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Level Up With Us!

At Payroll Experts, we believe in vetting best-in-class technology, analyzing individual client's needs, and consulting on the best-fit combination of solutions. Our expert configuration analysts work side by side with our sales engineers to ensure your implementation is exactly what you want, while our one-on-one training and custom curated change management tools get your team off on the right foot. Plus, you'll always have a dedicated Client Success Manager by your side to help you succeed.

We're proud to provide you a single-source code family of products that was designed to work together and work for you. We're even more excited to bring you an amazing team of solution-minded people who love what they do and do what they say to support those solutions and our most valued asset, you! This PDF is searchable, but if you don't find something you are looking for, just give us a call! We're excited to learn more about your business and how Payroll Experts can help you "Level Up"!

Seamless Accuracy

Accurate, insightful and comprehensive, ExpertPayroll combines automation with flexibility and versatility. Configurable payroll process steps reflect your unique requirements while an intuitive interface allows you to easily manage earning and deduction codes, rules and limits as well as workflows that empower employees and accurately distribute responsibility. Shift differentials, intricate cost center structures and advanced pay calculation rules are all handled with ease. Plus, a built-in garnishment wizard makes

setting up complex orders a breeze, or let us handle the setup.

Import tools allow for seamless data entry while payroll batch grids offer flexibility for hand-keying when necessary. One-click reports, such as configurable payroll registers, funding requirements and tax summaries coupled with system generated alerts that flag items that need attention ensure your payroll is complete and accurate prior to submission.



60-80% Reduction in Rate of Payroll Errors & Time Required to Correct when Implementing an Integrated Cloud-Based HR Platform¹

- ❖ Payroll Processing
- ❖ Tax Filing
- ❖ Multi-State Tax Filing
- ❖ Check Signing & Sealing
- ❖ Trust Account Services
- ❖ Audit Trail Reporting
- ❖ Unlimited Earning & Deduction Codes
- ❖ Garnishment Payment Set-Up & Calculation
- ❖ Worker's Compensation Tracking/Reporting
- ❖ Export Capability- Up To 9 Different File Formats
- ❖ New Hire Reporting
- ❖ Employee Self-Service
- ❖ Poster Compliance
- ❖ Reports Library/Tools
- ❖ Consolidated Reporting
- ❖ Custom Date Ranges
- ❖ Year-Cross Over Reporting
- ❖ Unlimited Direct Deposits
- ❖ Configurable Security Access/Settings
- ❖ 401k Tracking/Reporting/File

80-90% Reduction in Time Required to Manage ACA Compliance when Implementing an Integrated Cloud-Based HR Platform¹



Compliance Ease

Effectively manage regular and variable-hour employees' benefit compliance with alerts that notify managers when an employee's status changes to full time or part time, when an employee is approaching eligibility, and when an employee has scheduled hours that would put him or her over the eligibility limit. Plus, if you're taking advantage of our native benefit enrollment tools, your year-end forms will populate automatically!

Stay Balanced

Intricate cost centers, complex labor distributions, detailed general ledger account structure and seemingly endless journal entries are no contest for our in-house General Ledger gurus. Combine their expertise with the power of our reporting and custom file creation ability and you've got exactly what you need to ensure your books are balanced with ease and complete accuracy.



20-85% Reduction in Time Required to Manage And Control Overtime when Implementing an Integrated Cloud-Based HR Platform¹

- ❖ Time-Off Request Tools
- ❖ Manager Approval Tools
- ❖ Time-Off Calendar
- ❖ Mobile App/Clock
- ❖ Reimbursement Collection
- ❖ Clock Hardware Available
- ❖ Geofencing & IP Address Restrictions
- ❖ Configurable Timesheet Profiles
- ❖ Customizable Security Profiles
- ❖ Unlimited Pay Calculation Profiles
- ❖ Overtime Alerts
- ❖ Missed Punch View
- ❖ Live Attendance Board
- ❖ Birthday Reminders
- ❖ Anniversary Date Reminders
- ❖ Document Proof Upload
- ❖ Unlimited Rounding Rules
- ❖ Unlimited Grace Period Rules
- ❖ Configurable Reports & Charts/Analytics

