WorksitePAY

How the HR Cloud Helps You!

Move and Grow Faster	Reduce Complexity	Save time and money	Easy Access

What Makes the HR Cloud Unique?

Complete platform for HR, not just a point solution	You get KNOWLEDGE, INSIGHT and the POWER to do more	Collaborate with HR experts

How can the Technology at Worksite PAY benefit you?

- Analyze, understand and act on data to run your business, better than ever before with powerful reporting
- Stay compliant with ACA regulations

- Online job posting, communication and applicant tracking.
- Find great talent faster, reduce hiring time by 30%

- Managers can perform key tasks easily and quickly, including timecard reviews, time off requests and even monitor payroll
- Powerful security, so only the people you want to see specific data actually see it

- Easily capture employee demographic information, tax and client specific forms
- Streamlines the onboarding and enrollment process for new hires
- Paperless

- Employees get mobile optimized, easy access to all the information they need
- Works in Spanish too!

- Complete payroll functionality to automate common tasks, view status, reports and much more
- Brings previously out of reach world-class payroll to SMBs.
- Efficient and reliable, saves countless hours, and more flexible and accurate than alternatives.

- Easily track and manage employee activity including training and development, OSHA, worker's compensation and other HR compliance activities.
- Get complete, accurate insight into employee activity. And reduce risk.

HR Cloud

REPORTING · HIRING · ONBOARDING · BENEFITS · PAYROLL · HR · SELF SERVICE

WorksitePAY

Hiring

As part of the **Worksite PAY** HR Cloud, the Hiring module reduces the time it takes to hire new employees by 30% or more, and helps expand your candidate pool by posting jobs where candidates are looking for you.

CONTACT

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Streamline Talent Acquisition

Simplify and streamline posting jobs online, receiving resumes and sorting through potential applicants, communicating and scheduling interviews with applicants. And, when you've found the ideal candidate, you can streamline onboarding, because his or her information flows right through to payroll and benefits.
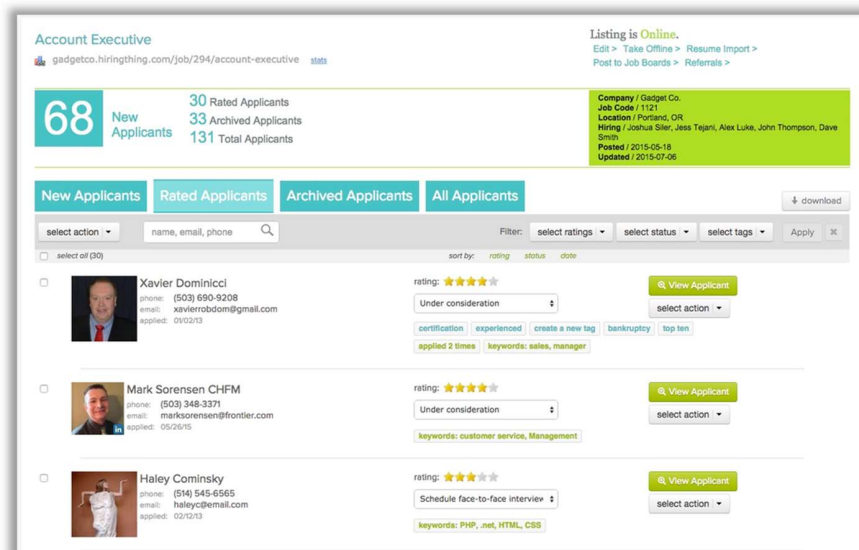
Quickly Post Jobs Online

Hiring includes integrations with dozens of job boards and social networks to post and advertise job listings, including: Indeed, LinkedIn, CareerBuilder, Craigslist, Twitter and Facebook.

Customizable Careers Page

The Hiring modules enables you to create a fully branded careers page that's integrated with your website.

Powerful Hiring Tools

You can even setup a customized screening questionnaire, quickly review candidates, communicate and schedule interviews, all from a single platform.

WorksitePAY

The **Worksite PAY** HR Cloud simplifies and streamlines the onboarding process for your new employees, dramatically reducing the time needed to capture employee data while improving accuracy and efficiency.

