



Human Capital Management Solution Guide

A complete solution for creating and engaging a diverse workforce

workforce go![™]

Imagine a full suite of automated, scalable tools that integrates HR, time and attendance, payroll, and more so you can manage and nurture all of your people in ways that inspire them to succeed — from pre-hire to retire.

This is our HCM solution

Our human capital management (HCM) solution suite is designed to help you attract and retain top-quality talent for your diverse workforce, with the tools you need to not only make work easier and more productive, but also to deliver a great employee experience.

From employee engagement, leadership success, and talent development to flexible performance management and labor law compliance, our HCM solution helps you manage your people to today's emerging human capital management (HCM) trends — all while helping you stay competitive and fuel organizational growth.

Our solution at work

Seamlessly integrated applications for recruiting, onboarding, time and attendance, scheduling, absence management, payroll, and more are easily accessed through an intuitive user interface. Time-consuming processes are streamlined — and visibility into employee data is enhanced to help you make smarter business decisions.



Our platform offers:

A single employee record: You enter employee data just once in a single database and it's shared across all applications.

A single source of truth: With a common reporting function, there's no need to combine multiple sources of information. Decisions can be made based on accurate, real-time data.

A superior user experience: Your users work in the same interface across all applications, minimizing training and boosting efficiency. And employee self-service and mobile app allow easy anytime access.

Convenient cloud-based delivery: With the cloud, you avoid installation headaches, you're always on the latest software release — and you only pay for what you use.

Human Capital Management Suite

Engaging your workforce from pre-hire to punch to payroll

HR Management

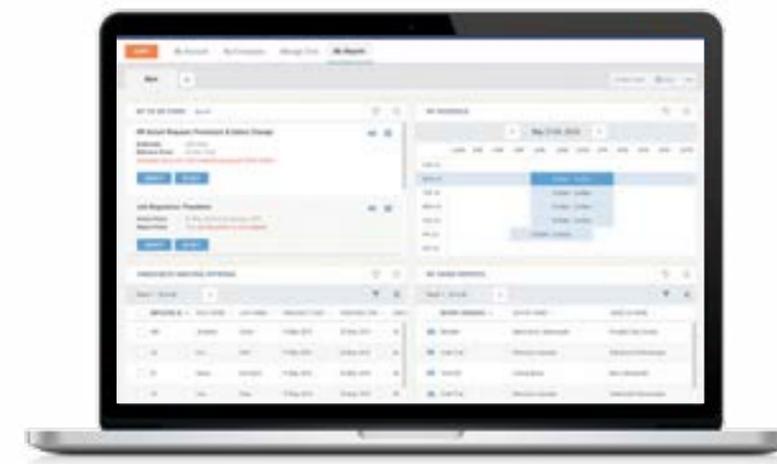
To find and keep the best people, HR professionals need a solution that blends talent acquisition functions of recruiting, hiring, and onboarding with talent management functions of benefits, compensation, and performance management. Our HR module lets you store and track employee information in one paperless system to make all of these processes faster and easier — while allowing you to focus on providing more strategic value to your organization.

Time & Attendance

When it comes to managing your workforce, disparate systems, manual or semi-automated processes, and limited data visibility can prevent you from developing a high-performing, motivated workforce. Our solution automates and simplifies time and absence management, accruals, leave, and scheduling functions with powerful applications that help you control labor costs and reduce compliance risk.

Payroll Management

Our solution streamlines payroll management by simplifying the entire process, greatly reducing processing time with configurable checklists and instant access to reports and data, as well as payroll services to manage tax filing, direct deposits, garnishments, and more. Starting with accurate time data, you can ensure the perfect paycheck.



Our HCM solution provides single-source access to accurate employee data across HR, payroll, time and attendance, and more. The configurable dashboard offers a single view of employee data for simplified and real-time workforce management.

Human Resources

Finding and retaining the best talent

Our HCM solution automates administrative HR tasks:

- Expedites applicant tracking, screening, and hiring
- Simplifies benefit plan setup, enrollment, and changes
- Streamlines performance and compensation management
- Automates all steps in the performance review process



The key to business success starts with recruiting and retaining great people — because satisfied, engaged employees are more productive and invested in ensuring customer satisfaction. Our HR module can help you create this motivated, high-performing workforce.

Talent Acquisition

Our HR module lets recruiters and hiring managers source, track, and evaluate talent while providing a positive, consistent applicant experience. Candidates can easily search jobs and apply online, while managers can post job requisitions, screen and accept applications, and track applicants throughout the pre-hire process. And employees are engaged from the very start with configurable onboarding tools and social media integration.

