

LOOKING FOR AN EASIER WAY TO MANAGE YOUR ORGANIZATION'S COSTLIEST ASSET?**Suite Highlights**

- Fully Web-based
- Works on Virtually any Web Browser
- No Upgrades or Software Updates Needed
- Applications Utilized Individually or as a Suite
- Easy Implementation and Deployment
- Single Database Architecture

As a business owner, you know that your workforce is the engine that drives your company's growth, but it is also one of your most costly assets. According to PricewaterhouseCoopers, labor costs represent 28 percent of annual revenue for U.S. companies.¹ In managing your workforce, you need a solution that will help you reduce labor costs, promote worker productivity, and hire the talent that will help grow your business in the future. Our powerful workforce management suite can help your organization transform how you find, manage, grow, and retain your workforce.

BETTER MANAGE YOUR WORKFORCE WHILE SAVING BOTH TIME AND MONEY

Our workforce management suite, composed of time and labor management, human resources, and payroll, makes it possible for you to accurately manage all aspects of your workforce through one web-based application. From recruitment to offboarding, the suite uses intuitive employee and manager self-service (ESS and MSS) features that empower employees. A robust reporting engine lets managers customize reports, address employee issues directly, and dynamically view and export data in a variety of formats. By automating many of the manual, time-consuming processes associated with managing your workforce, our workforce management suite helps you improve operational processes and grow your business while you ease compliance and save time and money.

Suite Features

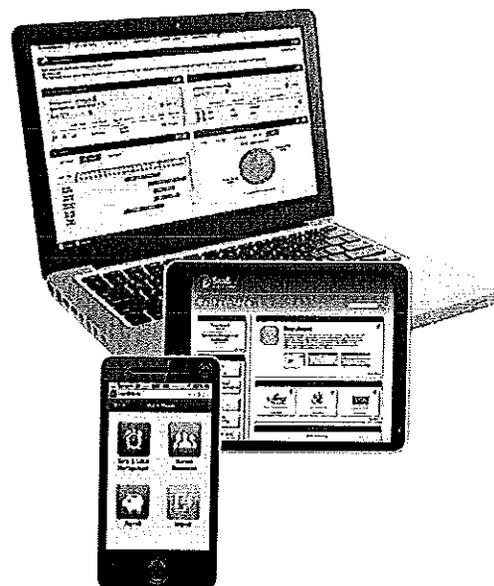
Access your system anytime, anywhere. Whether you're traveling, working remotely, or out sick, you have 24/7/365 access to the applications. All you need is a web browser or mobile device. You remain in constant control of your business information.



Get in-the-moment access to your data. The suite effectively eliminates the guesswork of labor expenses by seamlessly integrating HR, Payroll, and Time and Labor Management, allowing data to be viewed and analyzed in real time. This enables you to see the full picture of your operations whenever you need to.



Address any additional workforce management needs you have with our Ancillary Product and Service Marketplace. The Marketplace is a one-stop shop featuring tightly integrated, complementary products and services from accredited third-party vendors as well as internally developed offerings in a broad range of functional categories.



¹ PricewaterhouseCoopers, 2008/2009 US Human Capital Effectiveness Report (PricewaterhouseCoopers, 2008), 3.

Workforce Management Suite Applications

Whether you employ the entire suite of applications or deploy a single solution, we give you the tools to increase efficiency, reduce labor costs, and optimize processes.



Time and Labor Management

The Time and Labor Management application streamlines processes associated with the completion of payroll, while assisting you with your compliance efforts with applicable labor laws. The system also provides users with:

- ▶ Employee Scheduling
- ▶ Accrual Tracking
- ▶ Exception Tracking
- ▶ Job Costing
- ▶ Auto Populated Holiday
- ▶ Flexible Pay Rules
- ▶ Pay Categories
- ▶ Powerful Reporting
- ▶ Custom Analytics
- ▶ Mass Edit Capabilities
- ▶ Notifications
- ▶ Time Off Request Tool
- ▶ Manager Self-Service
- ▶ Employee Self-Service

We also offer a wide variety of hardware and data collection devices including barcode, magnetic stripe, proximity, and biometric units, in addition to mobile and offsite data collection capabilities.



