

To:
 Dealership's Name
 () - fax

From:
 POWER Software Consultants
 (937) 485-4039 fax

HRM - HUMAN RESOURCE MANAGEMENT

POWER Software Consultants:

This letter serves as my formal request to have the Human Resource Management (HRM) retention changed. I would like this change made within the next 10 days.

I understand this change will impact the amount of HRM data stored in the PAY database and therefore will reduce the amount of unused space in the PAY database. I believe the PAY database on my current computer system can adequately accommodate this extra data retention.

I also understand and agree that increasing the PAY data retention periods can do any or all of the following:

- a) Use additional disk space necessitating a disk upgrade
- b) Necessitate a memory upgrade
- c) Necessitate a server upgrade
- d) Cause batch jobs to take longer to run
- e) Delay workstation response time

I understand and agree that the cost to upgrade disk drives, memory and/or server will be at our dealership's expense. I agree to hold The Reynolds & Reynolds Company and its affiliates harmless against any action resulting from this data retention change.

SIGNATURE: _____ NAME: _____

TITLE: _____ DATE: _____

DEALERSHIP NAME: _____

CLIENT BRANCH TO BE CHANGED _____

Enter the number of days, months or years in the first slot provided. Enter the unit (day, month or year) in the appropriate column.

	CURRENT:		CHANGE TO:	
	QTY	DAYS/MONTHS/YEARS	QTY	DAYS/MONTHS/YEARS
HRM REPORTS AFTER PROCESSING (Example)	60	DAYS	3	MONTHS
HRM REPORTS AFTER PROCESSING TERMINATED: PERSONAL DATA				
EMPLOYEE MAINTENANCE				
EMPLOYEE FILE ENTRY				
EMPLOYEE INCIDENT				
COBRA MAINTENANCE				
EMPLOYEE PICTURE				
UNUSED CONTROL RECORDS				
VACATION/TIME-OFF PLANS				
BENEFIT PLANS				
CHECKLIST SETUP				

Reynolds & Reynolds:
 Supervisor Approval _____

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