FEATURE LISTS

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Platform Features

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HR

Talent acquisition

Talent Acquisition*

- Internal and external job requisitions
- Free and/or premium job board integration**
- Configurable online applications
- Candidate self-service
- Pre-screening questions
- Knockout questions
- Resume parsing
- Applicant/interview notifications and tracking
- Background screening**
- Work Opportunity Tax Credit (WOTC) service**
- Recruiting insights* (trends and visual metrics based on current workforce data)

Talent management

Compensation Management

- Job/position/cost center history
- Salary history
- Employee self-service: benefit statements
- Pay grades/steps
- Total compensation analysis
- Comprehensive add-on module available:*
  - Compensation cycles with budget data
  - Worksheets for managers to model increases
  - Staff increases modeled and proposed by managers are routed and approved via configurable workflows
  - Merit Matrix links performance ratings to compensation

Performance Management*

- Performance development (continuous feedback and goals tracking)
- Configurable performance appraisals
- Definition and measurement of competencies, goals, core values
- Prior and current performance reporting
- Employee self-assessment
- Multiple manager assessment
- Workflow review

Succession Planning

- Succession planning profiles
- Configurable talent matrix dashboard
- Succession plans reporting

Trainings and Certifications Management

- Skills tracking
- Course management
- Certifications tracking

Incident Tracking

- Case tracking/reporting and workflow
- Incident-based email notifications
- Supporting document storage
- Points tracking and escalation

Attendance Management

- Requests and approvals for time off
- Attendance tracking

** Requires additional module(s)*
*** Service provided by partner*

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HR (cont.)

Asset Management

- Company property management
- Vehicle management
- Insurance and warranty-related contracts

Offboarding

- Termination details/history/checklist
- Exit interview
- Notifications of termination
- COBRA elections/refusals
- COBRA administration**

Human resources management

Onboarding

- New hire checklist/welcome/workflow
- Personal information
- I-9 submission/signoff/E-Verify**
- W-4 election/submission
- Employee self-service: benefits overview and enrollment
- Property allocation
- HR document and forms creator (custom forms)

Benefits Administration

- Employee self-service: benefits overview and enrollment/open enrollment/life event enrollment/auto-enrollment
- Defined benefits eligibility
- Benefits-driven payroll deductions
- Carrier connections and forms**
- Effective date benefit plans
- Evidence of insurability

Position Management

- Position creation
- Position budget setup
- Position assignments
- Integrated budget versus actual tracking
- Position audit reports
- Set defaults at the Position or Job level

Compliance

- New hire reporting
- Notifications regarding date expirations
- EEO reporting
- Vets 100 reporting
- Workers' compensation injuries/claims management
- OSHA reporting
- Affordable Care Act (ACA) management*

HR Resources

- Document storage
- Document retrieval tracking
- Employee directory
- Employee self-service
- Organizational charts
- Company events and news
- HR documents and forms creator (custom forms)

Mobile Application

- Benefits enrollment
- Applicant portal

** Requires additional module(s)*
*** Service provided by partner*

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Time & Labor

Labor Management

- Employee/manager self-service
- Timesheet approval workflow
- Mass edit capabilities
- Import/export utility
- Exception handling
- Document storage (receipts, company handbook, etc.)
- Automated points tracking (attendance trends)
- Temporary manager (backup) assignment
- Itemized expense tracking
- Employee self-service time off request tool and manager approval workflow
- Time-off planning
- Open absences/Bradford factor scores for absence tracking

Accruals*

- Tracking of Eligibility, Tenure, Hours Worked
- Synching with External HR or Payroll Systems

Scheduling

- Daily, weekly, or configurable recurring patterns
- On-the-fly entries/edits for day-to-day changes
- Dynamic time off durations based on scheduled hours
- Visibility into employee timesheet
- Assign employees to schedules or schedules to employees
- Assign two schedules per employee per day
- View schedule, location, department, job, etc.