Human Resources

The Human Resources (HR) application is a powerful, multifaceted system that enables companies to automate and create more efficient HR processes. This feature-rich application will help you accurately and quickly complete HR-related tasks, such as:

- ▶ Recruitment
- ▶ Onboarding
- ▶ Benefits Administration
- ▶ Position & Job Management
- ▶ Asset Management
- ▶ Trainings & Certifications Management
- ▶ Discipline Tracking
- ▶ HR Resources
- ▶ Incident Tracking
- ▶ Compliance
- ▶ Performance Management
- ▶ Compensation Management
- ▶ Offboarding



Payroll

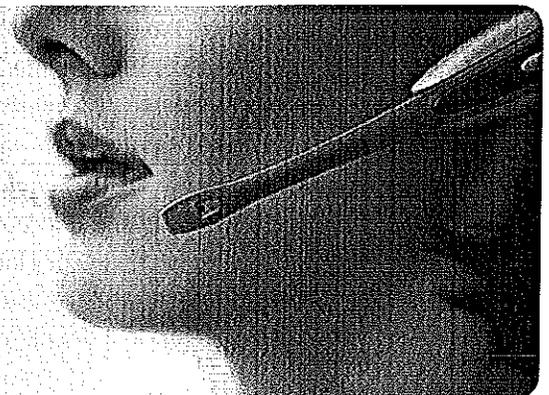
The Payroll application makes it simple to have your organization's payroll executed how you want it. With advanced configurability, this application helps you accurately run payroll with:

- ▶ Geospatial Tax Identification
- ▶ No Traditional Pre-Processing Required
- ▶ Built-in Test Environments
- ▶ Seamless Integration
- ▶ Time Saving Auto-calculations
- ▶ Configurable Data Exports and Imports

**Speak with our team today
to discuss your
workforce management needs!**

"Determine never to be idle. No person will have occasion to complain of the want of time who never loses any. It is wonderful how much may be done if we are always doing."

— Thomas Jefferson



WISH THERE WAS A PAYROLL SYSTEM THAT COULD EASILY HANDLE MANY OF YOUR NEEDS?

Application Highlights

- No Traditional Preprocessing
- Security Profiles
- Quick Payroll
- Geospatial Tax Identification
- Reciprocity Automation
- Calculations-as-You-Go
- Robust Reporting

Experience a unique, robust web-based application that simplifies your entire payroll process while ensuring accuracy and providing in-depth reporting options. Our payroll system has been developed to be both easy to use and intuitive for a range of basic and complex scenarios. By performing calculations-as-you-go, along with a complete set of more than 60 exportable reports, you're able to monitor payroll in real time while eliminating the lengthy task of traditional preprocessing. When accuracy counts most, a robust tax engine handles time-consuming tasks, offering automated multistate and reciprocity calculations while a local tax jurisdiction locator suggests applicable taxes. Self-service functionality takes the application one step further by empowering your employees to manage several of their payroll-related tasks, such as direct deposit accounts and tax information.

USE THE PAYROLL SOLUTION THAT'S AS ADVANCED AS YOUR PAYROLL REQUIREMENTS

Feature Highlights

Simplicity is at the core of our payroll application. The application offers self-service workflows for employees, managers, and payroll administrators to handle many of their tasks across the functional spectrum.



Security Profiles give you the ability to customize unlimited levels of access, which is particularly important when it comes to sensitive payroll information. The spectrum is virtually limitless: Have your payroll administrator view and edit information while your HR team has view-only capabilities.



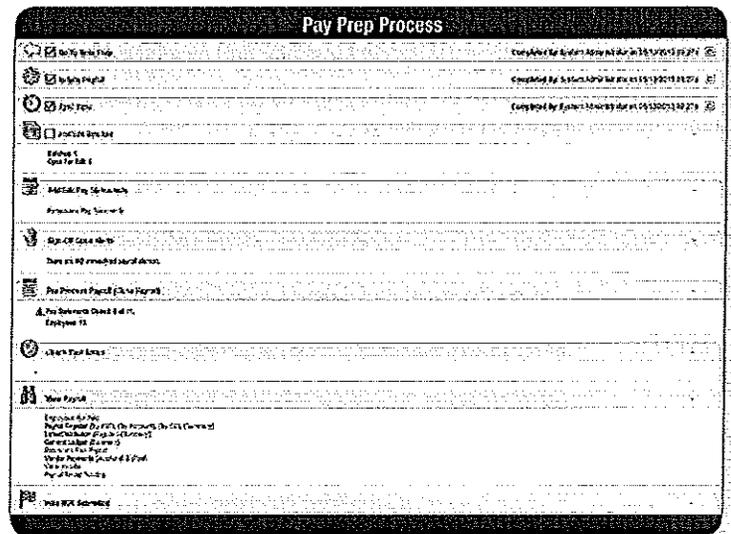
Quick Payroll makes processing payroll a breeze, especially for smaller companies. Quick Payroll links are easily accessible through the navigation bar and, once selected, the payroll entry screen allows the user to enter data into a spreadsheet-like screen for easy data entry, review, and submission of a payroll.



