PRODUCT OUTLINE

HRBUTLER



BASIC PAYROLL

- All Payroll Related Tax Filings
- Unlimited Direct Deposit
- Unlimited Earnings, Memos, and Deductions
- Almost 500 standard reports and up to 1 hour of custom report writing per report
- Benefits Tracking (*not enrollment/administration)
- Accrual Tracking

ADDITIONAL BASIC PAYROLL CHARGES

Additional States

- First Included Free
- Charged for States Set Up, including 0 returns

Additional Locals

Billed Based on Locals With YTD Taxes

Agency/Garnishments

- Billed Per Check and/or AC
- Does Not Include Benefits Related ACH (i.e. HSA)

YEAR END FORMS

- W2/1099/1095
- All Filings Included
- Printed Copies Mailed Direct
- Digital Available Online
- Digital Only Option Saves on Mail Charge
- Turbo Tax Integration
- Base Fee + Per EE Charge

BASIC TIMEKEEPING

- Controlled by iSolved Time Legal Service and Time check box on Pay Group
- Clocking in/out mobile or desktop
- Meal/Break Rules
- Hours Allocation Rules
- Holiday Automation
- Absence and Accrual Tracking
- Calendar Rule/Team Calendars

JOB COSTING

- When a client uses drop down labor values
 - Only charged when they are continually changing such as Jobs or Tasks
 - Not Charged for things like Fire timekeeping where they just select comp/OT
- Used in Labor Allocation and General Ledger
- Regular modifications needed by either the client or us
- Importable

SCHEDULING

Basic Scheduling

- Attendance legal service
- Scheduler
- Default Schedules
- Shifts
- Schedule Rules
- Attendance Rules
- More advanced alerts

Advanced Scheduling

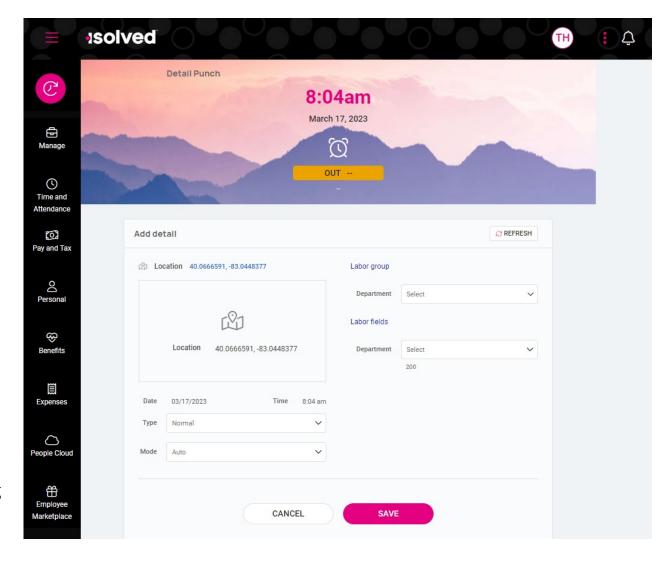
- Additional legal service we are billed additional when this is activated
- Schedule Permission Rules
- Schedule Drafts/Approvals
- Employee Availability

WORKFORCE SCHEDULING

- Additional legal service we are billed additional when this is activated
- Shift Requests
- Post Open Shifts
- Trade Shifts with Other Employees
- Set Guidelines Around All of The Above
- Typical Use Cases: Medical, Hospitality, Places that must meet certain criteria each shift
- Coming Soon: Project Management!

WAYS TO USE

- AEE/CORE Self-Service
- Modify Own Time or Manager/Sup Mods
- Punch In/Out/Transfer
 - IP Address Restrictions
 - Geofencing (additional \$50 per month)
 - Unlimited Fences
 - Automatic Labor Allocation and Taxing



TIME CLOCKS

Virtual Clock

- Clients Device Set Up As a Kiosk
- Locks Browser Down to Virtual Clock
- Charged Per Punch With a Monthly Max
- Unlimited Virtual Clocks
- Use of Time Clock ID and PIN (if desired)
- Ability to Punch Labor Data Like ESS

Physical Clocks

- Currently Preferred Clock is NXG G2+
- Ethernet/POE by default
- Biometric Option (we include by default)
- Direct Card Entry (time clock ID)
- Card Readers Available
 - Magnetic/Swipe, Proximity, or Barcodes
- Relays Built in for buzzers, doors, etc.
- Kiosk Mode Allows Time Off Balance Check

ADDITIONAL METHODS

• Other Available Clocks (NXG LE, NXG G7, Velocity Series)

• API – Custom Integration Options

• Time Punch Imports (additional legal service and charge)