Control Costs

ExpertTime helps your organization control labor costs, minimize compliance risk, and improve workforce productivity. A wide variety of data collection sources are offered, including biometric options, a mobile app with geographic punch restrictions, web entry or telephony. Configurable dashboards with built-in workflows provide one-click access to simplify routine tasks such as approving timesheets, correcting exceptions, addressing time-off requests and

confirming eligibility for paid time off. Real-time visibility makes it easy to enforce work and pay rules and absence-related policies for ongoing compliance and cost control. Violations of your organization's policies trigger alerts so managers can take action. What's more, live attendance boards ensure that employees are working when they should be. Best yet, ExpertTime instantly syncs the correctly calculated hours to ExpertPayroll with just one click!

Dynamic & Instant

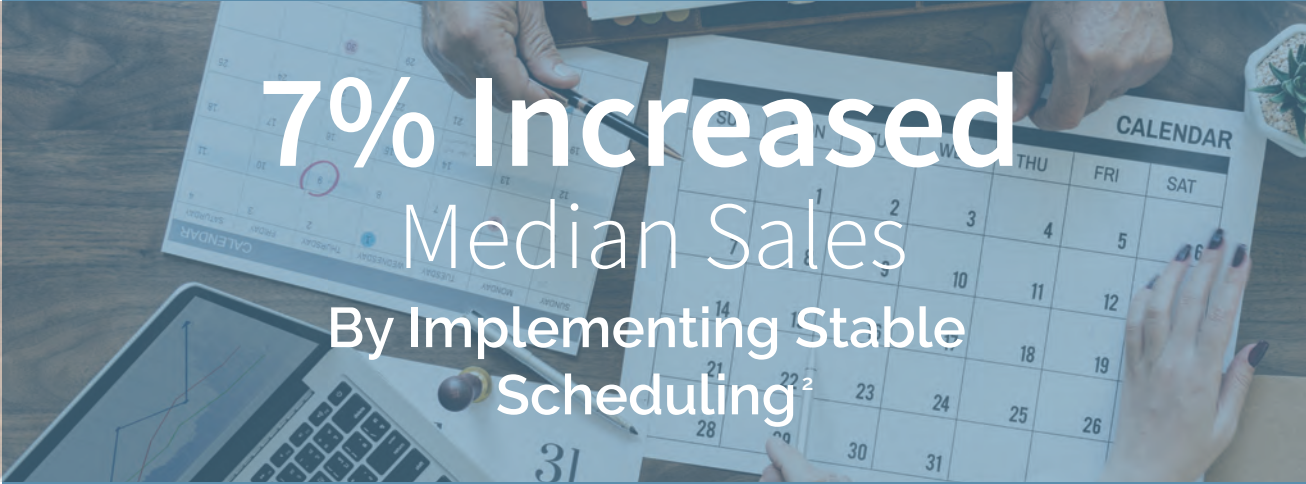
Matching employee availability, preferences, pay rates, skills and certifications with fluctuating business demands can be time-consuming and frustrating, especially if you are using spreadsheets or semi-automated systems that result in shorthanded rushes, excessive overtime, and even compliance issues. Thankfully, Payroll Experts is here to help!

ExpertScheduler considers employee availability, qualifications and more before generating best-fit schedules based on calculated workload, union rules, labor laws, and your set budget,

helping you control costs, minimize compliance risk, improve productivity, and drive employee engagement.

Automatically generated and prioritized call lists of qualified workers, combined with employee self-service shift swapping and shift release tools allow your managers to fill open shifts with ease while empowering your employees with a user-friendly, transparent scheduling process.

Finally, configurable approval workflows maintain overall administrative control of the scheduling process.