Geospatial Tax Identification is a tool that obtains information directly from local taxing authorities and uses the precise geographic coordinates of an employee's residence and work address to accurately depict the local taxes that apply for that particular employee.



Calculations-as-You-Go puts an end to the payroll waiting game. No preprocessing steps are needed in order to preview pay statements for employees prior to finalization. This feature provides statements and essential reports in real time, without the need to conduct traditional prepay processes.

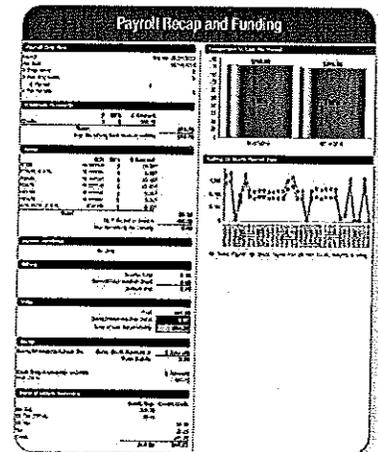


Robust Reporting

There are more than 60 built-in standard reports, but users can also create ad hoc custom reports. Quick Links allow users to swiftly navigate between the most popular reports.

- ▶ The General Ledger report provides records, which include earnings, taxes, and deductions, that are linked to the proper GL code determined at setup.
- ▶ The Payroll Register is the main Payroll report that is generated with each payroll processing. This report includes all earnings, taxes, and deductions for all employees in a specific pay period.
- ▶ The Payroll Recap and Funding report is also compiled during each payroll processing. This report generates the total dollars and summary breakdown of where funds were spent for that pay period.

Choose from a wide range of export options, including CSV, Excel, PDF, and XML.



**REQUEST OUR PAYROLL FEATURES HANDOUT TO SEE ALL OF THE FEATURES
WITHIN THE PAYROLL APPLICATION**

Marketplace Add-Ons

This application comes with additional, specialized add-ons within the Ancillary Product and Service Marketplace. These powerful tools, enabled for an additional fee, help further streamline business processes and increase security.

- ▶ Santeon's eBenefits Network is a service that automates benefit enrollment data exchange. Benefits deductions and other changes to payroll data are made automatically within the application.
- ▶ RSA authentication helps reduce security risk by requiring users to input a unique password and RSA token code before being granted access to the application.
- ▶ The workforce management dashboard offers a suite of intuitive, visual reports and useful tools designed for senior and executive team members.

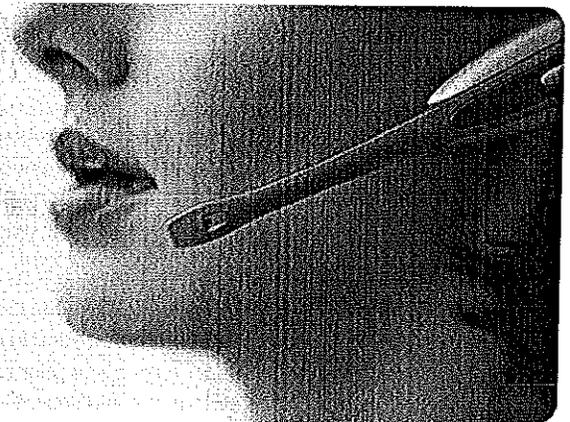
Marketplace offerings are constantly expanding, so please check back because new add-ons are released regularly.

Does your current payroll solution meet your needs?

- Is it robust enough to effectively manage the entire payroll process for my organization?
- Does it offer a wide enough range of reporting options to allow me to efficiently oversee and manage my payroll?
- Can the functionality expand as I grow my business?

If you answered "No" to any of these questions, call us to learn how these solutions will help you say "Yes."