Pay Rules

- Location
- Cost center (nine cost centers with up to 10 levels each)
- Shift differentials
- Pay rule priority
- Autopopulated holidays
- Multiple pay periods (weekly, monthly, etc.)
- Time zones
- Non-standard pay periods
- Employee contract-based pay rules
- Automatic deductions (breaks, meals)
- Paid meals
- Annualization tracking
- Flat pay
- Extra time and guaranteed minimum time
- Grace and rounding
- Holiday pay
- Overtime

Rate Tracking

- Job costing
- Pay categories (such as direct, indirect)
- Multipliers, special rates
- Effective dating
- Counter value calculations
- Piece rate quantity tracking (units, miles, etc.)
- Pay rate per piece/piece rate requirements

** Accruals is an add-on module.*

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Time & Labor (cont.)

Reports

- Over 50 built-in standard reports
- Custom/ad hoc reports
- Ability to export to five formats (CSV, Excel, PDF, HTML, XML)
- Daily email summary report
- Saving and sharing reports with quick link access
- In/out dot board
- Exception reporting
- Time off calendar and roster
- Dynamic drill-down capabilities
- Security profile settings for defining access
- Points history
- CMS submission

Mobile Application

- Timesheet (completion, submission, correction, manager approvals)
- Accruals (balances and history)*
- Schedule
- Time off requests (submission, balances, history, manager approvals)
- Overtime requests
- Time off calendar
- Punch in/out
- Offline punch
- GPS punch tracking/geofencing
- Job/cost center transfer
- Piecework collection
- Reports access (read only)
- Employee attendance tracking

Data Collection

- Ethernet-based clocks
- Mag stripe, proximity, and bar code badges
- Biometric verification and identification
- Remote hardware management
- Remote punch via mobile app

Security

- Permanent, detailed audit trail
- IP address and/or punch restriction
- Application manager/user access profiles
- RSA login authentication
- Single Sign-On (SSO
- User/manager configurable user interface
- Virtual code authentication

Email Notifications (alerts, reminders, etc.)

- Standard time off request, rejection, and approval
- Standard timesheet request, rejection, and approval
- Beginning and end of period manager/employee notifications
- Accrual balance notifications*
- Exception notifications
- Point notifications
- Companywide announcements

**Accruals is an add-on module.*

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Payroll

Payroll Process

- Built-in test environments
- Calculations as you go
- Payroll prep checklist and quick links
- Correction delta process for easy recalculation of payroll edits
- Custom batch payroll entry screen
- Direct deposits
- Gross to net
- Pay stub printing/distribution
- Payroll alerts
- Payroll batches by pay frequency
- Real-time payroll processing
- Reconciliation pay statement

Payroll Reporting

- Change history reporting
- Consolidated reporting across tax IDs
- Cross-year reporting
- Date-driven reporting across all years
- Excel® native reports
- Integrated report writer
- Reports sent by email
- Standard report library
- 401(k)/retirement plan 180° integrations**

Payroll Setup

- Geospatial tax identification
- Labor distribution and cost center tracking
- Multi-EIN support

General Ledger/Year End

- Automated reciprocity tax withholding
- General ledger processing
- Year-end processing

Outsourced Payroll Services**

- Check printing/distribution
- Employee direct deposit
- Tax filing/deposits
- Tax filing/payment
- Garnishment disbursement

Benefits Administration

- Benefits and insurance management*
- COBRA administration**
- Leave request management*
- Total compensation statement
- Workers' compensation
- Affordable Care Act Form 1094-C*

Platform and Security

- Profile-based functionality security
- Unlimited users with security
- Automated event notifications
- Third-party software interfaces
- Unlimited data storage

Mobile Application

- Direct deposit/electronic consent
- View pay statements, W-2s, and 1099s

** Requires additional module*
*** Service provided by partner*

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Scheduler

Build

- Workload planning* — automatically generate shifts based on imported business data
- Optimized schedule generation — take a step beyond simply meeting constraints and achieve business goals such as lowering cost, reducing overtime, meeting employee preferences and much more,
- Budget and workload definition
- Shift and schedule definition
- Schedule rule and constraints definition
- Manual schedule planning and editing
- Schedule pattern templates