Onboarding

Improve Onboarding Speed and Efficiency

HR Cloud Onboarding makes it easy to capture employee demographic information, federal, state and local tax filing forms. With a complete set of digital and online forms combined with electronic signature functionality, new hires can get started fast with complete, accurate records and data.
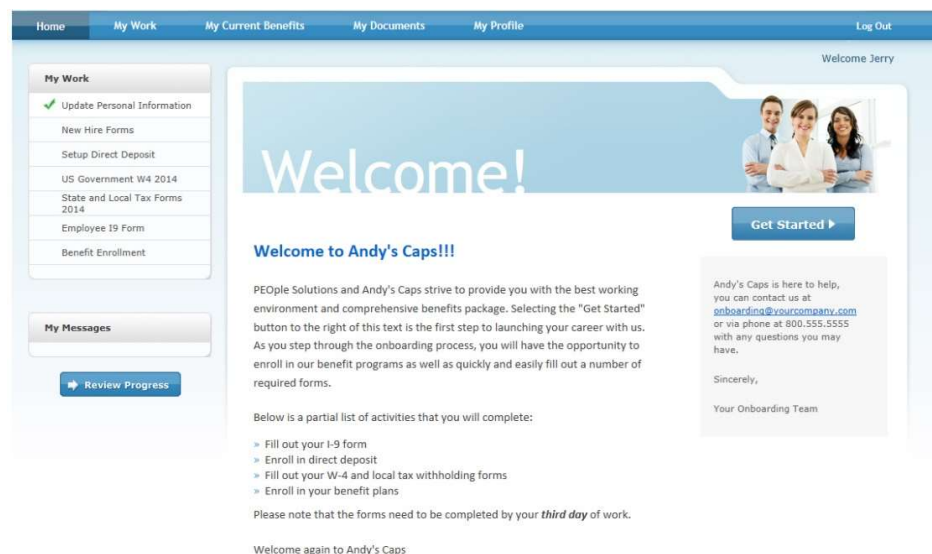
Seamless Integration

Onboarding is fully integrated into the HR Cloud. This means data gathered during the hiring process automatically feeds into Onboarding. And, employee data gathered during onboarding and enrollment is seamlessly added to payroll.

Secure

All forms and documents associated with Onboarding and Enrollment are securely tracked and stored. Digital signatures can be easily captured for complete and auditable records.

BENEFITS ENROLLMENT

Are your employees still enrolling in benefits with paper forms? Simplify the process across your organization with secure, electronic enrollment. Integrated with your HR cloud modules, open enrollment and new employee enrollment is now easier than ever before.

Easy Desktop or Mobile Enrollment

Help employees get the most out of their benefits…anytime, from any device. Whether on a desktop or mobile device, selecting, comparing or changing to benefit elections during enrollment is both intuitive and simple.

Less Paperwork, More Productivity

Managing benefits enrollment can be time consuming and costly, but with employee notifications and enrollment status tracking, benefits enrollment can be completed in record time.

Convenient and Secure Electronic Enrollment

With benefits enrollment, everyone wins… from employees to the business owner. Employees want to take full advantage of earned benefits, and employers need to retain employees while reducing administrative costs.

