

## Human Resources & Payroll Solutions

Human Resources and Payroll needs are as diverse as the people you employ; your people and their skills are the most valuable asset in your organization. Being able to manage important people information and use the information to make decisions and achieve goals is key to any business. Even effective human resources departments can be costly to operate and might lack the flexibility to adjust quickly to changing business or regulatory requirements.

### **Minimize Costs, Maximize Potential**

Maximize your people potential, while minimizing the cost and complexity of administrating salaries, benefits, recruiting and performance management.

### **Business Intelligence**

Turn your everyday people transactions into business insight giving you the ability to better manage your workforce.

### **Strategic Alignment**

We take your people transactions, standardize them with technology and optimize the information to improve service delivery and business intelligence, providing your human resources department or management team with the ability to focus on high-value activities in order to attract, retain, and develop your greatest asset...your people.

### **We Focus on Your Transactional Needs, You Focus on Your Workforce**

Our approach cuts costs, provides on demand workforce business intelligence, and outstanding service delivery across the entire employment lifecycle. We streamline processing, making recruiting, hiring, and performance reviews more efficient and equitable, assist in ensuring full regulatory compliance, and facilitate consistent, productive communications. Through HRWeb, iProcess' secure "people portal," you access a comprehensive portfolio of human resource solutions, that makes managing your employees easier.

**IMPROVE PERFORMANCE    REDUCE COST    CREATE VALUE**

### Payroll Processing

iProcess' streamlined Payroll Solution provides flexibility and functionality, enabling an effectively managed payroll function.

#### **Cost Effective Payroll Processing**

Your payroll is processed from the employee master file, created via data import or through manual data entry. From your time reporting, we calculate each pay (including gross-to-net), generate NACHA files for direct deposit and check/direct deposit advices, accommodate off-cycle checks, provide a general ledger interface, and dozens of standard payroll reports.

#### **Efficient Payroll Processing**

Processing is efficient and accommodates deductions, benefits, and paid-time-off plans; shift premiums, piecework, and makeup pay; average pay rates for overtime calculations; garnishments and levy calculations.

#### **Time Reporting Options**

Web-based time entry, direct data feeds or manual time card data entry, our solution fits your needs and works within your business rules.

#### **Easy Third-Party Payment Processing**

Eliminate the burden associated with managing child support, tax levies, and creditor garnishments, we process all of the necessary payments, saving you time and ensuring compliance with payment orders.

#### **iProcess is Your Virtual Payroll Department & Support Center**

Unlike other payroll providers, our staff follows up on each task within your payroll process. If a timesheet is missing or data is not transmitted, we contact you immediately. We also provide you with the opportunity to preview the payroll before final processing, giving you the opportunity to make changes or modifications prior to checks being issued. This truly sets us apart from other providers, eliminating costly corrections and special payroll runs.

**MORE SERVICES, LESS EXPENSE**

### Payroll Tax Processing

Our comprehensive tax management system helps to ensure tax compliance and accurate computations, including multistate taxing rules and reciprocity, as well as taxation wage accumulation and withholding requirements.

#### Seamless Payroll Tax Processing Solution

Through the utilization of a proven partner provider, all of your filing needs are covered, including per pay period, monthly, quarterly and yearly. Our system delivers all federal, state and local tax updates automatically every quarter as part of our core solution. Our service includes W-2/W-2C filing, printing and delivery, including the ability to reprint on demand, without the need for special forms or added expense.

#### Stay in Compliance

We help you to stay in compliance as tax forms and regulations change, file all quarterly and annual payroll tax returns accurately and on time, make all federal, state and local payroll tax deposits, generate error-free reports and records, reconcile collection and disbursement of tax funds, and respond to tax agency inquiries. We can assist you with establishing accounts with the state and local agencies. The headache of Multi-Work Site reports is a thing of the past, our solution covers it all.

#### Comprehensive Tax Processing

Our solution includes the entire process from collecting payroll tax liability through reconciling and disbursing funds. All work performed is documented to support audit requirements and assume responsibility for the accuracy of your returns and the timely deposit of funds. And unlike other Payroll Tax Processing services, there are no year-end fees for annual processing (i.e., W-2, 941, etc.).

#### Integrated or Stand-Alone

We offer you the option of integrating our Payroll Tax Processing Solution with our Payroll Process Solution, or you can use our Payroll Processing Solution as a stand-alone service, the choice is yours so you get just what you need.

**PARTNER WITH ONE PROVIDER**

## Workforce Administration

iProcess' Workforce Administration Solution automates processes for employee data, tracking all HR related information about your employees and working within your business rules.

### Employment Life Cycle

From new hire file creation to employee file maintenance, we process it all and provide an effective and efficient way to maintain, access, retrieve and report throughout the employment life cycle. Employment records are easily accessible, providing information on employment history, leaves of absence (including WC, FMLA, and PTO), employee relations, performance and terminations.

### Self-Service Option

Through HRWeb, we can offer your employees access to their own contact records, time-off tracking, performance review files, individual payroll data, benefits updates, and other information that matters to them. Employees can make updates on their own and take care of many basic needs and functions.

### Compliance

We make it easy to record and access key HR information for government compliance and reporting, including COBRA, FLSA, HIPAA, OSHA, Workers' Compensation, New Hire Registry, FMLA, and EEOC. Our I-9 or Social Security Number verification services can provide you with the ability to verify documentation, helping to ensure compliance.