Fill

- Schedule groups or individuals
- Schedule to skill and proficiency
- Open-shift visibility
- Automatic shift assignment — have the system automatically assign shifts based on several important factors such as availability, skills, location, and much more
- Color-coded availability
- Drag-and-drop fill

Mobile Application

- View schedule
- Swap shifts (peer approvals available)
- Coverage requests
- Open shift requests

Manage

- Schedule change alerts and notifications
- Skill tracking
- Credential and certification tracking*
- Staff management drag-and-drop shift transfer
- Call list
- Employee availability and preferences
- Fatigue management
- Open-shift management — automatically displays the available employees who meet shift criteria, allowing the shift to be offered and accepted by those employees within a predefined time frame
- Employee self-service: request coverage
- Employee self-service: shift swap
- Employee self-service: request open shift
- Timesheet sync** — ensure schedules are posted to employees' timesheets
- Employee self-service: approve schedule changes (where secure scheduling ordinances apply)

Measure

- Reporting
- Coverage graph and metrics
- Detailed audit trails
- Planned-to-actual schedule metrics

Notifications

- Schedule changes
- Shift swap requests
- Coverage requests
- Open shifts posted
- Open shifts requested

**Add-on functionality required*
***Applicable only if the Time & Labor module is being licensed*

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Accruals

Prerequisites: Requires Time & Labor or payroll

Accrual Settings

System-maintained values — accrual balances will be calculated automatically in system

User-maintained values — accrual balances will be manually updated by the system administrator

Imported values — accrual balances will be calculated externally and imported to the system on a regular basis

Tenure changes — will be shown if tenure changes in the middle of an accrual period

Maximum accrued amount (per accrual year) — maximum hours that can be accrued based on tenure

Maximum running balance — maximum balance that an employee can have at any given time

Balance move — move any excess accrued amounts to a specific bucket

Utilization — order in which different time-off buckets are used

Accrual day — first or last day of month

New-hire accruals — when and how much a new hire starts accruing his or her first month

Sick time compliance

Waiting period schedule — schedule on which an employee will accrue after the waiting period settings have been reached

Processing accruals — amount and frequency accruals are calculated (automatically, manually, individual users, multiple users, all users)

Accrual termination — allows for multiple options to pay out accrual balances upon termination of an employee

Benefit Accrual Profiles — determines the rate at which an employee accrues benefit time

Default — applied to all new employees added in system

Tenure

Hours worked

Points

Waiting period

Carryover settings

Accrual Management

Modify accrual balances

Zero out accrual balances

Import accrual balances

Modify employee hours taken

Test accruals

Notifications

Negative balances

End of a waiting period

Employee Self-Service

View accrual balances

Request time off — automatically updates accrual balances

Time-off balance report

Mobile

View accrual balances

Request time off

Approve time off

Payroll*

Calculate accruals in payroll based on hours worked

Display accrual balance on pay statement

**Requires Payroll*

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Attestation

Prerequisites: Requires Time & Labor

Device Support

- Kronos InTouch® time clock
- Timesheet clock
- Web clock

Workflows

- Attestation questionnaire
- Attestation manager change request
- Cascading prompts when responses may trigger follow-up questions or requests
- Generation of email to employees or manages notifying of to-do item

Employee Actions

- Attestation approval
- Attestation rejection
- Cancel/postpone attestation
- Cancellation/postponing of attestation — Note that can reject or approve
- Reason code included

Employee Prompts

- End of shift (daily)
- Timesheet submission
- Configurable questions
- Configurable response choices
- At every punch — requires custom configuration

Reports

- Attestation audit report
- Attestation summary report
- Attestation summary dashboard widget

Notifications and To-Dos

- Missed attestation to-do
- Rejected attestation email notification
- Approved attestation email notification

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ACA Manager

Prerequisites: Requires Time & Labor or Payroll or HR

Measurement Periods

Initial measurement configuration — measurement, administration, and stability periods

Standard measurement configuration — measurement, administration, and stability periods