**Contact our team today to
discuss your organization's
payroll needs!**



GL, TAX, YEAR END

Automated Reciprocity Tax Withholding

General Ledger Processing

Tax Filing/Payment Services*

Year End Processing

PAYROLL PROCESS

Built-in Test Environments

Calculations as You Go

Correction Delta Process to Recalculate Payroll Edits

Custom Batch Payroll Entry Screen

Direct Deposits

Net to Gross

Pay Stub Printing/Distribution

Payroll Alerts

Payroll Batches by Pay Frequency

Real Time Payroll Processing

Reconciliation Pay Statement

BENEFITS

Benefits and Insurance Management

Carrier Connection*

Worker Compensation Management

Total Compensation Statement

Benefit Accruals Management

PAYROLL REPORTING

Change History Reporting

Consolidated Reporting Across Tax ID's

Cross Year Reporting

Date Driven Reporting Across All Years

Excel Native Reports

Integrated Report Writer

Reports Sent by Email

Standard Report Library

PAYROLL SETUP

Geospatial Tax Identification

Labor Distribution and Cost Center Tracking

SECURITY

Profile Based Functionality Security

Unlimited Users with Security

TECHNOLOGY

Automated Event Notifications

Automatic Third Party Notifications

Configurable HRIS with Custom Content**

Single Database for Payroll, HR, Time & Attendance & ESS**

Third Party Software Interfaces

Unlimited Data Storage

* Available Through A Third Party Provider or The Ancillary Product and Service Marketplace

** Only Available If Time and Labor Management and HR Are Enabled

IS YOUR TIME AND LABOR MANAGEMENT SOLUTION READY TO MEET YOUR NEEDS FOR TOMORROW?
System Highlights

- Flexible Accruals Engine
- Time-off Request Workflow
- Customizable Reports
- Exception Tracking
- Workforce Management Dashboard
- Scheduling and Workday Breakdown
- Job Costing

Experience one of the most accurate and versatile web-based time and labor management applications on the market. This application has been created to address the complex and evolving needs within your industry. Not only does it collect attendance data, but it allows for powerful reporting and configurability to fulfill virtually any business requirements. Features include employee and manager self-service (ESS and MSS) workflows, configurable business logic, mass edit capabilities, multi-level security, and rich data collection options.

PREPARE TO HAVE YOUR ORGANIZATION'S EVOLVING TIME AND LABOR MANAGEMENT NEEDS ADDRESSED
Feature Highlights

Configurable business rules allow for easy mapping of your business requirements without the need for custom scripting or programming in the software.



Versatile Pay Rules Engine makes determining pay associated with regular and overtime hours a breeze. Multiple scenarios can be supported, including location or cost center, shift differentials, order of importance, and more.



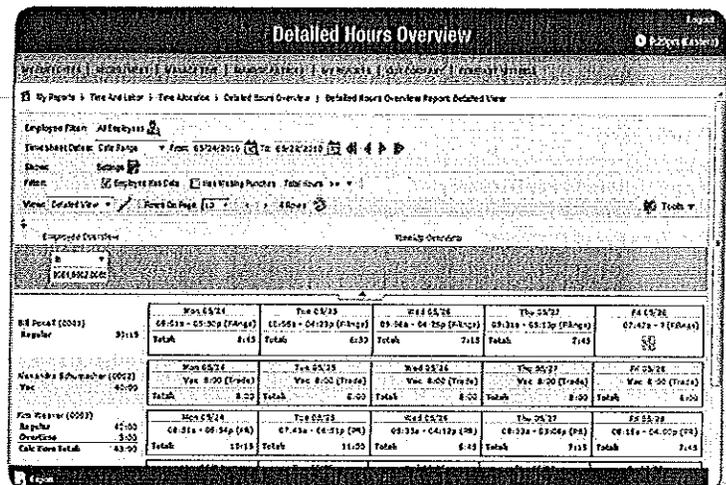
Flexible Accruals Management incorporates company requirements such as eligibility, tenure, and hours worked. Accruals can be synchronized with external payroll or HR systems. ESS/MSS approval workflow speeds up this process while reducing the occurrence of errors.



Powerful Rate Tracking on a global and/or personal level includes multipliers for special rate conditions and effective dating, which assesses the impact of changes prior to running payroll. Changes to rates can occur at any time during the pay period.



Dynamic Scheduling provides the ability to enter and change schedules on the fly whether they are based on a daily, weekly, or other recurring pattern. This flexible frame of reference allows employees to be assigned to schedules or vice versa.