Talent Management

Our HR module provides agile performance management with custom-defined review forms, an automated review cycle, and alerts that can be linked to compensation management for making fairer and more equitable compensation decisions.

In addition, the system makes benefit plans easier for administrators to set up and manage — which is further aided by employee self-service.

Human Resources

Gain more time to focus on strategy instead of paperwork

Our HCM solution's efficiencies free managers to pursue more value-added activities:

- Stores and tracks all employee data in one location
- Eases administrative burden through streamlined processes and less paper
- Enables access to real-time HR data via configurable reports, dashboards, and mobile tools
- Empowers employees with HR self-service and mobile app



Our HR module integrates the capabilities you need to find and keep engaged and productive employees. And by reducing administrative tasks, it frees HR managers to take a more strategic organizational role using real-time data and insights to drive better outcomes.

Powerful reporting

Through the system's single employee record, Our HR module lets you store and track all employee information from one location and create reports to better understand your workforce and help executive teams make more informed decisions.

Paperless HR

Our HCM solution streamlines routine tasks such as benefits open enrollment and performance management using virtually no paper — assisted by employee self-service tools and mobile access. And with built-in, configurable workflows, you can easily manage tasks and schedules associated with job requisitions, new hire onboarding, promotions, compensation, and more.

Simplified compliance

Our solution provides the tools, visibility, and reporting you need to avoid costly noncompliance fines and litigation through proactive compliance management of changing labor laws and regulations such as EEOC reporting, I-9 forms, the Fair Labor Standards Act, and the Affordable Care Act.



The Marketplace

Similar to a mobile app store, the Marketplace allows you to easily extend the features and functionality of our solution with pre-integrated, complementary applications and services such as eVerify integration and background screening.

Time and Attendance

Streamlined to boost employee satisfaction and bottom-line results

Our HCM solution includes powerful capabilities such as:

- Data collection from various sources
- Attendance policy administration
- Attestation
- Configurable workflows
- Ad hoc reporting
- Employee self-service
- Time-off requests and approvals
- Timesheet approvals
- Exception management
- Points system



From timecard management and labor cost tracking to employee scheduling and absence management, Our solution's timekeeping module helps you better manage your diverse workforce while helping to control labor costs and lower compliance risk.

Efficient time and labor cost management

With our HCM solution, processes are significantly streamlined. For example, its automatic time and attendance data collection from a variety of sources makes it easier than ever to manage your labor data. In addition, flexible, user-defined pay rules help you track your true labor costs — while simplified timecard management facilitates compliance and improves payroll accuracy. And exceptions can be managed in real time to avoid payroll errors and costly rework.

Real-time dashboard visibility

A configurable dashboard lets employees request time off and view schedules, timecards, and more, all from a single screen. The manager dashboard may be tailored to provide one-click access to their most frequent tasks and real-time visibility into staff schedules, overtime, exceptions, and other important workforce information.

Support for a more equitable work environment

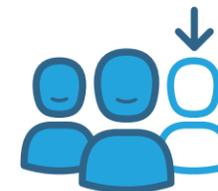
Our solution uses a point-based system to help you manage attendance policies at a finite level and track adherence to your attendance strategy. Rules can be used to create points in a positive or negative fashion and drive notifications based on thresholds met.

Accrual & Absence Management

Keep it fair and consistent for ongoing compliance

Our HCM solution delivers easy, single-source access to up-to-date information:

- Automatically enforces absence and leave policies to control labor costs
- Consistently applies absence and leave policies to minimize compliance risk
- Helps you gain visibility into absence trends and take action to improve productivity



Absenteeism costs U.S. companies billions of dollars annually in lost productivity, wages, quality issues, and excess management time.¹ But it also impacts productivity and can lower employee morale. Our solution helps you manage employee absence for better cost control and higher productivity, and to ensure that your people are treated fairly.

Accruals

Managing accruals manually can be a painful process — especially since employees accrue time at different rates. Our accruals module automatically and accurately calculates and tracks accrual balances based on your organization's rules, giving managers immediate visibility into current status to help ensure impartial treatment of employees and minimize compliance risk.

Absence Management

Our solution's absence management module helps you handle leave cases accurately and consistently to avoid litigation and grievances. It integrates leave requests and documentation with employee timesheets and schedules and limits unauthorized time off and late returns with built-in notifications. It also automates enforcement of federal, state, and employer-specific leave policies, including the FMLA, as well as administration of leave eligibility and requirements.

Further empower your employees through attestation

Failure to comply with labor regulations and collective bargaining agreements can have disastrous results. But our solution's attestation features minimize compliance risk and improve enforcement of wage and hour policies by empowering employees to access, review, and approve or reject their timecards and designate whether they took their lunch break or not when they punch out.