Whether it's saving time or better understanding available benefits, your staff will love the convenience of electronic benefits enrollment. Simplify how your employees discover, compare and select their benefits.
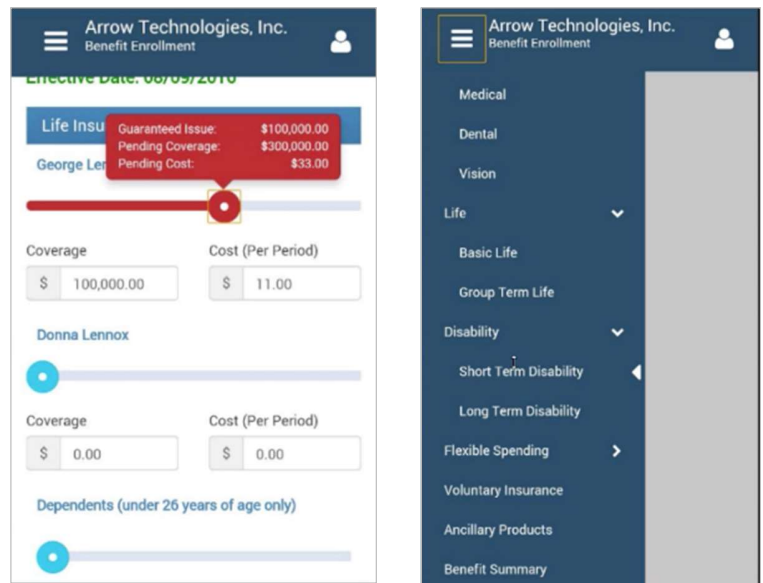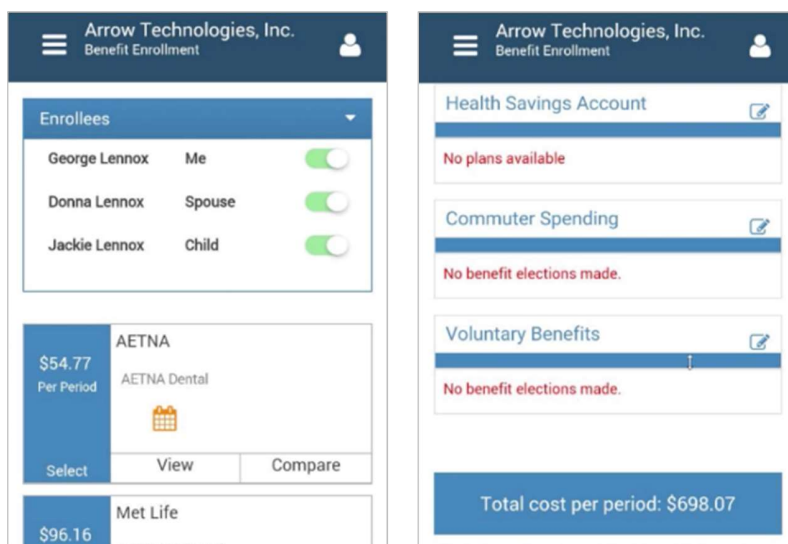
Smart, Simple Enrollment

You already know how challenging it can be to manage benefits during open enrollment and for new hires, especially if you're still using paper forms. With electronic enrollment, employees can be guided step-by-step through the process for the specific benefits they are eligible for.

Integrated Across HR Cloud Modules

What's more, the entire process from onboarding to benefits enrollment and payroll is integrated, minimizing the time involved and potential for errors.

Easily Compare and Select

Whether it's managing dependents or comparing plan options, your employees will be empowered to understand and more fully take advantage of employer-sponsored and voluntary benefits.

And without the stress and disruption of paper-based enrollment, your employees can focus on making the right selections and returning to work.

WorksitePAY

As part of the **Worksite PAY** HR Cloud, Payroll is a fast, easy and accurate way to ensure you can execute and manage your payroll on time, every time.

Payroll

Fast and Efficient

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As a business owner, you are passionate about running your business and your customers - not about the hassle of payroll. With the HR Cloud, you can stay focused on your business while quickly and easily managing payrolls.

Your payroll data is automatically integrated with other HR Cloud modules, so you never have to rekey anything from one system to another. And with $55 billion in annual payroll processed, you can rest easy, knowing the HR Cloud is a tried-and-true payroll solution.

You can quickly review timesheets, process your payrolls, and even see payroll status in real-time.

Review Time sheets → Calculate payroll → Review & approve → Wire transfer & auto pay → Print

Safe and Secure

Access to payroll data is granted to individuals in your organization as needed, and you can even control what specific data, fields and reports each individual can see. So everything is safe, and your team only sees the data they need.

Your Brand is Front and Center

Your payroll can include your logos on checks, so your employees have a consistent experience.

Your company name
Your street
Your city, ST Zip code

Your logo here

State Street Bank   Check No. 27582
                          Pay Date 10-18-2013
STATE STREET BANK   33/210
1 STATE STREET
BOSTON, MA 02110

Pay THREE HUNDRED THIRTY-TWO DOLLARS and 07 CENTS $332.07

To The SAMUEL P Adams
Order 18 RATTAN DRIVE
Of SOUTHBOROUGH, MA 01772

Iam Non Negotiable

⑈0 2758 2⑈ ⑆103 18937 8⑆ 08000 09405⑈

Think **HR**
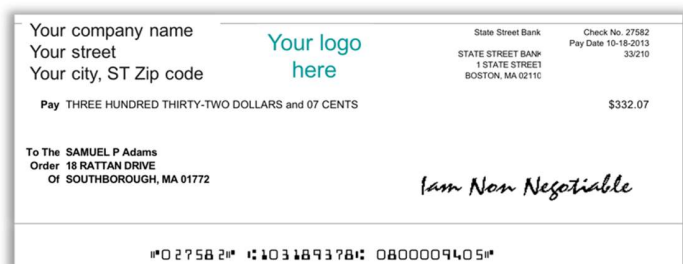
PROTECT YOUR BUSINESS
STRENGTHEN YOUR TEAM

LEARN PRO

More than **200 online training courses** that ensure compliance, reduce risk and drive employee engagement. Plus an intuitive admin dashboard and robust reporting.