Detailed Hours Overview

Employee Filter: All Employees

TimeSheet Date: Date Range From: 03/24/2010 To: 04/22/2010

Show: Group

Filter: Employees Data Unassigned Projects Total Hours

View: Detailed View | Rows On Page: 10 | Rows: 4

	Mon 03/24	Tue 03/23	Wed 03/24	Thu 03/25	Fri 03/26
HR Dept (0001)	08:00 - 05:00 (PANG)	08:00 - 04:00 (PANG)			
Regular	3:15				
Total	3:15	4:00	4:00	4:00	4:00
Marketing Department (0002)					
Vac					
Total	0:00	0:00	0:00	0:00	0:00
IT Dept (0003)					
Regular					
Overtime					
Total	0:00	0:00	0:00	0:00	0:00
Calc Total	3:15	4:00	4:00	4:00	4:00

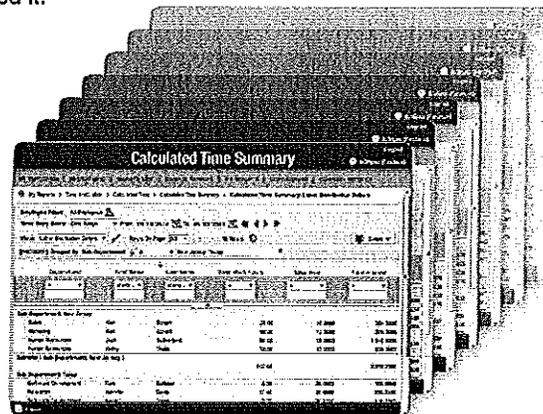

ACCORDING TO A SURVEY BY AMERICA ONLINE AND SALARY.COM:

- More than 26% of employees' time at work is wasted on activities not related to the employer
- Total salary dollars wasted per employee are \$5,720 annually (www.sfgate.com)

Robust Reporting

There are an almost unlimited number of ways to view information, which allows employers, managers, and administrators to see exactly what types of data they need, how much they need, and when they need it.

- ▶ Use Quick Links to Immediately navigate to your most important reports
- ▶ Create individual report settings using advanced filtering or custom columns that can be shared on a global or departmental level
- ▶ Determine managers' access within reports with security profiles, allowing them to view the same report but only for those employees they manage
- ▶ Check projections by running reports to view budgeted vs. actual hours worked while including billable and nonbillable rates
- ▶ Choose from a wide range of export options including CSV, Excel, PDF, and XML
- ▶ Zero in on several functional areas using a standard built-in dashboard
- ▶ Instantly respond to information with reports that function as tools with drill-down capabilities



REQUEST A SPECIAL HANDOUT TO LEARN ABOUT ALL THE DIFFERENT DATA COLLECTION OPTIONS

Marketplace Add-ons

This application comes with a marketplace of additional specialized add-ons that can be enabled for an additional fee. These powerful tools help to further streamline business processes and increase security.

- ▶ Our workforce management dashboard, designed for senior and executive team members, offers a suite of intuitive visual reports and useful tools for instant access to key performance indicators across an organization.
- ▶ RSA authentication requires users to input two factors before being granted access to the application: a password and an RSA token code, which helps to reduce data security risk.
- ▶ The email report generator offers the ability to select a set of reports to be emailed to a specific user or group of users at a specified frequency. This functionality allows access to critical data without a browser.
- ▶ Integrated document storage provides centralized storage and/or distribution of data concerning employee or HR-related information within the company.

Can your current time and labor management solution meet your needs?

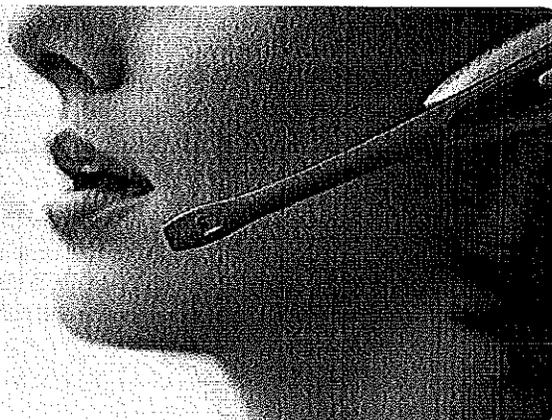
- Is it robust enough to handle the most complex timekeeping scenarios?
- Does the functionality grow as your business does?
- Can your team focus on your core business by streamlining your internal business processes?