¹ Investopedia, "The Causes and Costs of Absenteeism in the Workplace," Forbes.com, July 10, 2013. <http://www.forbes.com/sites/investopedia/2013/07/10/the-causes-and-costs-of-absenteeism-in-the-workplace/>.

Scheduling

Always put the right person in the right place at the right time

Our HCM solution provides the tools and visibility you need to:

- Build schedules based on available budget and business demand
- Fill schedules with best-fit employees to maximize performance while minimizing compliance risk
- Manage schedules to maintain accurate coverage and avoid budget overspend
- Measure schedule effectiveness to drive continuous improvement



In today's dynamic workplace, using spreadsheets and paper to create employee schedules is no longer an effective way to staff shifts with the right employees to optimize productivity and control labor costs. With our solution, time-consuming, error-prone processes are a thing of the past.

Streamlined, accurate scheduling

Develop schedules that help you meet performance goals without exceeding budget with the tools and high-quality information you need to schedule the right people in the right place at the right time. Users can build, fill, manage, and measure best-fit schedules that align output and service-level goals with budget and demand. And automated scheduling rules and policies enforcement helps improve employee morale while reducing the potential for grievances, litigation, and fines.

Improved visibility

Gain on-demand visibility into schedules — from a desktop or mobile device — to improve your responsiveness. Robust reporting allows you to measure schedule effectiveness and apply lessons learned so your managers can spend less time creating and managing schedules and more time focusing on strategic priorities.

Payroll

Deliver the perfect paycheck — every time

Our HCM solution drives payroll accuracy by providing:

- Continuous payroll processing
- Real-time calculations
- Versatile pay rules engine
- Notifications and alerts that flag issues
- Automated tax table updates
- A Perfect Paycheck Analysis report



Our payroll module puts you in complete control of your payroll and greatly reduces processing time with configurable checklists to keep you on track and automated scheduled reports to ensure accuracy. Starting with employee benefit deductions updated in payroll and accurate time data, our unified platform helps your organization deliver the perfect paycheck and reduce compliance risk.

Automated, accurate payroll

With continuous processing, payroll data is available whenever you need it. Real-time calculations let you know exactly what your people are doing and what you're paying them to do it. And employee/manager self-service options such as submitting direct deposits and viewing pay statement history empower employees and further streamline processes.

Payroll features

Tax data is built into our payroll module to support multiple regional requirements and tax structures. Automatic tax table updates help ensure the accuracy of employee withholdings. The system offers options for tax deposits and filing, garnishment processing, and check printing/direct deposit.



Real-Time Visibility & Data Access

Use dashboards, reports, and self-service tools to drive results

Our HCM solution delivers the real-time data you need:

- Access standard HR, timekeeping, payroll, and scheduling reports
- Filter, sort, or regroup report contents to suit your specific needs
- Modify report formats with ease using built-in tools
- Export reports to CSV, XLS, PDF, HTML, and XML formats
- Schedule and email reports to keep managers up to date
- Configure workflows to your specifications

Take the guesswork out of people management once and for all. Information-rich dashboards, reports, and decision-support tools provide organization-wide visibility and insights. Intuitive navigation features let you find critical information quickly and easily. And with instant access to timesheets, schedules, payroll, employee records, and more, you can take immediate action and drive results.

Versatile tools and reports

Easily tailor system tools and reports to reflect the way you do business. Configure more than 150 standard reports to meet your content and formatting needs. Give your managers visibility into important employee information through self-service. And take the load off HR by empowering employees to access their information through convenient self-service and mobile tools.

Configurable workflows

Our solution provides workflows that you can configure to your unique work specifications. You never need to change your processes to accommodate the system. Using its graphic display that shows workflow step direction and actions, you simply drag and drop steps to organize a workflow that aligns with your established processes.



Better Together

workforce go!



Acumatica

Experience the seamless integration of the Workforce Go! HCM human capital management platform with
ACUMATICA ACCOUNTING SOFTWARE



With Workforce Go! HCM and Acumatica in place, our clients quickly start to benefit from the efficiencies that the integration provides to payroll, HR, time, and accounting functions. “I love not having to worry about importing files and having the two systems in sync has given the needed visibility into our organization that has turned into real savings!” —**Workforce Go! Valued Client**



Workforce Go! Acumatica Basic Integration

This is included for clients that are integrated with Acumatica General Business Edition only.