LIVE

Certified **HR experts answer** questions, render advice and follow up with research to **resolve issues.**
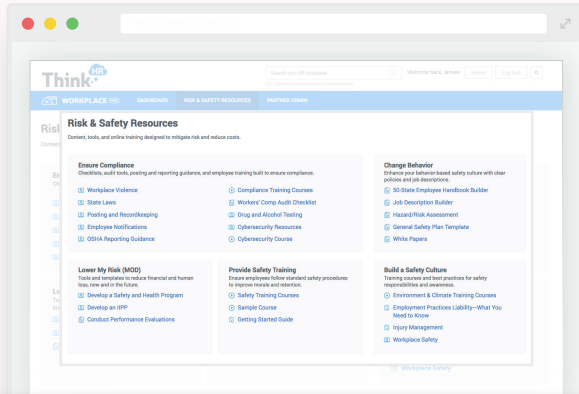
Accessible **8am-7pm** Central each business day.

COMPLY

Comprehensive **resource center** with all the forms, checklists and **tools needed** to maintain compliance.

INSIGHT

All the **news and analysis HR** professionals need to **stay current** and compliant with changing regulations.

AN **EXPANDED PORTFOLIO** OF PRODUCTS YOUR HR AND COMPLIANCE NEEDS

Risk & Safety Resources

Content, tools and online training designed to mitigate risk and reduce costs.
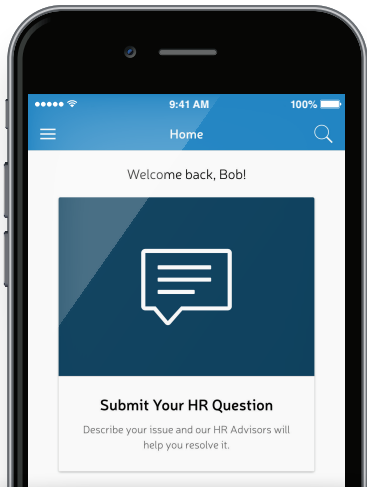
Mobile App

Employers and HR professionals can access the resources of ThinkHR Workplace Pro from anywhere through our mobile app.

ThinkHR's **dynamic tools**, checklists, builders and guides enable rapid deployment of **HR best practices** across the entire organization.

- › 50-State Employee Handbook Builder
- › Q&A Database
- › HR Audit Checklist
- › Health Care Reform Checklist
- › Job Description Builder
- › Compliance Guidelines

- › Performance Review Tool
- › Employee Onboarding Checklist
- › HR Compliance Checklist
- › Salary Benchmarking
- › Employee Termination Guidelines
- › White Paper and Webinar Library

TIME & LABOR

Time & Labor

Your people are one of your greatest assets, but they're also one of your greatest expenses. Are you minimizing the cost? There's no better tool to control your cost of labor and simplify time tracking than a time and labor solution.

Reduce your cost of labor
Gain clear visibility of your labor expenses. Control wages and overtime by paying accurately and to the minute.

Reduce your cost of administration
Turn hours of administration into minutes with smart, accurate time tracking. Save countless hours across the organization.

Reduce your compliance risk
Minimize non-compliance risk. Streamline your FLSA, ACA and other compliance challenges with automation.

Increase employee productivity
Simplify time management, time off, and scheduling. Empower your employees to be accountable through convenient tools.

- ✓ MOBILE APP
- ✓ PTO ACCRUAL MANAGEMENT
- ✓ ADVANCED SCHEDULING
- ✓ JOB COSTING
- ✓ TIME OFF APPROVALS
- ✓ GPS LOCATION VALIDATION
- ✓ TIMESHEET ENTRY
- ✓ VIEW EMPLOYEE STATUS
- ✓ MANAGER DASHBOARD
- ✓ USER-DEFINED CUSTOM FIELDS
- ✓ POWERFUL PAY RULES ENGINE
- ✓ BREAK TRACKING

Time & labor… finally integrated with Payroll and HR
Experience the convenience of time data that flows seamlessly between Payroll, Benefits and HR. No need to export and import time data between payroll. Now it's easier than ever to set up your team, eliminate manual processing, data entry and other related issues. Save your staff valuable hours, from HR to supervisors and employees, so they can focus on productivity.

