Windows back office, enabling you to truly automate and integrate the administrative and workflow aspects of the HR process.

Events such as new hires, transfers, terminations, status changes, pay changes, etc. can be initiated, passed along to others for approval, and then processed. This is all done without having to manually synchronize information with other systems.

The e-Assistant workflow component allows flow information with or without attached documents to be passed around to different approvers in a pre-ordered fashion, with capability for input and decisions at each step, allowing for flow changes based on the input. Workflow is configurable to allow both consecutive and conditional flows depending on the prior action taken. Flow tasks appear in the menu **and** in your e-mail to facilitate processing if you are remote.

- Different workflow templates can be defined to handle different situations, such as different system tasks, people, or timeframes.
- Workflows can be triggered by basic user requests (e.g., beginning a new hire process) or by e-Assistant scheduled tasks.
- Workflows can involve any number of steps going to different people, with decisions and/or data entry controllable at each step.
- Workflows can also include system processes, such as Reports run at scheduled intervals and delivered via e-mail to designated recipients.
- The e-Assistant also monitors workflows-in-progress and notifies people when flows have been sitting in queues beyond the pre-set time to respond.



Self Service Capabilities

Unlike other vendors whose Self-Service offering is a standalone module (sometimes at additional license fees), Vista HRMS[®] Self-Service is part of the integrated system. Literally, any screen or data within the system can be deployed to your employees using Self-Service. In practice, there are screens and data that you wouldn't expose to Self-Service, but the point is that, unlike other systems, we haven't pre-made those decisions for you.

Using a standard browser interface, Vista HRMS[®] Self-Service capability can free your company's human resource, benefits, and payroll staff from many redundant service tasks, allowing them to be more productive and cost-efficient.

PDS realizes a large chunk of your staff's time is spent giving out answers to standard questions, such as "How many vacation days do I have left?"; "What internal jobs are available?"; and "Can I get a copy of my W-2 or a recent paycheck?"

Those questions, though important to employees, represent a true time and expense drain on your staff. But with its Self-Service capability, employees are empowered to retrieve that information through your company intranet or via the internet.

Redundant tasks, such as internal and external job postings, can also be created and maintained via the web. And, based upon the internal and external posting dates that you select, postings can automatically be selected at your corporate intranet and/or web home page.

With its Self-Service features, your employees – onsite and remote – have immediate access to information. And the built-in, comprehensive data security layers ensure that employees have access only to their information.

Vista HRMS[®] offers both employee and managerial Self-Service.

Vista HRMS[®] is completely configurable so that Self-Service can be rolled out to the organization in phases, as both company and employee become comfortable with its benefits.

Any or all aspects of Self-Service are also configurable to allow for manager approval before any database update takes place.

Leveraging Technology

Easy to use; eye-pleasing design; highly functional; extensive data tracking; a wide array of reporting options; true scalability and platform mobility. Vista HRMS[®] offers all those features and more. PDS developed it with a single focus: to give you the technology and data management flexibility that enables users to take on all challenges—now and in the future.



Vista HRMS[®] cornerstone is its technological flexibility. At PDS, we recognize the differences among organizations. Even with our extensive research, development, and attention to design and efficiency, we understand that users often have the need to create custom reports, add new data fields, move to a new platform, or switch to a different database environment.

Based on state of the art technologies such as Oracle, SQLServer, Windows .Net 3.5 Framework, and XML, Vista HRMS[®] architecture provides all of the power and ease of tomorrow's systems – today.

For starters, its powerful data management toolset allows the user to create charts and graphs, and allows customers to link data to spreadsheets (Excel, etc.), word processing (Microsoft Word, etc.) and other third-party software programs.

And with its open architecture, users can take advantage of Crystal Reports, Cognos, Microsoft Access, Lotus Notes or other popular third-party data management tools.

Vista HRMS[®] Security component provides a complete array of security features and options. Most importantly, the Human Resources department sets restrictions and monitors users with access to human resources, benefits, or payroll data.

Easy-to-use pull-down menus and system screens make data integrity protection simple, and may not even require a systems security specialist. Full audit, search and reporting capabilities permit you to track all activity. And, as an extra security layer, its Security module gives you the option to set a password and a specific ID number for each end user. A separate, distinct security table allows you to authenticate each individual authorized to access information within Vista.

Product Expandability and Openness

The openness of Vista HRMS[®] development tools gives users the ability to interface the system with any Open system on any platform, and Vista HRMS' developers can update the system very quickly and efficiently to stay current with cutting-edge technology advancements as they occur.

It has open standards (supporting ODBC, SNMP, ANSI-SQL, HTML, OLE DB and all major communications protocols), integrated security, powerful data replication, and numerous connectivity features. For those organizations that rely on cross-communication, it provides that capability and at the same time includes elaborate built-in security controls to protect data integrity.

On-Site Implementation and Training

Typically, a major barrier to On-Premise HRMS/Payroll success is lack of competent implementation. In the HRMS industry, there are several types of implementation issues: no expert guidance, installation by inadequately trained value added resellers (VARs) who represent several brands of software, and inexperienced consultants which can result in consulting fees that are three or four times as expensive as the software itself.



Too often a time-consuming implementation process and its associated high costs can negatively impact the team that chooses and retains the consulting firm. PDS' attention to this key event makes a **Vista HRMS®** implementation uncommonly efficient.

In order to overcome one of the largest perceived problems of an in-house system, PDS has created and delivers tools that allow you to stay current with enhancements and upgrades. VistaFresh allows you to download to your Test database and move to your Production database when ready. Most customers routinely upgrade themselves without the need to engage with PDS for Professional Services.

Continuing Service Excellence from Our Highly Trained Support Team

Our client Support team uses the latest tools and tracking systems to ensure quick response. This talented staff is prepared to answer questions and deal with issues expertly so there are no delays at critical times. Support is available 24 hours a day, 7 days a week. We constantly monitor and measure our responsiveness and send surveys to our clients to let them express their level of satisfaction with our performance. We listen, we make changes and improvements when necessary, and we care.

The service and support levels that PDS provides are unprecedented in the HRMS industry. PDS employees do whatever it takes to get the job done right for our clients.

Unmatched Price/Performance

PDS is in business to make a profit and to grow to be the recognized leader of the HRMS marketplace. We firmly believe that it will happen if we deliver the best price/performance in the industry.

What is price/performance? In its simplest form, it is the highest valuation of what was received for what was paid. Vista HRMS is an unmatched value in the HRMS market. **Vista HRMS®** performs at unprecedented functional levels and yet is reasonably priced and superbly supported by the best-trained HRMS experts in the industry today.

For more information on our products, contact PDS at 1-800-243-8737 or at www.pdssoftware.com where you can download a Product Tour.