7% Increased
Median Sales
By Implementing Stable
Scheduling²

- ❖ Coverage Maps
- ❖ Availability Tools
- ❖ Employee Preferences
- ❖ Open Shift Reporting
- ❖ Shift Swap Requests
- ❖ Manager Approvals
- ❖ Compliance Settings
- ❖ Compliance Pay Out Rules
- ❖ Budgeting Tools + Limits
- ❖ Workload Templates
- ❖ Volume File Imports
- ❖ Drag/Drop Edit Option
- ❖ Skills/Seniority Rules
- ❖ By Employee View
- ❖ By Day View
- ❖ By Cost Center View
- ❖ Labor Cost Calc.
- ❖ Custom Filters
- ❖ Shift Freezing
- ❖ Shift Cloning
- ❖ Split Shift Tools
- ❖ Team Schedule View
- ❖ Schedule Calendar
- ❖ Schedule Templates
- ❖ Coverage Graph
- ❖ Shift Creation Rules
- ❖ Pay Estimations
- ❖ Charts & Analytics



Integrated Leave

Effectively manage regular and variable-hour employees' benefit compliance with alerts that notify managers when an employee's status changes to full time or part time, when an employee is approaching eligibility, and when an employee has scheduled hours that would put him or her over the eligibility limit. Plus, if you're taking advantage of our native benefit enrollment tools, your year-end forms will populate automatically!

Powerful & Engaging

Organizations continue to take on a more strategic role as they seek to attract and retain top talent, develop and engage their workforce, and more effectively manage the employee life-cycle from pre-hire to retire. Too often, manual processes and time-consuming administrative tasks associated with managing employee data, benefits, and compliance can keep organizations from focusing on initiatives that boost workforce productivity, improve employee engagement, and drive better business outcomes.

All of our HR functionality is a part of a unified human capital management

(HCM) platform that automates core HR functions such as onboarding and benefits management while providing a single database that stores and tracks all employee data in one location.

Automated workflows, configurable forms and reports, and real-time access to accurate, consistent employee information help reduce administrative workload and minimize compliance risk. What's more, our HCM platform offers modules for talent acquisition, performance management and compensation management for a complete end-to-end solution that will shift the focus to employees and away from paperwork.



22% Cost Savings

Average Per Employee
When Companies Implement
Upgraded HR Systems³



Next Level HR

80-95% Reduction in Costs Associated with Paper Tracking when Implementing an Integrated Cloud-Based HR Platform¹

- ❖ Asset Management
- ❖ Vehicle Management
- ❖ Certification Management
- ❖ Date Driven Reminders
- ❖ Case Tracking & Reporting
- ❖ Easy-To-Use Report Writer
- ❖ Workers Claims Tracking
- ❖ Date Reminders/Alerts
- ❖ Employee Directory
- ❖ Organizational Chart
- ❖ Company Events & News
- ❖ Employee Action Requests
- ❖ Manager Approval Tools
- ❖ New Hire Reporting
- ❖ Document/Forms Creator
- ❖ Custom Checklists
- ❖ Credentials Tracking
- ❖ Incident Tracking
- ❖ Training Tracking
- ❖ HR Custom Fields
- ❖ User-Created Fields
- ❖ User-Created Screens
- ❖ Announcements
- ❖ EEO Reporting
- ❖ Vets 100 Reporting
- ❖ OSHA Reporting
- ❖ Document Storage
- ❖ Charts/Analytics
- ❖ Wiki Self-Generated Content

Streamlined & Configurable

The hrFoundation is part of ExpertHCM, meaning your employee payroll and HR records are one in the same. No syncing databases or double-data entry required! And, because ExpertHCM is 100% cloud-based, there is no software to house or maintain; you receive all updates automatically.

Mobile responsive design and a free app provide your managers and employees will have access to what they need, any time, anywhere you allow.