TIME & LABOR

So many ways to save with time and labor

Employee labor is costly, but integrated time and labor can quickly reduce your costs. When you gain the ability to monitor, control, and understand your labor investment you can reduce overtime, time theft and other administrative costs. Start paying employees accurately while increasing productivity.

Time Clocks

Choose from a wide variety of clocks to track time according to your needs.

- Mobile App
- Webclock
- Biometric
- Employee PIN
- Badge card swipe
- Proximity badge
- Biometric hand scanner
- Telephone
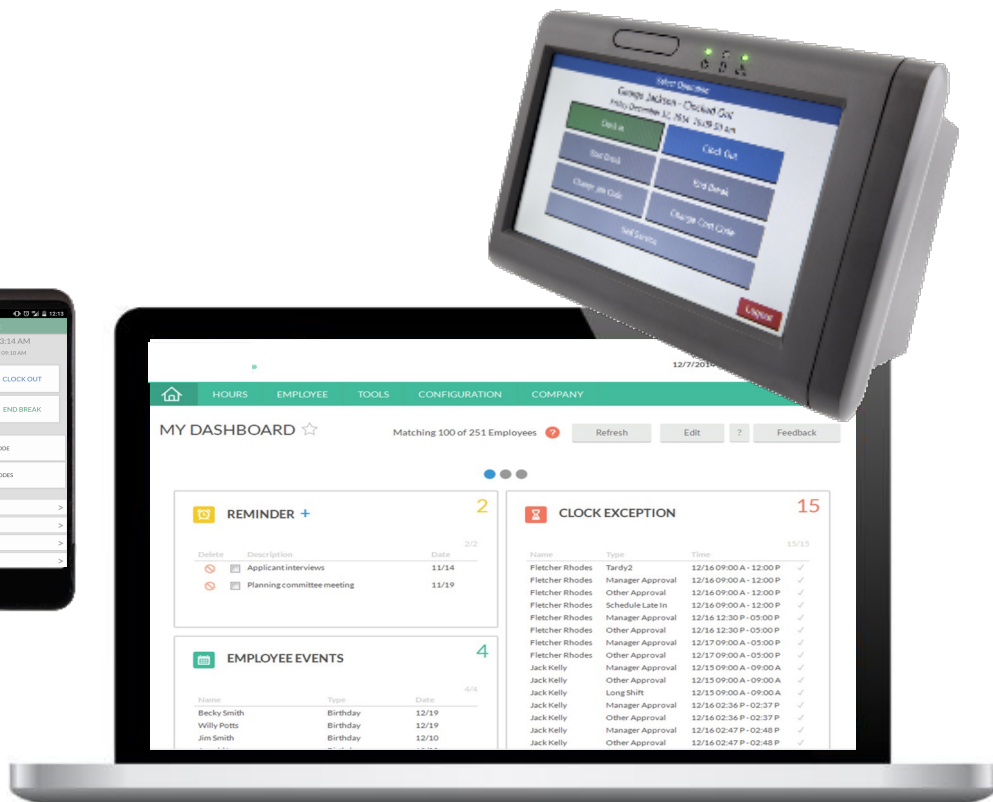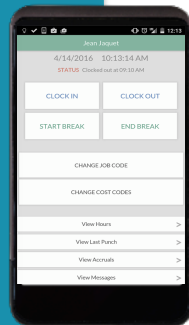
Better, faster results with a unified solution.

No longer rely on spreadsheets, disparate timesheets or stand-alone timekeeping systems that aren't fully integrated with your workforce's data. With a solution that's fully integrated across Payroll, HR and Benefits, you get better productivity from your staff, reduced administration, smarter compliance, and you'll never have to manage different user names, passwords or worry about logging into multiple systems.

EMPLOYEE SELF SERVICE

Self Service

As part of the **Worksite PAY** HR Cloud, employee Self Service enables your employees to log in from anywhere, at any time, to view HR information and earnings statements, or view and submit time off requests.

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Access from Any Device, Anywhere, Anytime

The employee Self Service portal is optimized to work across smartphones, tablets, laptops and desktops. It makes it easy for your employees to access the information they need, when they need it.