If you answered "No" to any of these questions, call us to learn how these solutions will help you say "Yes."

Contact our team today to discuss your organization's time and labor management needs!

"Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you."

Carl Sandburg (1878 - 1967)



TIRED OF CARRYING OUT TIME-CONSUMING AND INEFFICIENT MANUAL HR PROCESSES?

- Application Highlights**
- Onboarding
 - Applicant Tracking
 - Performance Management
 - Incident Tracking
 - Training & Certifications Management
 - Asset Management
 - Benefits Administration

Experience a powerful, multifaceted web-based solution that takes many of the manual, time-consuming processes associated with human resources and helps manage them for you, giving you and your team more time to focus on your core business. While most small and midsize companies have processes, policies, and strategies in place for HR management, these activities tend to be time-consuming and inefficient and don't scale well as your business grows. We provide a robust HR application that enables you to streamline and automate these HR tasks efficiently and effectively. Self-service functionality takes it one step further by empowering your employees to handle many of their own HR-related tasks.

SET THE STAGE FOR CONTINUED GROWTH AND IMPROVE HR-RELATED PRODUCTIVITY

Feature Highlights

Efficiency is at the heart of our HR application. The application features self-service workflows, allowing employees, managers, and HR administrators to directly manage many of their tasks across the functional spectrum.



Applicant Tracking allows managers to perform online applicant searches and track job applicant candidates throughout the hiring process. Candidates have the ability to directly apply for a specific position online.



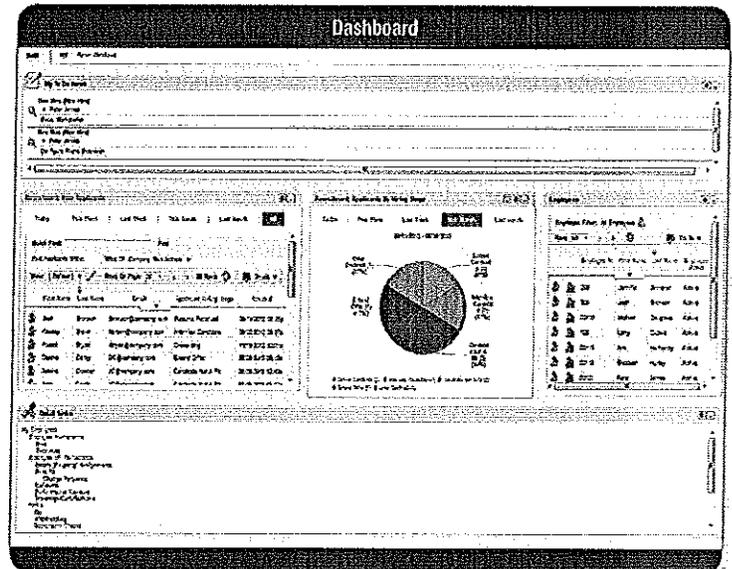
Onboarding Checklists help electronically submit W-4 and I-9 forms, conduct open enrollment with employee self-service, and manage automated payroll deductions.



Performance Management provides an automated method for managers to review employees and for employees to review their own performance through a multi-tier review process. Performance reviews are measured through competencies, goals, and core values, providing you with a fast, comprehensive way to track employee performance.



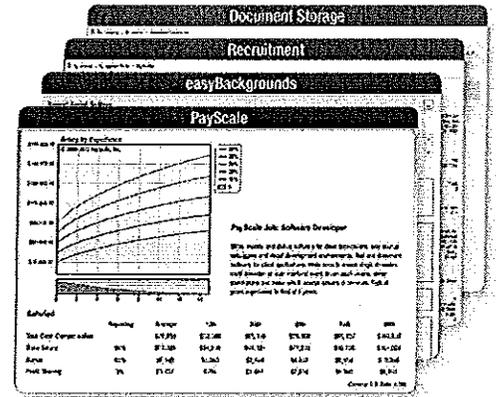
Compliance is a breeze with reports for new hires, Equal Employment Opportunity, and Vets 100. Built-in workflows for filing forms such as I-9s and W-4s make the submission process faster. All data is stored online and can be accessed and printed when needed.