Effortless and compliant, the hrFoundation streamlines many basic but important tasks to increase organizational efficiency.

Store and manage access to employee and company documents, track certification expirations, automate checklists and to-do items, automatically trigger customized email notifications, track assigned company property and turn disciplinary actions into coaching opportunities!

70% Quality Improvement of New Hires When Organizations Invest in a Strong Candidate Experience⁴

Attract & Retain

Resume-parsing tools, configurable pre-screening/knockout questions, integrated background checks, custom email templates and iCalendar integration are only a few tools that make hrApplicant everything you need to source, track and evaluate quality talent.

With job board integration, you'll gain single-source access to more than 8,000 job boards allowing you to attract more talent to your custom career site which updates automatically with your open job requisitions. A variety of built-in system tools also allow you to focus recruiting efforts on best-fit candidates.

Optional position templates take efficiency to the next level by reducing manual keying of details per employee when hiring and updating. By allowing positions to live independently from your employees, you will have better control over tracking the number of openings, monitoring headcount, managing employees with multiple roles or rates of pay and set budget limits on position openings!

Most importantly, applicant information flows seamlessly into the employee record upon hire for reduced administrative effort and a single source of truth.

- ❖ Applicant Self-Service
- ❖ Custom Careers Page
- ❖ Pre-Screening Questions
- ❖ Knock-Out Questions
- ❖ Communication Tools
- ❖ LinkedIn Integration
- ❖ Resume Parsing Tool
- ❖ Automated Notifications
- ❖ Applicant Sorting Filters
- ❖ Custom Hiring Stages
- ❖ Mass Position Edit Tool
- ❖ Position Budgeting
- ❖ Job Board Integrations
- ❖ Critical Position Alerts
- ❖ Online Application
- ❖ Hiring Metrics
- ❖ Hierarchy Chart
- ❖ Position History
- ❖ Position Templates
- ❖ Questionnaires
- ❖ Custom Fields
- ❖ Sorting Tools
- ❖ Time to Hire Reports
- ❖ Interview Tracking
- ❖ Applicant Checklists
- ❖ Referral Tracking
- ❖ Recruiting Heat Map
- ❖ Recruiting Insights

69% of Employees Are More Likely To Stay For At Least 3 Years After a Great Onboarding Experience⁵

- ❖ New Hire Checklist
- ❖ Custom Forms Generator
- ❖ Auto-Populated Forms
- ❖ Step-By-Step To-Do's
- ❖ Paperless File Storage
- ❖ Multiple Language Options
- ❖ Direct Deposit Enrollment
- ❖ Routing # Confirmation
- ❖ I-9 Completion/Sign-Off
- ❖ Auto-Assigned Tax Forms
- ❖ W-4 Election/Submission
- ❖ State Election/Submission
- ❖ Manager Checklists
- ❖ Offboarding Checklist
- ❖ Termination Details
- ❖ Salary Prorating
- ❖ Termination History
- ❖ Exit Interview
- ❖ Turnover Reporting
- ❖ Email Notifications
- ❖ Custom Workflows
- ❖ Charts & Analytics
- ❖ Embedded E-Verify
- ❖ Electronic Signatures

Paperless & Efficient

Successfully bringing on new employee's often requires many people within your organization, with tasks starting well ahead of the employee's first day.

While paper documents often result in illegible forms that are missing data, causing inefficiencies in your administrative processes, with hrOnboarding, all the steps needed to allow your employees to hit the ground running will live in one place, ensuring that the right people are completing the right tasks at the right time in a secure, paperless and efficient manner.

Customized onboarding checklists allow your new hires to electronically sign-off on the proper tax documents, review and submit custom forms, while automatic email notifications keep the onboarding process moving forward. Plus, the native I-9 process ensures that forms are legible and compliant while the available E-Verify add-on seamlessly sends and receives case results so all of your employee's information lives in one solution.

With hrOnboarding, you'll optimize new hire engagement and accelerate time to productivity.