Cost Center Sync from Branches/Subaccount Segment Values/Subaccounts to Workforce Go! HCM

- One-to-one Acumatica Branches to Workforce Go! HCM cost center
- One-to-one Acumatica Subaccount Segment value or Subaccounts to Workforce Go! HCM cost center

Examples:

- Workforce Go! HCM cost center 1 = Acumatica Branch: DAL
- Workforce Go! HCM cost center 2 = Acumatica Subaccount Segment Value1-Department: 100
- Workforce Go! HCM cost center 3 = Acumatica Subaccount Segment Value2-Product: 120
- or
- Workforce Go! HCM cost center 1 = Acumatica Branch: DAL
- Workforce Go! HCM cost center 1 = Acumatica Branch: DAL
- All available values in Acumatica will be synced (no selective exclusions other than inactive values)

General Ledger Posting from Workforce Go! HCM to Acumatica Journal Transactions

- Automatically combining General Ledger Summary and Payroll Funding Workforce Go! HCM reports
 - This allows the corresponding cash portion of the general ledger entry that posts in Acumatica to match what will actually hit the corresponding bank account
- Workforce Go! HCM building blocks of general ledger transaction
 - Workforce Go! HCM = Earning/Deduction/Tax/Bank codes will define the general ledger account value
 - Workforce Go! HCM Cost Centers = Acumatica Branch and Subaccount Values (if using Subaccount Segment values as separate cost centers, these values will be concatenated together for posting Journal Transactions)

Assumptions:

- Up to three single level Workforce Go! HCM cost centers included
- No Sync process for Employee Records – only maintained in Workforce Go
- No integration with Acumatica Project Accounting/Job Cost Accounting to Workforce Go! HCM
- No integration with Acumatica Field Service Edition
- No integration with Acumatica Construction Edition
- No integration with Acumatica Time Activities or TimeCards
- No accommodation for Certified Payroll
- No automation for Limit Lists in Workforce Go! HCM Cost Centers
- No accommodation for 3rd party add-ons to Acumatica or nonprofit+
- No parent/child relationships for Workforce Go! HCM cost centers
- No accommodation for sync of Rate Tables between Acumatica and Workforce Go! HCM
- No general ledger overrides in Workforce Go! HCM setup
- Accommodates One company Employer Identification Number (EIN)
- Single entry/batch for each finalized payroll
- No accommodation for Acumatica custom/additional fields with Workforce Go! HCM
- No accommodation for GL Summarization



- No accommodation for non-financial posting to Acumatica
- Workforce Go! HCM cost center fields that are reserved:
 - Name
 - Abbreviated Name
 - Description
 - External ID
 - Payroll Code

Workforce Go! Acumatica Traditional Integration

Includes All Features of Workforce Go! Acumatica Basic Integration

- Accommodates Acumatica Distribution Edition
- Accommodates Acumatica Manufacturing Edition
- Accommodates Employee Sync from Workforce Go! HCM to Acumatica
- Accommodates GL Overrides
- Accommodates Custom Fields/Calculations in GL Summary Export from Workforce Go! HCM
- Accommodates GL Summarization for Acumatica Journal Transactions

Employee Sync from Workforce Go! HCM to Acumatica Organization Employee

- Employee name
- Employee default values for cost centers if applicable

Examples:

- Workforce Go! HCM cost center 1 = Acumatica Branch
- Workforce Go! HCM cost center 2 = Acumatica Subaccount Segment Value1-Department

- Title
- Employee base compensation rate
- Status (active vs inactive) needs to be maintained manually since an employee could be terminated today but still receive a paycheck a week later

General Ledger Posting from Workforce Go! HCM to Acumatica Journal Transactions

- Includes up to five general ledger overrides setup in Workforce Go! HCM

Employee	EP00000000000000000000	Project	REGULAR	OVERTIME	TOTAL
From Week	2018-08-20(2018-10-08)		Time 8	3000	3000
Week Total	2018-08-20(2018-10-08)		Blank	3000	3000