HR BUNDLE

Onboarding

- Electronic Signatures
- Document Upload
- Tax Wizard
- I-9
- WOTC
- Multi-Faceted Workflow (w/Custom Emails)
- Data Collection of All Things New Hire

Offboarding

- Pending Terminations
- Customizable To-Do List
- Multi Faceted Workflow (w/Custom Emails)
- Final Check Preparation
- Benefit Review
- Accrual Payout
- Asset Return Tracking

HR BUNDLE – BENEFITS

- Benefit Enrollment
 - Annual Open Enrollment
 - New Hire Enrollment
 - Life Events
 - ACA Life Events
- Benefit Updates
 - Beneficiary Updates
 - HSA Updates
 - Deferred Comp Updates (depends on RK)
 - Qualified Travel Benefits (FSA Parking/Transit)

- Benefit Reconciliation Utility
- Benefit Evaluation Utility
- Carrier Feeds
 - Additional PEPM Fee and Setup Fees
 - Limitations by Carrier
 - Can be sold without HR Bundle

HR BUNDLE – WORKFLOWS

tatus: Active	
♦ Name	Category
PTO Request OLD	Employee Updates
Onboarding	Onboarding
Job/Department Changes	Employee Updates
Corrective Action	Employee Updates
PTO Request Non 7110	Employee Updates
PTO Request 7110	Employee Updates
Skill Updates	Employee Updates
Training Updates	Employee Updates
Job/Department Updates	Employee Updates
Skills Updates - Plant Managers	Employee Updates
Corrective Actions - Managers	Employee Updates
Training - Plant Manager	Employee Updates
Direct Deposit Updates	Employee Updates
Name/Address Updates	Employee Updates
Tax Updates	Employee Updates
Termiantion	Offboarding
PTO Requests 7120	Employee Updates
Attendance Occurrence	Employee Updates
Salary Update	Employee Updates

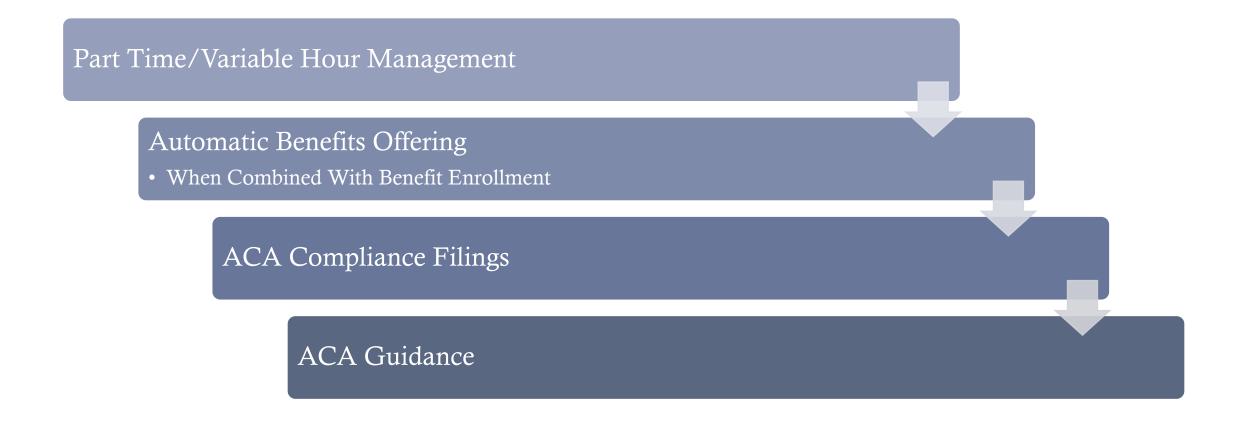
- Direct Deposit Updates
- Tax Updates Wizard
- Personal Info Updates
 - Name/Contacts
 - Address
- Salary Updates
- Job Updates (includes Org Transfers)
- Benefit Updates
- Skills Updates
- Corrective Action Updates
- Training Updates
- Time off Requests

HR BUNDLE – HR TOOLS

- Employee Contacts
- Assets
- Certifications (with email reminders)
- Training
- Skills
- Education
- Awards
- Corrective Actions
- Prior Employment