61-70% Of Employees Say that Interactive Online Tools and Online Sources of Information would be Helpful During Open Enrollment⁷

Precise & Connected

Benefit management can be a complex and time-consuming process, both during open enrollment and throughout the year. hrBenefits enables you to configure, modify and manage multiple benefit plan types-quickly and easily-with on-demand visibility into eligibility, enrollment status and cost across your employee base. It is also simple to modify standard benefit reports to meet your organization's specific requirements in addition to exporting standard census and enrollment reports!

Self-service tools empower your employees by giving them the ability to

compare plans side-by-side, enroll in benefits and make life changes on their own from any device that you allow!

With eligibility requirements built right into the system and enrollment tools that automatically create payroll deductions, you'll never miss offering an eligible employee coverage or miss collecting the proper deductions again! What's more, regardless of your size, our platform will automatically update your carriers with new enrollments, terminations and life changes even if your carrier doesn't accept EDI files, ensuring accurately at all times.

- ❖ Benefit Plan Overviews
- ❖ Self-Service Enrollment
- ❖ Self-Service Life Changes
- ❖ Defined Benefits Eligibility
- ❖ Driven Payroll Deductions
- ❖ Dependent Info Collection
- ❖ Electronic Signatures
- ❖ Waive Reason Collection
- ❖ If/Then Statement Rules
- ❖ Auto Employee Updating
- ❖ Benefit YTD Amounts Paid Reporting
- ❖ Benefit New Hire Status Reporting
- ❖ Carrier Connectivity
- ❖ Beneficiary Data
- ❖ Charts/Analytics
- ❖ Benefit Census Reports
- ❖ Enrollment Reports
- ❖ Effective Dated Rules
- ❖ Plan Comparison Tool
- ❖ Evidence of Insurability
- ❖ Benefit Reconcile Reporting
- ❖ Benefit Questionnaire Answer Reporting
- ❖ Enrollment Request Tools/Notifications



21%
Greater Profitability
When Having Highly Engaged Teams⁶

- ❖ Employee Self-Assessment
- ❖ Manager Assessment
- ❖ Anonymous Assessment
- ❖ Configurable Appraisals
- ❖ Appraisal Definitions
- ❖ Continuous Feedback
- ❖ Personal Goal Tracking
- ❖ Company Goal Tracking
- ❖ Continuous Goals
- ❖ Weighted Average Options
- ❖ Ties Compensation to Performance
- ❖ Heat Map
- ❖ Team Perspectives
- ❖ Employee Scoring
- ❖ Employee Happiness
- ❖ Tracking
- ❖ Reliability & Flight
- ❖ Risk Scoring
- ❖ Promotion Triggers
- ❖ Pay Change/Salary Recommendations
- ❖ Workflow Driven Review Process

Recognize & Develop

Workforce engagement and a positive corporate culture are critical for retaining high-performing employees in a tight talent market. hrTalent helps to eliminate complex, paper-based forms, streamline the performance review process and support the development of employees.

Define unlimited review profiles with specific criteria for evaluation including your choice of numerical or weighted scale ratings.

Defined triggers assign profiles automatically and alerts and reminders keep the review process on track.

With the ability to define cascading goals and track progress throughout the year, your organization will be able to effectively measure how employee performance affects business outcomes and allow you to effectively coach and develop employees, nurture progress, and recognize achievements.

Native intelligence uses system data to predict future outcomes regarding employee happiness, performance, reliability and potential flight risk, then presents this information in real-time, allowing your team make data-driven decisions.

Fair & Equitable

Automate and streamline the entire compensation management process by defining cycles and guidelines that consider built-in budgeting and electronically route proposals for approval.

Define a budget for each cycle using an intuitive, spreadsheet like interface that supports both top-down and bottom-up budgeting processes with appropriate approval workflows and your choice of salary structure. Use the built-in Merit Matrix tools to make it simple to award

pay increases and promotions and effectively tie compensation to individual accomplishments and contributions to support pay-for-performance!