Branded and Customized Portal

The Self Service portal is easily customizable to represent your brand, including colors, and even a custom background.
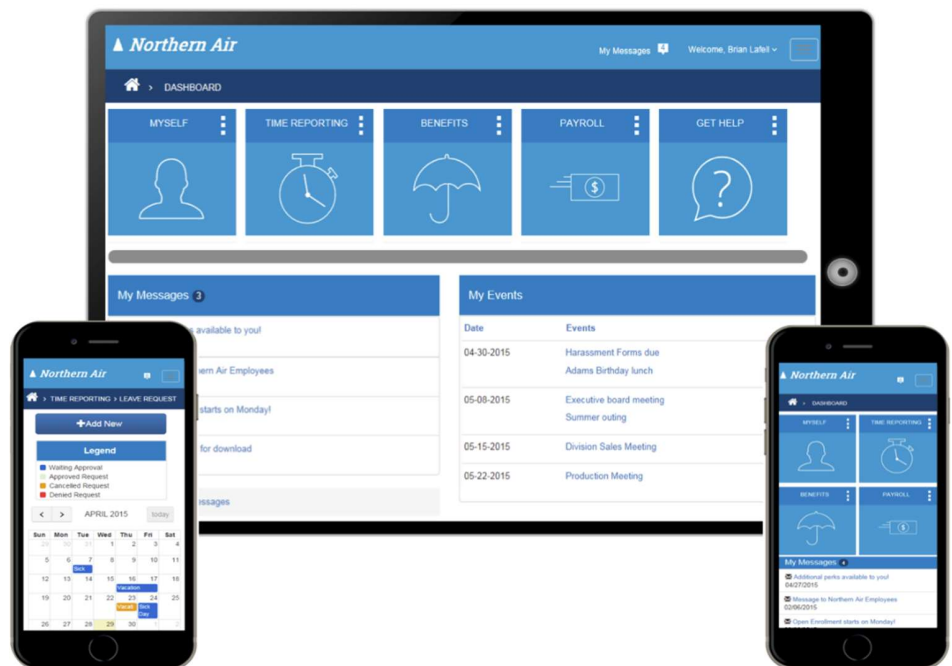
Employee Portal

As part of the **Worksite PAY** HR Cloud, the Employee Portal enables your employees to log in from anywhere, at any time, to view HR information and earnings statements, or view and submit time off requests.

Access from Any Device, Anywhere, Anytime

The Employee Portal offers a modern, easy-to-use interface that works across smartphones, tablets, laptops and desktops. It makes it easy for your employees to access the information they need, when they need it.

Branded and Customized Portal

The Employee Portal is easily customizable to represent your brand, including colors, log in screen and even customizable widgets. The system also supports Spanish, making it easier for your Spanish-speaking employees to navigate the portal and get the information they need.
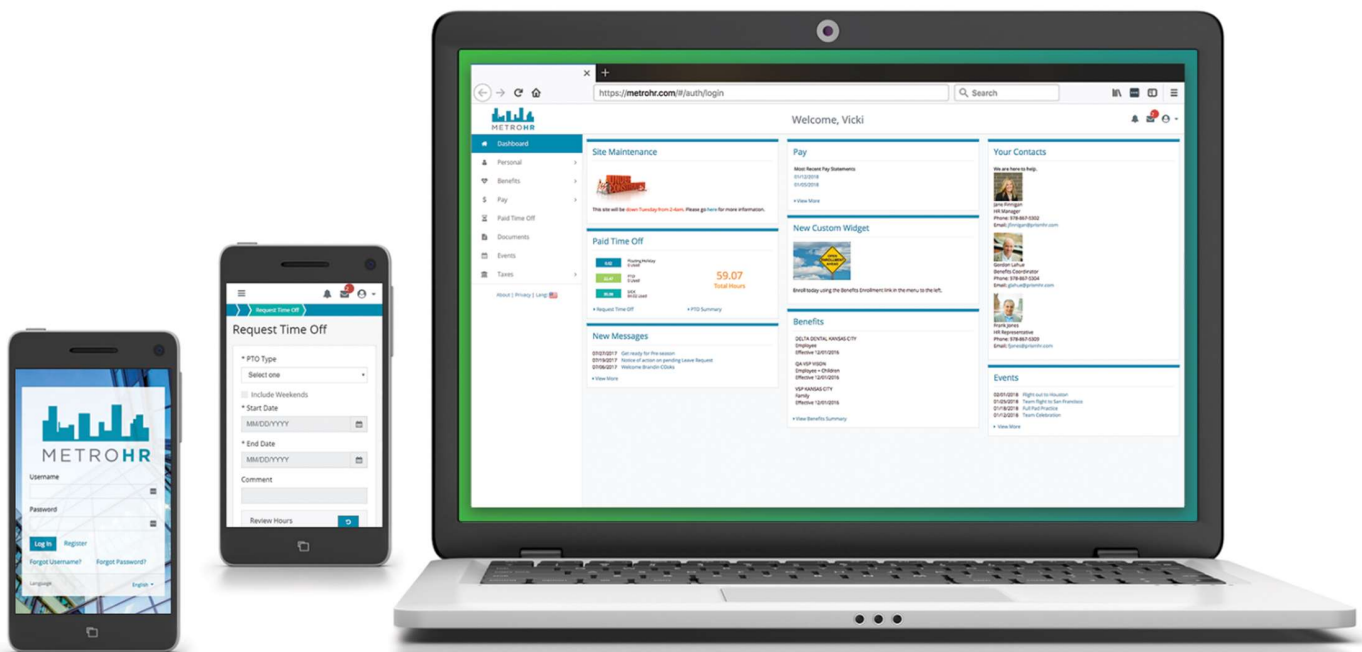
WorksitePAY