Compliance Alerts

Minimum value plan offered* or **

Affordable plan offered* or **

Notifications

ACA benefits enrollment* or ** — sends email when the ACA status changes to full-time in order to offer benefits enrollment

ACA predicted status change — sends email about a possible upgrade or downgrade in employee status

ACA status change

Projected change in status

Current benefit plan* or **

Reports

Employee ACA status — all employees and their assigned ACA profiles

ACA data detail — each employee and his or her detailed ACA history for the selected date range

ACA data summary — total amounts for the selected date range within each affected ACA field

Ad hoc reports

Imports — pull ACA timeline information into system

Form 1094-C employee count — drill down into the numbers reported on Form 1094-C Part III

ACA account status change history — list of changes in status for each employee

Widgets/Views

ACA timeline widget — employee numbers and settings for each month

ACA timeline exceptions widget — force calculation exceptions as of a certain date

ACA summary widget — summary of ACA data for an employee

ACA compliance overview widget — customizable view of ACA data

ACA employees status history widget — lists all changes in dates of service for each employee

Calculations/Profile Rules

Future possible downgrade to part-time

Future possible upgrade to full-time

Monthly hours from payroll**

Monthly hours from timesheets***

ACA status

Minimum value plan offered* or **

ACA profile effective date

Support for nonvariable-hour EE waiting period

Benefit profile configuration* or **

Break-in-service rule support

COBRA tracking

**Need HR*
***Need Payroll*
****Time & labor*

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ACA Manager (cont.)

IRS Forms — autopopulated with information tracked in system or imported
1094-C
1095-C
Employee self-service view of the 1095-C form
Mass population of 1095-C forms
Mass editing of form fields

Year-End Processing
Year end process checklist
Final forms
Form delivery — electronic and hard copy to employees
Format forms to file — AIR submission (e-filing) or paper
Break-in-service rule support
Corrections — AIR correction and replacement formats supported

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Leave Manager

Prerequisites: Requires **Time & labor or HR**

Request Management

- Leave of absence requests
- Approval of requests
- Rejection of requests
- Management of requests
- Modify balances
- Modification of balances — Employee self-service
- Leave of absence workflow — customizable configuration
- Qualifier questionnaire

Views

- View history
- View balances
- Leave of absence calendar
- Entitlement based on leave profile
- Global entitlement report — employee entitlement amount, what has been taken, balance, type of leave, entitlement as of date, taken as of date
- Ad hoc reports

Manager Tools

- View leave requests for any employee
- View leave cases for any employee
- Add new case
- Close existing case

Mobile

- Request leave of absence
- Approve requests
- Reject requests

Compliance

- Continuous leave tracking
- Intermittent leave tracking
- Automated tracking of leave eligibility, including the hours worked eligibility criteria rule, type, and duration
- Automated notifications
- Department of Labor forms

Leave Administration

- Leave profile configuration
- Populate timesheet from leave case*
- Append HR documents directly to an employee's case record
- Permissions — determine what functionality employees or managers have
- Department of Labor forms

**Need Time & Labor*

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Cross-Platform Features

Marketplace*

- Self-service apps from partners expanding the platform's functionality, such as G Suite for Google Cloud and Certify

**For additional Marketplace partnership info, see the Workforce Ready HR feature list or the Marketplace eBook*

Employee Perspectives

- Delivers an at-a-glance view of employee data that can serve as a scorecard of key employee metrics

HCM2GO Mobile App

- Compatible with Apple and Android devices
- Download free from your device's app store

Integration Hub

- Supports integration of your solution with any combination of cloud, Software-as-a-Service (SaaS), or on-premise applications

analytic.li

- Preferred people analytics partner for Inflection HR
- Pulls, transforms, and builds on data from the platform to show how talent impacts business for historical, current day, and predictive insights
- Dashboards for stakeholders across the organization — Executive Overview, Human Capital Investment, Workforce Planning, Talent Overview, Time & Labor, Wage & Benefit, Talent Acquisition

Find out how Inflection HR's HCM Solution can work for you:

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