Robust decision-making tools allow for better visibility into all phases of the compensation planning process.

Additionally, individual employee information (pay grade, location, shift, etc) is visible throughout the process, so you know you're working with current data.

40-50% Improvement In Utilization of Staff Resources When Companies Implemented an Integrated, Cloud-Based HR Platform³

- ❖ Mass Finalizing Tools
- ❖ Position/Salary History
- ❖ Pay Grades/Steps
- ❖ Merit Matrix Tools
- ❖ Total Compensation Analysis
- ❖ Compensation Cycles with Budget Data
- ❖ Manager Worksheets to Model Increases
- ❖ Compensation Increase Proposals
- ❖ Configurable Approval Workflows
- ❖ Multiple Cycles
- ❖ Defined Weights
- ❖ Signature Integration
- ❖ Notes Per Employee
- ❖ Proposals to Finalize Report/View
- ❖ Performance Review Integration
- ❖ Compensation Difference Tracking
- ❖ Proposed vs. Budget Tracking
- ❖ Automatic Email Notifications



Seasoned Experts

HR Support Center Pro combines best in class online research tools like thousands of pages of valuable HR content, a Google-like search engine, job description/policy library, sample employee forms and checklists with unlimited one-on-one support performed by SHRM certified HR Experts! So, whether you have a day to day HR question, or need a handbook/policy created or reviewed and revised, you're covered.

50-80% Reduction
In Time Required To Compile
Management Reports When Implementing
An Integrated, Cloud-Based HR Platform¹

Accessible & Insightful

You'll enjoy hundreds of native reports across ExpertHCM, each with the ability to add/remove columns with one click, filter/sort by specific column headers, and add your own custom columns to include organization specific data or even mathematical expressions. Present select pieces of this data in a chart or graph with just a few clicks, then combine your charts and graphs into an interactive dashboard that updates in real time! Schedule reports to be automatically sent to the proper parties on a regular schedule and share previously configured reports with your team, or, make them the company wide default.

Plus, since every module is native to ExpertHCM, you'll be on one system, written in one language, not different systems that require an overlay to be accessed.

ExpertHCM is designed to give you unfettered access to your information into up to nine export formats. If you are looking for tighter integration, ExpertHCM's open API, combined with Payroll Experts Integration Services, ensure your ability to share true data with any of your existing internal platforms. We are skilled in data sharing through secure FTP sites, REST and JSON APIs.



Ancillary Items

- ❖ 401K Administration
- ❖ 401K 180/360 Integration
- ❖ Custom Files
- ❖ API Services
- ❖ Integration Services
- ❖ Process Consulting
- ❖ Background Screening
- ❖ Drug Screening
- ❖ COBRA Administration
- ❖ 1099 Reporting/Filing
- ❖ SSN Verification
- ❖ COBRA Administration
- ❖ Benefits: Medical, Dental, Vision, etc.
- ❖ Garnishment Payment, Set-Up & Calculation
- ❖ Pay as You Go Workers Compensation
- ❖ Workers Compensation Tracking/Reporting
- ❖ Paycards
- ❖ Handbooks
- ❖ Job Descriptions
- ❖ Poster Compliance
- ❖ PTO/PST Tracking
- ❖ Local Delivery
- ❖ Multi-State Delivery
- ❖ HR News
- ❖ HR Notifications
- ❖ Carrier Connectivity
- ❖ Embedded E-Verify
- ❖ G/L File/Reporting
- ❖ Additional Document Storage
- ❖ Document Retrieval Tracking
- ❖ Not Seeing Something? Don't Be Afraid To Ask!

Conclusion

We are excited to learn more about your organization and how Payroll Experts can help. We offer tailored demonstrations based on your needs, so be sure to request a demo through our website at payrollexperts.com/level-up. We can't wait to meet you!



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