Employee Name	Email	Status	Employee Class	Department	Phone 1	Account Name	Created On
Bradley Whitford	bradley@workforcego.com	Active	EMPSTAND	ADMIN	9999999999	Retention Tax Capital	10/20/19
Jeffrey Jones	jeff@compusa.com	Active	EMPSTAND	ADMIN	906-666-1202 ext 1	Retention Tax Capital	10/19/2019
Tim Turner	turner@compusa.com	Active	EMPSTAND	ADMIN	906-666-1202 ext 2	Retention Tax Capital	10/19/2019
Jan Hammer		Active	EMPSTAND	ADMIN	906-666-1202 ext 3	Retention Tax Capital	10/19/2019
Michael Douglas		Active	EMPSTAND	ADMIN	906-666-1202 ext 4	Retention Tax Capital	10/19/2019
Nancy Reagan		Active	EMPSTAND	ADMIN	906-666-1202 ext 5	Retention Tax Capital	10/19/2019
Catherine Jones		Active	EMPSTAND	ADMIN	906-666-1202 ext 6	Retention Tax Capital	10/19/2019
Elizabeth Hurley		Active	EMPSTAND	ADMIN	906-666-1202 ext 7	Retention Tax Capital	10/19/2019
Diana Johnson		Active	EMPSTAND	ADMIN	906-666-1202 ext 8	Retention Tax Capital	10/19/2019
Tim Scuddie		Active	EMPSTAND	ADMIN	906-666-1202 ext 9	Retention Tax Capital	10/19/2019
Paul Anka		Active	EMPSTAND	ADMIN	906-666-1202 ext 10	Retention Tax Capital	10/19/2019
Ashley Nelson		Active	EMPSTAND	ADMIN	906-666-1202 ext 3	Retention Tax Capital	10/19/2019
Jeffrey Johnson		Active	EMPSTAND	ADMIN	906-666-1202 ext 4	Retention Tax Capital	10/19/2019
Jeffrey Anderson		Active	EMPSTAND	ADMIN	906-666-1202 ext 4	Retention Tax Capital	10/19/2019
Mika Corner		Active	EMPSTAND	ADMIN	906-666-1202 ext 4	Retention Tax Capital	10/19/2019
Helen Lurie		Active	EMPSTAND	ADMIN	906-666-1202 ext 4	Retention Tax Capital	10/19/2019
Paul Pearson		Active	EMPSTAND	ADMIN	906-666-1202 ext 8	Retention Tax Capital	10/19/2019
Larry Dolans		Active	EMPSTAND	ADMIN	906-666-1202 ext 7	Retention Tax Capital	10/19/2019
John Brown		Active	EMPSTAND	ADMIN	906-666-1202 ext 9	Retention Tax Capital	10/19/2019
Alpa Mohanram	alpa@acumatica.com	Active	EMPSTAND	ADMIN	Property Releases	4/20/19	
Christa Bremergren	christa.bremergren@acumatica.com	Active	EMPSTAND	ADMIN	Property Releases	4/20/19	



- Includes up to five custom fields/calculations in Workforce Go! HCM General Ledger Summary report:

Example:

- Define the Posting Description or Memo by concatenating multiple fields from Workforce Go! HCM General Ledger Summary Report

- Provides advanced general ledger summary process allowing summarization by any combination configured in general ledger overrides

Example:

- General ledger summary might have 500 rows for Medicare Tax Payable posting to Account 21000; Allows consolidation of all 500 rows into a single row with the combined total.

Assumptions:

- Same as Basic Integration with the following exceptions
- Setup includes up to 5 general ledger overrides in Workforce Go! HCM setup
- Setup includes up to 5 custom fields/calculations in Workforce GO! HCM General Ledger Summary Report
- Accommodates for General Ledger summarization for designated GL Accounts as configured in Workforce Go! HCM general ledger overrides for posting to Intacct Journal Transactions

Workforce Go! Acumatica Superior Integration

Includes All Features of Workforce Go! Acumatica Basic & Traditional Integrations

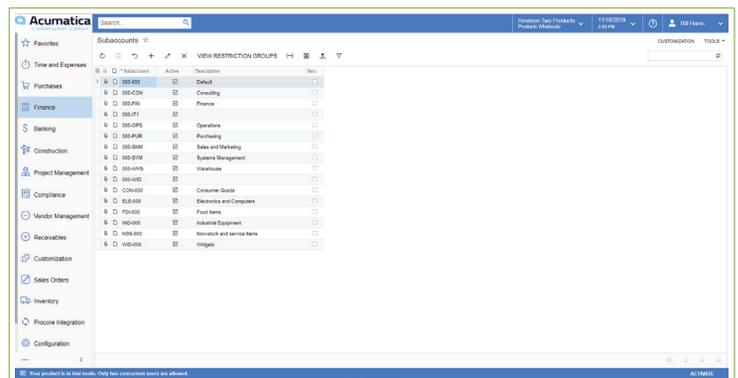
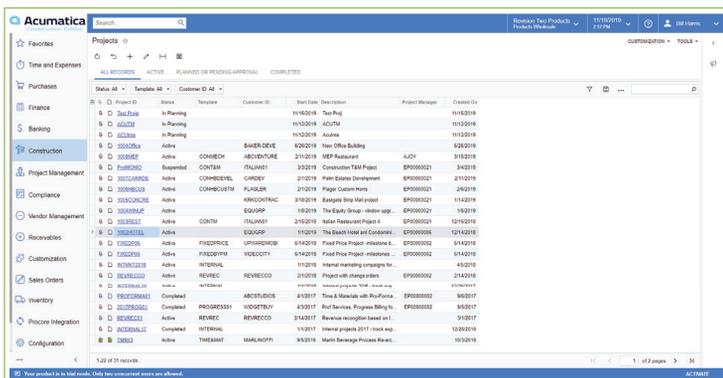
- Accommodates multiple Employer Identification Numbers (EIN)
- Accommodates integration with Acumatica Project Accounting/Job Cost Accounting
- Accommodates integration with Acumatica Construction Edition
- Accommodates sync from Workforce Go! HCM Timesheet to Acumatica Employee Time Activities

