InflectionHR®

Human Capital Management
Solution Guide

A complete solution for creating and engaging a diverse workforce

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

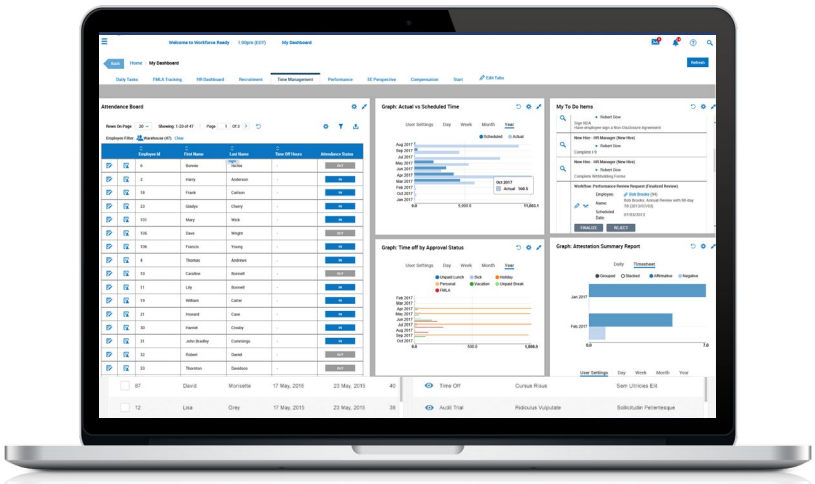
To find and keep the best people, HR professionals need a solution that blends talent acquisition functions of recruiting, hiring, and onboarding with talent management functions of benefits, compensation, and performance management. Our HR module lets you store and track employee information in one 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.

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.

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.

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

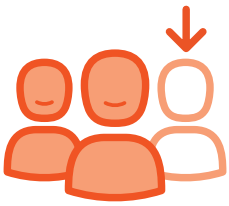
Our solution uses a point-based system to help you manage attendance policies at a finite level and track adherence to your attendance strategy. Rules can be used to create points in a positive or negative fashion and drive notifications based on thresholds met.

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

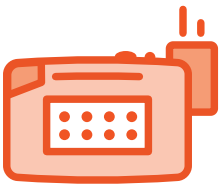
Tax data is built into our payroll module to support multiple regional requirements and tax structures. Automatic tax table updates help ensure the accuracy of employee withholdings. The system offers options for tax deposits and filing, garnishment processing, and check printing/direct deposit.

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.