

Easy HR Kit



(Products utilizing Microsoft Office Programs)

Easy Documentation/Easy Performance Appraisal:

- Outsource: \$1,500 startup and \$5.00 for each job title entered into the system. The client receives job descriptions and/or performance appraisals in Adobe Acrobat format. Astron retains the software.
- Purchase: \$6,000. The client has the Access system customized to their needs by Astron. Astron performs no data entry. Requested data entry invoiced at \$5.00 per job title entered.
- HR Training and Support: \$6,000. Astron Solutions provides assistance to the Human Resource Department in setting up and understanding the administration of the system either on-site or via telephone instruction. Unlimited telephone or email support for 12 months after installation.

EasyEval:

- Base Price of \$12,000 includes:
- Astron customizes Microsoft Excel to the client's needs. Astron sets up program to link with current job essential function data. The client is responsible for providing essential function data for each job in Microsoft Office format and consistent format for data linkage. Any required data entry is the responsibility of the client.

Additional Charges:

- Charge for linking job essential functions from multiple or inconsistent formats at \$1,500 per format.
- HR Training and Support: \$6,000. Astron Solutions provides assistance to the Human Resource Department in setting up and understanding the administration of the system either on-site or via telephone instruction. Unlimited telephone or email support for 12 months after installation.
- NOTE: Clients that purchase EasyEval will receive a 25% discount off of Easy Documentation/Easy Performance Appraisal's \$6,000 purchase price.

Web EasyEval:

Base Price of \$21,000 includes:

- Astron customizes a secure webpage to the client's needs. Astron sets up program to link with current job essential function data. The client is responsible for providing essential function data for each job in Microsoft Office format and consistent format for data linkage. Any required data entry is the responsibility of the client.

Additional Charges:

- Charge for linking job essential functions from multiple or inconsistent formats at \$1,500 per format.
- HR Training and Support: \$6,000. Astron Solutions provides assistance to the Human Resource Department in setting up and understanding the administration of the system either on-site or via telephone instruction. Unlimited telephone or email support for 12 months after installation.
- \$3,000 annual hosting/maintenance fee.

Easy Pay for Performance:

- \$4,500 program setup that includes linkage to employee database.
- \$6,000 HR Training and Support. Astron Solutions provides assistance to the Human Resource Department in setting up and understanding the administration of the system either on-site or via telephone instruction. Unlimited telephone or email support for 12 months after installation.

Easy Exit Analysis:

- \$1,125 initial survey setup fee.
- \$3.00 per questionnaire returned.
- \$1,125 per quarterly report generated.
- Organization responsible for cost associated with the distribution of questionnaires (all mailing and supplies).
 - There is a \$60 annual fee to use Astron's business reply mail account for returned questionnaires.
 - Postage for all questionnaires received through the business reply mail account is charged back to the client at the discounted rate of \$0.47 per 1 ounce response.
 - Astron can distribute your organization's questionnaires for you. Time for this service is billed in 1/4 hour increments.
 - Astron provides business reply mail envelopes and letterhead.

Easy HR Audit:

- \$3,000 per day of focus groups to explore HR issues with current staff.
- \$1,500 initial survey setup fee.
- \$3.00 per questionnaire returned.
- \$6,000 final report development and presentation.

Easy Opinion:

- Initial Start Up and Questionnaire Design: \$1,500
- Data Analysis (Includes three cuts of data and reporting): \$3.00 per survey returned.
- Internet Application Design and Development: Flat fee of \$900 to develop and host a one-time survey. Surveys with durations of six months or more will be charged a \$50 monthly web-hosting maintenance fee.
- Additional Data Analysis Cuts: \$375 each.
- Additional Reports (Divisional/Regional/etc.): \$375 each.
- Management Presentations: \$3,000 per day.

Easy Benefit Statement:

- \$4,500 initial format design.
- \$3.00 per employee report generated.
- \$6,000 HR Training and Support. Astron Solutions provides assistance to the Human Resource Department in setting up and understanding the administration of the system either on-site or via telephone instruction. Unlimited telephone or email support for 12 months after installation.