Realtime Cost Center Sync from Acumatica to Workforce Go! HCM

- Accommodates multi-level Workforce Go! HCM cost centers for Acumatica Project/Project Task and Project/Subjob/Cost Code

Assumptions:

- Up to five Workforce Go! HCM cost centers included
- Workforce Go! HCM multi-level cost centers include up to three levels per cost center





- Up to three company Employer Identification Numbers (EIN) (additional can be added)
- Single entry/batch per Employer Identification Number (EIN)
- No accommodation for statistical/non financial posting to Acumatica Journal Transactions
- No logic accommodation for Acumatica certified projects or worksite designations
- No accommodation for Acumatica custom/additional fields for any sync with Workforce Go! HCM

Workforce Go! Acumatica Integration Custom Options

Workforce Go! provides additional custom integration options not included with the Basic, Traditional, or Superior models.

Workforce Go! HCM and Acumatica Integration Options

- Workforce Go! HCM Limit List for cost centers with limitations defined by Acumatica

Examples:

- Employee A can only enter time against certain Projects.
- Acumatica sync to Workforce Go! HCM cost centers for Certified Payroll, Jobs, and Worksite designations
- Acumatica sync to Workforce Go! HCM cost centers to include additional and custom fields
- Workforce Go! HCM to Acumatica statistical/nonfinancial entries

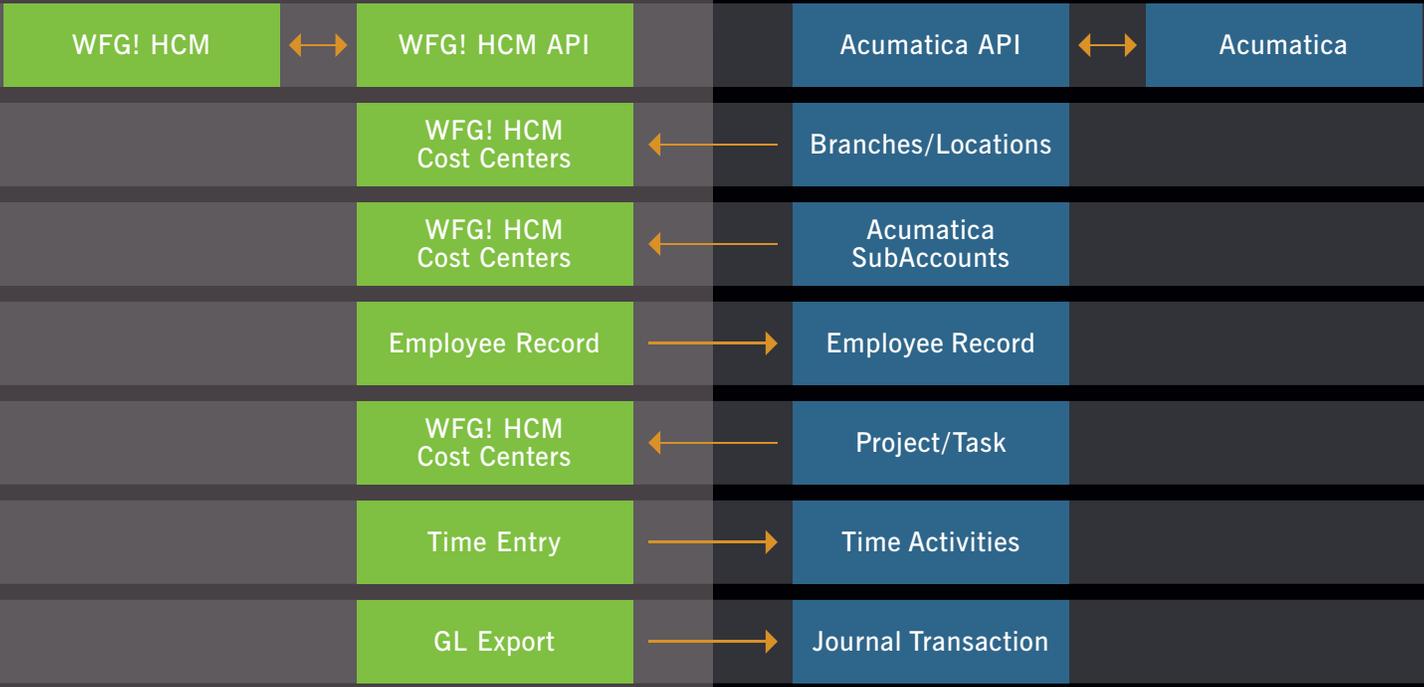
Examples:

- Hours worked to Acumatica statistical/nonfinancial account by pay period
- Accommodate multi-level Workforce Go! HCM cost centers with more than three levels
- Accommodate Limit Lists for Workforce Go! HCM cost centers
- Accommodate custom fields in Acumatica or Workforce Go! HCM in sync processes
- Accommodate special selection logic in sync processes
- Accommodate Acumatica Field Service Edition or other Editions not specifically addressed
- Accommodate specific Acumatica configurations or third-party solutions such as nonprofit+
- Allocation of payroll expenses by Time collected for exempt (salaried) workforce members (nonprofits)
- Multiple entries/batches per Employer Identification Number (EIN) (balanced entries across locations)
- Workforce Go! HCM managed cost centers

Workforce Go! HCM Other Custom Options

Workforce Go! has a long history of working with integrations. Our full, development staff can integrate Workforce Go! HCM with an organization's required solutions to deliver visibility and efficiencies organizations require.

SEAMLESSLY INTEGRATE PAYROLL, PEOPLE, AND TIME



Faster and more accurate processing. More effective forecasting. No more reporting delays.

workforce go!TM



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WORKFORCE MANAGEMENT SUITE

For Small and Midsize Businesses

**Enterprise-Class Workforce Management.
Simplified.**



UNIFIED WORKFORCE MANAGEMENT:

One database. One user experience. One employee record.

In today's challenging business environment, you need to get the most from every available resource, including your employees, to stay competitive and fuel growth. After all, the workforce is your most valuable — and likely your most expensive — asset. But disparate systems, manual or semiautomated processes, and limited visibility into employee data can stand in the way of workforce optimization. That's why you need an integrated solution on a single database that provides real-time access to consistent, accurate workforce information to help you make informed decisions and drive bottom-line results.

Our workforce management suite provides the complete automation and high-quality information you need to manage your workforce — from hire to retire — using a unified workforce management platform with a common user interface, database, and workflows. It provides the single-source, real-time data access you need — across time and attendance, HR, payroll, and more — to control labor costs, minimize compliance risk, and improve workforce productivity.

Our flexible, cloud-based solution is simple to use and easy to afford. Modules can be leveraged individually or as a complete, integrated workforce management suite. Predictable per-employee, per-month fees mean you pay only for what you use. Our software as a service (SaaS) delivery model eliminates worries about installing or maintaining software, staying up to date with legislative changes, or investing in the next upgrade. So you can focus on what you do best: growing your business.

A single, integrated platform: Get enterprise-class power — simplified — with a seamless workforce management suite that shares a common user interface, database, and workflows

A flexible, modular solution: Mix and match modules to suit your current and future business needs. Buy what you require today and then add more when you're ready.

Real-time visibility: Get the up-to-the-minute data you need to make informed workforce decisions and head off costly problems — before they impact your bottom line

Easy mobile access: Take advantage of the mobile app to drive better decision making — from anywhere, at any time — for more effective workforce management

Cloud-based delivery: Reduce your IT burden by letting SaaS manage your solution in the cloud for optimal flexibility, scalability, and affordability

TIME AND ATTENDANCE

Control labor costs for bottom-line results



Our timekeeping solution streamlines time management processes to help you increase efficiency and reduce labor costs. It automatically captures time and attendance information from a variety of data collection devices, web entry, telephony, and our mobile application. Then it lets you know who is doing what and why — at all times — so you can get the most from every labor dollar spent.

You can track and understand true labor costs by enforcing flexible, user-defined pay rules. Maintain compliance and improve payroll accuracy with simplified timecard management. And manage exceptions, including missed

punches and early/late arrivals, in real time to avoid payroll errors and costly rework.

It's easy to assign daily, weekly, or configurable patterns to schedules. For flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly, and give employees access from the web, a mobile app, or the time clock. You can even track scheduled hours versus worked hours, as well as projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.

ACCRUAL AND ABSENCE MANAGEMENT

Keep it fair and consistent for ongoing compliance



Employee absences — whether planned or unplanned — can have a big impact on your productivity. Our solution helps you control and mitigate the effects of absenteeism — before they impact organizational performance. Track eligibility based on tenure, hours worked, vacation, sick time, and other user-defined criteria. Prevent unauthorized time off and late returns, with built-in notifications. And automatically calculate accrual balances so managers have immediate visibility into current status.