Marketplace Add-Ons

The HR application comes with additional, specialized add-ons in the Ancillary Product and Service Marketplace. These powerful tools, enabled for an additional fee, help expand the functionality of the solution by incorporating top third-party services.

- ▶ PayScale is a leading provider of employee compensation data and reports. By utilizing one of the largest databases of individual compensation profiles in the world, PayScale enables you to recruit, retain, and motivate your talent with accurate pay.
- ▶ easyBackgrounds is one of the foremost providers of employee background screening services. A founding member of the National Association of Professional Background Screeners, easyBackgrounds provides highly accurate, thorough background screening solutions through a variety of packages to deliver the workplace security you need.
- ▶ The recruitment module streamlines processes throughout each hiring stage, creating customizable workflows between applicants and the hiring manager to provide a comprehensive experience for companies and their job candidates.
- ▶ Integrated document storage provides centralized storage and/or distribution of data as it pertains to employee or HR-related information within the company, allowing critical documents to be stored and accessed with the system.



Marketplace offerings are constantly expanding, so please check back as new add-ons are released regularly.

REQUEST OUR HR FEATURES HANDOUT TO SEE ALL OF THE FEATURES IN THE HR SOLUTION

Additional Benefits

A comprehensive human resources management software application is instrumental in eliminating manual HR-related tasks. Consider these added benefits when contemplating the future of your business.

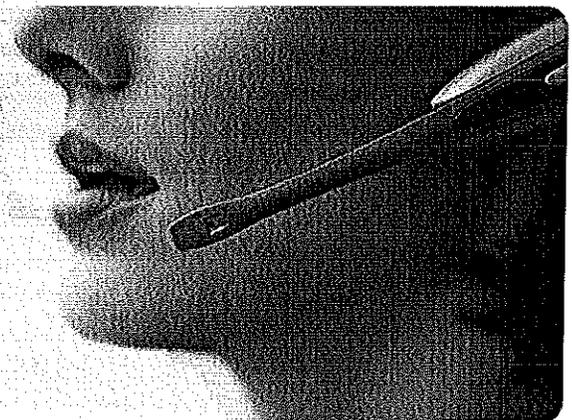
- ▶ Manage your most valuable and expensive asset smarter and more efficiently
- ▶ Reduce overhead with minimal training
- ▶ Ensure greater consistency and fair treatment across the organization
- ▶ Automate error-prone manual processes and minimize liability compliance and risk

Does your current human resources management solution meet your needs?

- Is it robust enough to effectively manage all of my recruitment, onboarding, and offboarding processes?
- Does it offer performance management to help ensure I'm getting the best return on my workforce investments?
- Can the functionality expand as I grow my business?

If you answered "No" to any of these questions, call us to learn how these solutions will help you say "Yes."

Contact our team today to discuss your organization's human resources management needs!



RECRUITMENT
Applicant Tracking
Candidate Self Service*
Interview Tracking
Applicant Self-Service*
Background Screening*

ONBOARDING
New Hire Checklist/Welcome/Workflow
Social Security # Verification Service*
E-Verify*
I-9 Submission/Sign Off
W-4 Election/Submission
ESS Benefits Overview & Enrollment

BENEFITS ADMINISTRATION
Available Benefit Plans Overview via ESS
Defined Benefits Eligibility
ESS Open Enrollment
ESS Life Event Enrollment
Benefits Drive Payroll Deductions
ESS & Admin Pension Plan Integration*

ASSET MANAGEMENT
Company Property Management
Vehicle Management

TRAININGS & CERTIFICATIONS MANAGEMENT
Skills Tracking
Course Management
Certifications Tracking

HR RESOURCES
Document Storage*
Document Retrieval Tracking*
Employee Directory
Wiki Self-Generated Content
Organizational Chart
Company Events & News
HR Documents & Forms Creator

INCIDENT/DISCIPLINE TRACKING
Case Tracking & Reporting
Incident-Based Email Notifications
Supporting Document Storage*

COMPLIANCE
New Hire Reporting
EEO Reporting
Vets 100 Reporting
Workers Comp Injuries/Claims Mgmt
OSHA Reporting

POSITION & JOB MANAGEMENT
Job Tables & Tracking
Job Requisitions*

PERFORMANCE MANAGEMENT
Performance Appraisal Definitions
Competencies, Goals, Core Values
ESS Employee Self-Assessment
MSS Multiple Manager Assessment
Review Workflow

COMPENSATION MANAGEMENT
Salary History
Salary Survey
ESS Benefit Statements**
Pay Grades/Steps

ADDITIONAL FEATURES
User-Created Fields
User-Created Screens
Easy-to-Use Report Writer
Export to Excel, PDF & More

OFFBOARDING
Termination Details/History/Checklist
Exit Interview

* Available Through the Ancillary Product and Service Marketplace
** Only Available If Payroll Is Enabled



IS YOUR WORKFORCE MANAGEMENT SOLUTION ABLE TO GO WITH YOU ANYTIME, ANYWHERE?