As part of the **Worksite PAY** HR Cloud, reporting is fast, easy and accurate; providing you with key insights to run your business.

REPORTING

Get Rapid Insight into Key Metrics

With **Worksite PAY** HR Cloud, you get the insight you need to make decisions on your business. From standard reports with HR, benefits and payroll data to custom employee reports, you have access to the information that's most important to you.

Simple, Yet Powerful Reporting

Using a simple and easy-to-use dashboard you can *search* to quickly find any report you need and add frequently-used reports to the *favorites menu* for faster access. Pre-built reports let you quickly access payroll, HR and employee data that can be filtered using a wide range of parameters.

Automated payroll reports make it easy to access your payroll history and you can view payrolls by date range, payroll number, location and more. Each payroll report can be exported to Excel, PDF or printed right from the report. Access to reporting data is controlled through role-based permissions, so individual managers only see the data they need.
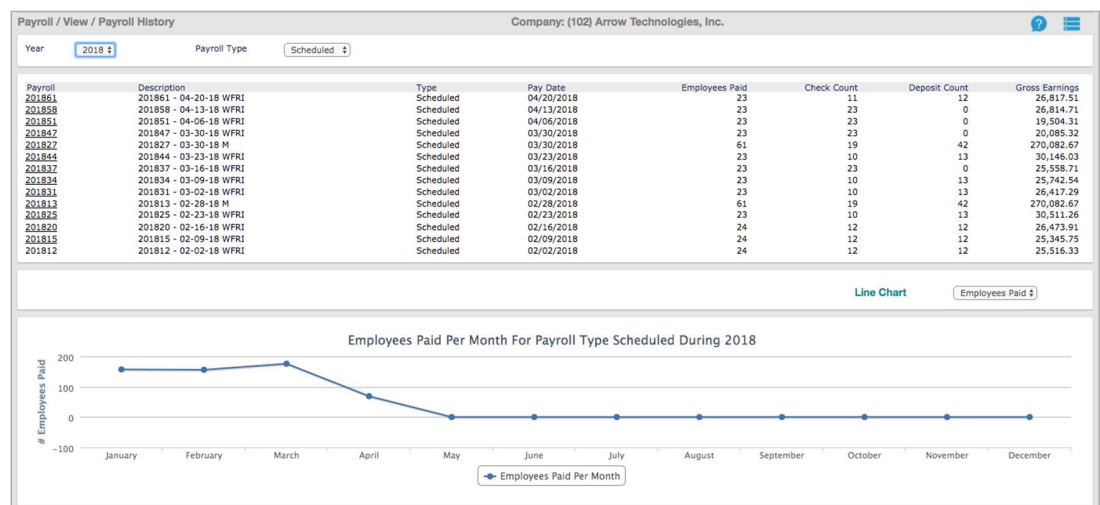
Advanced Reporting with Data Retriever

Go deeper and get the specific data you want with Data Retriever. Data Retriever makes it easy to select the data you want and quickly view or export to Excel. Additionally, if there is information that you need to access on an ongoing basis, you can create and save templates within Data Retriever.

The Worksite PAY HR Cloud gives you a complete solution for the insight you need on employee, payroll and HR activity.