The leave of absence module automates the enforcement of federal, state, and employer-specific leave policies and requirements for a variety of leave types, including the Family and Medical Leave Act (FMLA), helping you reduce errors and avoid costly litigation and grievances. Automated legislative updates keep your system current with the latest regulations. Plus, one-click access to leave eligibility and availability information helps drive better decisions and minimize compliance risk.

HR

Manage the entire employment lifecycle



The ability to hire and retain the right employees is critical to your business success. Our HR module is a comprehensive, end-to-end solution that addresses the complete employment lifecycle — from hire to retire. Conduct online applicant searches and track candidates throughout the recruiting process. Screen and hire best-fit candidates who will excel in your organization. Accelerate onboarding so new hires can become productive sooner. Streamline benefits and performance management with self-

service features. Fully integrated reports provide one-click access to HR information — right when you need it — all from a single screen.

Reduce the time you spend on administrative tasks, with built-in workflows for new hire, termination, rehire, promotions, transfers, and more. Or take advantage of the configurable workflow engine to automate your unique business processes and drive more consistent policy enforcement.

Automate core HR and talent management functions in one integrated system:

- Store and track all employee data in one location
- Streamline applicant tracking, screening, selection, and onboarding
- Simplify benefit plan setup, open enrollment, and life event changes
- Automate the performance review process for timely, thorough evaluations
- Let employees view and update HR information via role-based self-service
- Deliver real-time data access via configurable reports, dashboards, and mobile tools

* Investopedia, *The Causes and Costs of Absenteeism in the Workplace*, Forbes.com (July 10, 2013), found at <http://www.forbes.com/sites/investopedia/2013/07/10/the-causes-and-costs-of-absenteeism-in-the-workplace/>.

PAYROLL

Deliver the perfect paycheck every time

The payroll module puts you in complete control of your payroll — every step of the way. Continuous processing makes payroll available whenever you need it. Real-time calculations let you know exactly what your people are doing and how much you're paying them to do it. A versatile pay rules engine makes it easy to determine pay for regular or overtime hours and supports any number of scenarios, such as shift differentials, order of importance, location, and more. And for optimal convenience, final pay statements are always just a click away.

Tax data is built into the system to support multiple regional requirements and tax structures. Automatic tax table updates help ensure the accuracy of employee

withholdings. The payroll module includes everything you need to complete and file tax forms in house. Or choose from outsourced options for tax filing, garnishment processing, and check printing.

How does the solution drive payroll accuracy?

- Continuous payroll processing
- Real-time calculations
- Versatile pay rules engine
- Notifications and alerts that flag issues
- Automated tax table updates
- Perfect Paycheck Analysis report



AFFORDABLE CARE ACT

Get affordable compliance monitoring

The ACA module supports proactive management of your ACA compliance strategy across your workforce. It provides the tools you need to effectively manage healthcare benefit compliance for both regular and variable-hour employees, automate enrollment once they reach the eligibility threshold, and access both real-time and historical detail on ACA status for individuals and the entire organization.

Access both real-time and historical detail on ACA status with flexible, easy-to-use management dashboards. Compliance alerts notify managers when an employee's status changes to full time or part time and when an employee has scheduled hours that would put the worker over the eligibility limit. Rules help you enforce schedules and maintain your preferred full-time/part-time employee mix.



REAL-TIME VISIBILITY AND DATA ACCESS

Use dashboards, reports, and self-service tools to drive results

Take the guesswork out of workforce management once and for all. Information-rich dashboards, reports, and decision support tools provide organizationwide visibility and insights. Intuitive navigation features — application tabs, quick links, drill-down, and more — let you find critical information with maximum speed and ease. Instant access to timesheets, schedules, payroll, employee records, and other data empowers you to take immediate action and drive results.

It's easy to tailor system tools and reports to reflect the way you do business. Modify dashboards or create your own. Configure more than 150 standard reports to meet your content and formatting needs. Give managers visibility into important employee data through self-service. And off-load HR tasks by enabling employees to access profiles, schedules, pay statements, time-off balances, and more — all through convenient self-service and mobile tools.



MARKETPLACE

Extend functionality with preintegrated add-on solutions

The Marketplace is a cloud-based portal that allows you to leverage complementary best-in-class solutions from third-party vendors — right from the solution interface. Similar to a mobile app store, the Marketplace is your one-stop shop for applications and services, including compensation reports, background checks, employment eligibility verification, and more, that extend the power and functionality of

the workforce management solution. There's no need to download software, execute sales contracts, or deal with configuration. Simply add the solutions to your account and activate them directly from within the application. It's the fast, easy, and hassle-free way to extend your workforce management capabilities.