Application Highlights

- Apple® and Android™ Platform Availability
- Employee Self-Service
- Manager Self-Service
- Real-Time Data
- Built-in Workflow
- Geospatial Fencing

We are operating in an innovative and rapidly shifting world — one that is more connected than ever before and constantly on the move. As a result, organizations are increasingly turning to mobile technology to do business. According to Forbes, 81 percent of employed adults use at least one mobile device for business purposes.¹ As more people use smartphones and tablets on a daily basis, it is imperative that workforce management solutions utilize these technologies to become more mobile and adaptable to various working environments.

USE OUR MOBILE APPLICATION TO EASILY MANAGE YOUR WORKFORCE FROM ANY LOCATION

Developed in response to the growing need for mobile technology, TotalHRWorks is ideally suited for companies with employees and managers who are on the move. The solution has functionality across the workforce management spectrum, including Time and Labor Management, Human Resources, and Payroll, and incorporates features designed for out-of-office use.

Application Features



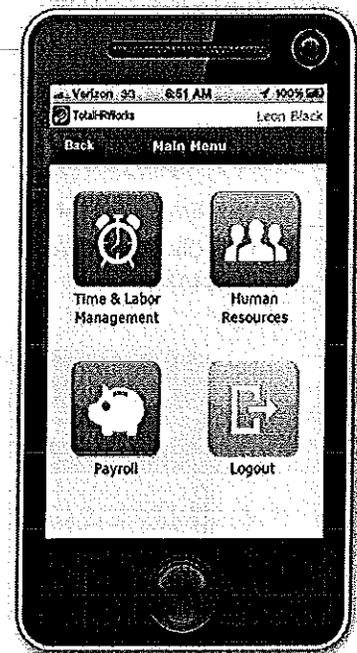
Provide a powerful tool for the entire team. Employee self-service (ESS) and manager self-service (MSS) functionality allows employees to handle many work-related tasks right from their mobile devices.



Don't worry about remote or field employees punching in from the wrong location. Managers can set geospatial limitations to ensure employees are only punching in at a specified location, down to a tenth of a mile.



Requesting and approving time off shouldn't just be an in-office function. Time off requests are easily handled within the mobile application. Employees can submit and review time off requests, while managers may approve them from anywhere.



¹Survey conducted by Enterasys Networks, Inc., cited in "The Latest Infographics: Mobile Business Statistics for 2012," Forbes Magazine, May 2012, <http://www.forbes.com/sites/markfidelman/2012/05/02/the-latest-infographics-mobile-business-statistics-for-2012/>.



Time and Labor Management

For Employees:

- ▶ Punch In/Out with GPS Coordinates
- ▶ "Check Distance" Geofencing for Punch Location
- ▶ Offline Punch
- ▶ View Accrual Balances
- ▶ Request Time Off
- ▶ View Timesheet
- ▶ Change Cost Centers/Labor Transfer
- ▶ View Schedule

For Managers:

- ▶ Set Up Cost Centers
- ▶ See Who Is In/Out
- ▶ Approve Time Off Requests



Payroll

For Employees:

- ▶ Review Pay Statements
- ▶ View Total Earned Amount and Deductions from Paychecks

For Managers:

- ▶ View Employee Lists
- ▶ View Employee Pay Statements



Human Resources

For Employees:

- ▶ View Employee Profile
- ▶ View Checklists to Aid with Onboarding

For Managers:

- ▶ View Employee Checklists
- ▶ View Employee Information
- ▶ View Employee Profile

By 2014, close to 90 percent of corporations will be using a workplace application with mobile device integration.²

²Micah Fairchild, "5 Must-Haves for a Mobile Workforce Management Software Solution," HRlab.com, <http://www.hr1ab.com/mobile-workforce-management.php>.

To learn more about TotalHRWorks and additional features available within the mobile application, please contact our team today.

