

Complete AAP News

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The Complete AAP 2008 is Released!

Yocom & McKee, Inc. announces a new way to complete your annual affirmative action plan. Until now, affirmative action planners typically purchased software, paid annual support fees, spent money getting trained and still more money obtaining software upgrades. Yocom & McKee, Inc. redefines the paradigm with the release of the Complete AAP 2008.

You will always have the most up-to-date software at no additional fee with the Complete AAP 2008. You are visually alerted when an update is available and it is installed at no additional charge. Stop paying thousands of dollars to purchase software and hundreds more each time an upgrade is released.

Want to easily share your AAP with members of management? The Complete AAP 2008 includes an Executive Summary report with graphs to visually summarize the most important aspects of your AAP. Want others to review the AAP? Give them a fully customized, single electronic file of your affirma-



tive action plan that can be posted or emailed. Choose to include confidential compensation analysis reports including a Salary Summary, Mean & Median, Regression Analysis and Tipping Point test.

Panicked because the government is auditing you? The Complete AAP 2008 includes detailed instructions to handle audits. A sample OFCCP Scheduling Letter is included so you can quickly determine whether you are subject to a standard review or something unusual. Review items are included, the most common problems found during audits are explained. Edit the sample response letter and include it when you submit your

plan for review.

The Complete AAP 2008 includes an advanced Job Census Wizard that will assist you when assigning census titles to each of your jobs. Regulations require that each job must have a census title matched to it in order to accurately compile availability figures for job groups. The Complete AAP 2008 has detailed definitions and lists of examples for every census title. Choose to review the definitions and lists to pick for yourself, or let the Complete AAP suggest and even choose the best match for you.

Most people will find the Complete AAP 2008 has all the features they need,



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but if you have multiple locations and plans or need to put together a Functional AAP, then the Complete AAP Pro 2008 has the power you need. In addition to all the features previously described, The Complete AAP Pro 2008 can import plans from multiple facilities at once, automatically slotting them into the correct AAP. Facilities that have less than 50 employees can be easily “rolled up” into larger plans. Do you have executives interested in getting reports specific to how certain officers/managers are doing with regard to their contribution to affirmative action? With the Complete AAP Pro 2008, you can pick out an individual and run reports that include every employee reporting directly and indirectly to that individual across AAPs. By choosing the official in

charge of a business unit, you can report on just those employees in the business unit, even across multiple locations, just as required in a Functional AAP. The Complete AAP Pro 2008 handles the EEO-1 Headquarters, Establishment, and Consolidated reports, along with the Vets 100 reports.

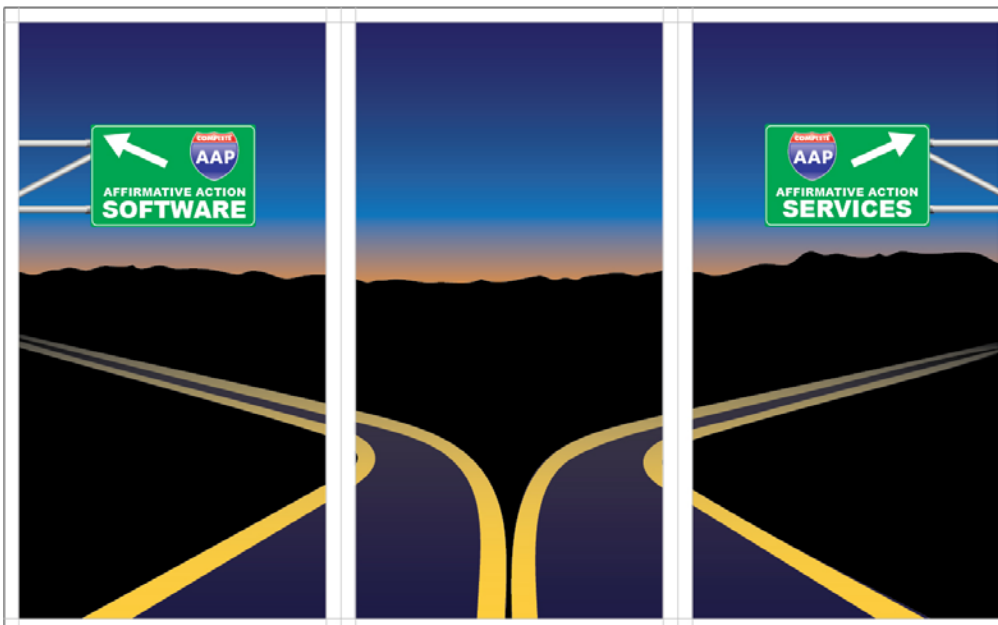
Regulations require employees who work at a particular location, but report to a manager at another location to be annotated in the location where they work and annotated and included in the plan with their manager. The Complete AAP Pro 2008 tracks the employee/manager relationship for every individual and automatically creates the annotation. It includes the employees in the correct AAP. If you are responsible for multiple AAP's, this feature

alone will save you hours or days of time slotting employees into the correct plan and adding the required annotation.

The Complete AAP 2008 starts at only \$750 for an annual subscription. The subscription includes the Complete AAP 2008 software and all updates/upgrades during the year, free yearly one-on-one training at our training facility, web based User Manual and Instructional videos, unlimited telephone and e-mail support. Call Yocom & McKee, Inc. for multiple user discounts and pricing of the Complete AAP Pro 2008.



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Yocom & McKee, Inc. was founded in 1988 by attorneys with backgrounds in employment law, representing management. Focusing on affirmative action compliance, we currently offer the Complete AAP software for those wishing to complete their own affirmative action plan(s) and our affirmative action services for those organization who have limited time and want the assurance their plan(s) have been accurately prepared and reviewed.



Free Training!

Yocom & McKee, Inc. offers one day free individualized training at our office in Golden, Colorado for subscribers the Complete AAP 2008. Our Affirmative Action Specialists coach you to effectively use your employee and activity data, the bulk of the statistical and narrative portions of your plan can often be completed in one day! You are entitled to this free training every year!

We also offer group and individualized training at your site. Call us to discuss dates and costs.

Call Yocom & McKee, Inc. at 1-800-765-1176 for more details or email ask@yocom-mckee.com