### Privacy

Our solution ensures compliance with Social Security Administration and HIPAA confidentiality legislation for protecting sensitive employee data such as employee social security numbers.

### Unemployment Cost Control Services

Utilizing a partner provider, we provide a core set of unemployment cost control services built around professional claims administration. These core services include representation for claims hearings and reporting on all claims activity. We track everything for you, making certain that all claims are addressed timely and thoroughly.

### Work Opportunity Tax Credit

Our partner provider integrates directly with our solution to ensure your company is in full compliance with the complex rules governing the WOTC. With the expertise and procedures necessary to ensure timely and compliant submittal and processing of all required paperwork saving both time and frustration.

**24/7 ONLINE ACCESS TO YOUR COMPANY INFORMATION**

### Compensation

Our Compensation Administration Solution provides you with a standardized and streamlined compensation planning and strategy solution, including base, incentive, equity, & severance pay administration.

#### Salary Budgeting and Allocations Made Simple

Our solution is ideal for organizations that track position salary and hours against a budget or fund to demonstrate budget allocation, the need for increased funding, or reallocation of spending. Enabling your organization to plan current and future positions, allocate resources according to funding requirements, maintain position assignments through HRWeb, and generate reports to compare budgeted versus actual figures—all in a way that is accurate, easy, and flexible.

#### Manage a Variety of Compensation Programs

We can help you attract and retain quality employees because our solution enables you to more easily establish and manage a variety of compensation programs. We arm you with the HR tools needed to arrive at strategically effective budgeting decisions.

#### Streamline Salary Planning

Eliminate the headaches of salary planning; with our solution your salary planning and budgeting process are streamlined, providing fast and easy access to detailed job and compensation data, merit matrices to help you regulate merit increases to ensure that your actual salary plan is in line with the overall budget, and manage variable pay plans to help you tie employee compensation to job performance.

#### One Solution, Many Services

Compensate for specific earning types such as commission, bonus, or car allowance; analyze compensation data as it relates to factors such as job title, performance, and variable pay programs; track and report on compensation throughout your organization.

**INNOVATIVE, INTEGRATED AND ACCESSIBLE**

### Benefits Administration

Managing the complexities of benefits administration can be an administrative challenge. iProcess can tailor a solution to match the benefits that your organization offers its employees, set up and administer benefit plans, and allow employees to check benefit options and coverage from the HRWeb people portal.

#### **Accurate Employee and Employer Premium Calculations**

Our solution expertly manages the calculation of employee and employer premiums and accurately takes deductions from paychecks, eliminating the need for duplicate rules and duplicate data entry.

#### **Reconciliation and Administration is No Longer a Headache**

We work with your benefits providers to ensure your plans are in compliance, your active employees' elected coverages coincide with your premium statements, terminated eligible employees are notified under federal or state continuation or benefit plans (ie COBRA) and the carrier is notified timely, and newly hired employees are provided with the necessary information to elect or decline coverage.

#### **Everything in One Place**

Premium information is stored for employee deductions and benefit plans in one common place, including the rules for coverage, premium and employer match computations; eligibility and participation determination; taxation wage accumulation and withholding requirements.

#### **Reduce Costs, Ensure Efficiencies and Compliance**

Through our Benefits Administration Solution, we provide everything to you including benefits set-up and enrollment; life, work and age-based events administration; PTO and COBRA administration; medical, dental, life, and disability plan administrative services; retirement, Section 125, and flex plans support. We work closely with your insurance providers to optimize our solution and utilizing direct interfaces if available. When it comes time for benefit renewals and regulatory reporting, iProcess is there to support and provide extensive reporting functionality.

**A SOLUTION CUSTOMIZED TO FIT YOUR NEEDS, YOUR BUSINESS RULES**

## Employee Development

The iProcess Employment Development Administration Solution provides effective employee engagement tools for improved performance while assuming responsibility for tactical recruitment functions. Our solution evolves through the employee life cycle, providing recruitment, selection, orientation support, learning, and performance support.

### Manage Your Staffing Needs with a Click of the Mouse

You will always know where you are with issues such as number of open positions and staffing requirements. Having this information at your fingertips enables better planning and more informed decision making for the future. HRWeb allows you to identify hiring needs, screen candidates, and hire applicants quickly. To further simplify the hiring process, HRWeb matches qualified candidates with open positions.

### Know Who You're Hiring

Finding the right employees is a challenging process. In addition to finding people with the right skill sets and experience, you want to make sure that there are no surprises lurking in the background of potential candidates. That's where we can help. Through our partner providers, we customize and process a comprehensive package of pre-employment and new hire verification services, including criminal background, credit, driving records, and past employment.

### Performance Tracking

Our Employee Development Solution includes complete tracking of performance appraisal information, delivering a fast and integrated information tool that provides important information on the largest investment your organization makes—your people. You reduce administrative burdens by monitoring and tracking when performance appraisals are due, maintaining a complete appraisal history, and reporting against the results and history.

### Learning Management

Gain measurable performance improvements and better return on learning by taking advantage of the Learning Management component of our Employee Development Solution. Our solution provides all the necessary tools to schedule classes, track learning and recertification, follow career paths, and track the development activities of your people.

**GUARANTEED COST SAVINGS PLUS SO MUCH MORE**