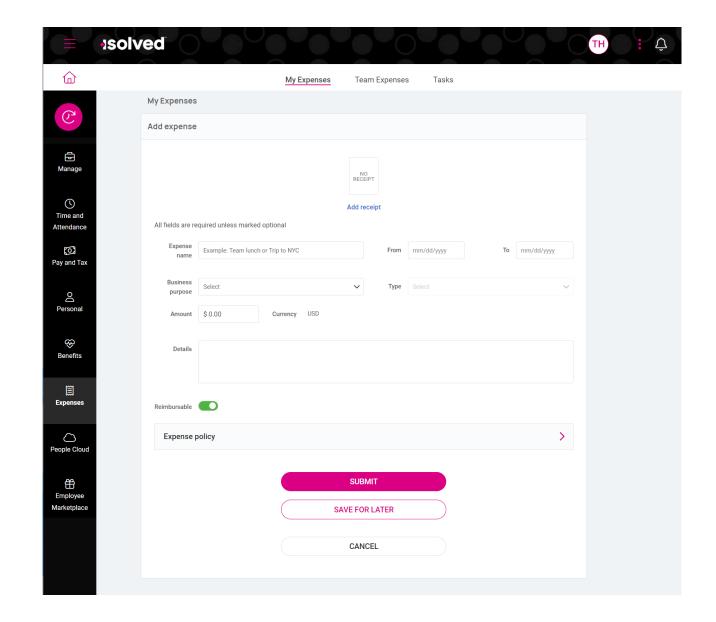
- Basic Performance Reviews
- Federal Reporting Data
- WOTC
- OSHA Incidents Includes OSHA Reports
- Unlimited Document Storage
- Employee Messages
 - Electronic Signatures
 - Email Reminders
- Mass Email Utility

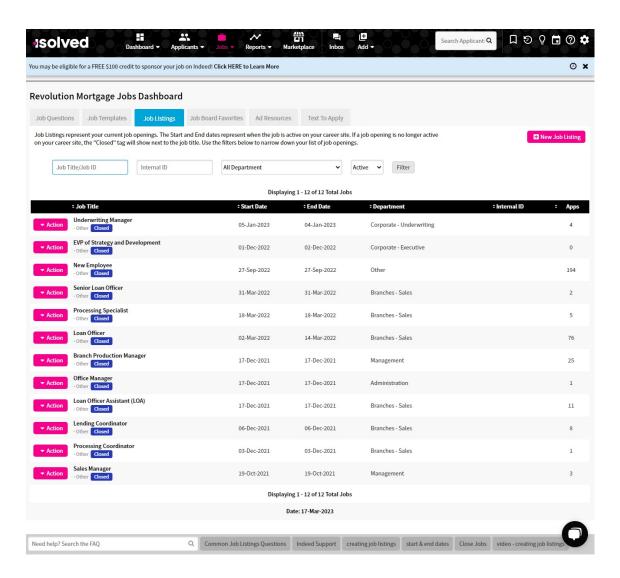
ACA REPORTING



EXPENSE MANAGEMENT

- Expense Approval Workflows
 - Customizable Per Policy
 - Custom Limit Workflows
- Employee or Delegate Submission
- Receipt Image Parses Into Submission
- Automatic Calculations
- Flows Into Payroll
- Integrates Into General Ledger
- Corporate Card Integration Coming Soon!





ATTRACT & HIRE

- Applicant Tracking System
- Unlimited Job Postings
- Unlimited Careers Sites
- Electronic Offer Letters
- Integrated Services like Background Checks
- Over 5,000+ Job Board Integrations
- SSO From AEE and Core

LEARN & GROW

VIEWING AS EMPLOYEE ▽

- Customizable iSolved University
- Custom Courses/Course Paths
- Knowledge Base Library
- Can be used for Customers
- Gamification
- In Person Courses
- Two Options
 - Basic Blank Slate
 - SCORM Content Viewer
 - Also Includes Marketplace

•1SOIVED People Heroe University	MYC	LASSROOM ~ CLASSROOM ~ LIBRA	ARY~ QUICK HELP VIDEOS CONT	ΓACT∼
Dashboard	HR Butler Dashboard			B
Course Content				
Marketplace	Total Users ⊚	Total Employees 🔊	Total Client Users	?
Courses	1237	49	1188	
Course Categories				
Paths				
Certificates	Courses Completed ®	Badges Earned ®	Certificates Earned	?
Assignments	7227	3330	958	
Waiting Lists				
Testing				
Quizzes	Paths Completed @	Self-Studies Completed	d	
Tests	692	②		
Gamification	032	288		
Points				
Badges				
Ranks				
Gamification Listeners				
Administration				
Taxonomies				

Q SEARCH

Classroom Admin Library Admin My Account 2 LOG OUT

SHARE & PERFORM

Share

- Employee Engagement
- Collaboration
- Gamification
- Interactive Surveys
- Task Management
- Unlimited Document Storage
- Feedback
- Initiatives
- Rewards/Gamification

Perform

- Goals
 - Organization
 - Team
 - Individual
- Advanced Reviews
- 360 Reviews Outside Reviewers Also
- Automated Cycles
- Job Title/Description Tie Ins
- Competency Tie Ins