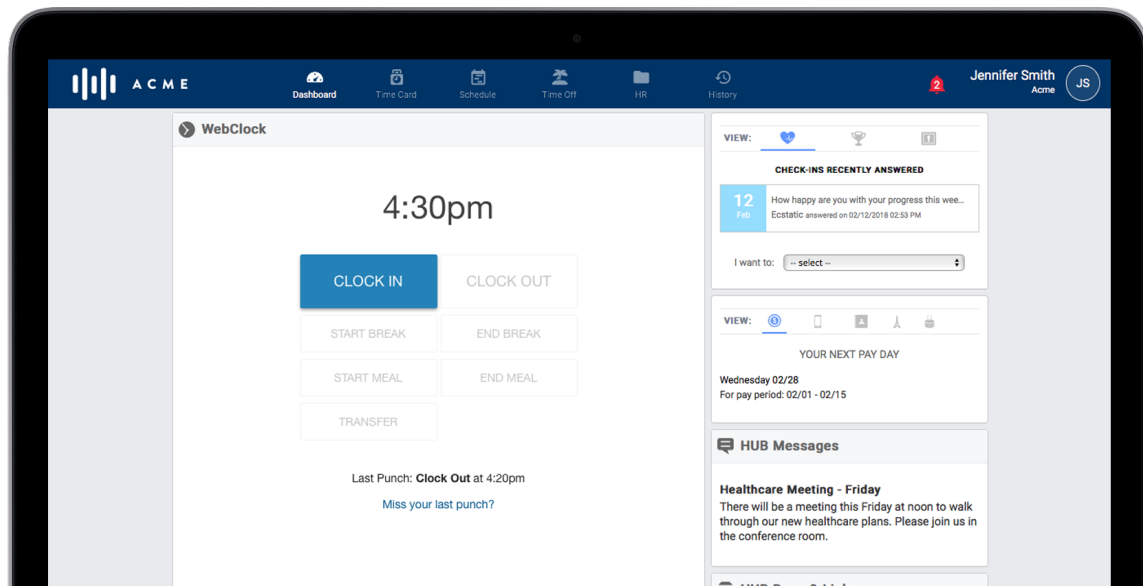


WorkforceHUB™

Unified payroll, timekeeping, scheduling, HR and engagement portal for efficient labor management in small to mid-size businesses



The Power of Unity

WorkforceHUB is a one-stop source for payroll and HR-related information. Employees get the information they need through a single portal, saving time and reducing errors or miscommunication.

The portal includes access to core payroll records, core HR workflows, employee engagement tools, and easy connection to third party apps. TimeWorksPlus and TimeSimplicity come included with full timekeeping and scheduling capability. Employees access the portal via smartphone apps, tablets or other web-connected devices.

WorkforceHUB Features

Timekeeping — Punch tracking, job costing, break enforcement, time-off requests, time card approvals and accruals. [All TimeWorksPlus features included.](#)

Scheduling — Build schedules based on business need, skills required, labor law constraints, employee preferences and much more. Manage multiple shifts with ease. [All TimeSimplicity features included.](#)

Bi-Directional Payroll Integration (select platforms)
Provide employees easy and secure access to pay stubs, W2s, 1099s, 1095s, and more. Empower them to update tax details (W4), direct deposits and personal information.

Onboarding — Simplify the new hire experience. Step new hires through activation, I-9 completion, withholding taxes, benefits, handbook review and more. Ensure timely and accurate completion of all new hire paperwork.

Benefits Enrollment — Streamline benefits renewal and change processes. Provide cost analysis, selected benefits, and benefits summary confirmation.

Performance Reviews — Add structure to the review process. Create your own questions and track responses. Attach employee and manager review documents. Drive the process to completion.

WorkforceHUB™

WorkforceHUB Features

Managed Workflows — Easily build workflows for any common HR task. Automate processes that require acknowledgement or electronic signatures to ensure compliance.

Virtual File Cabinets — Go paperless and securely store important employee HR documents such as garnishment notices, disciplinary forms and more. Provide secure access to company policies, guides and handbooks.

Alerts/Notifications — Create automated alerts to employees or their managers. Wish employees a happy birthday or send a note on their anniversary date. Notify new hires of available benefit options based on hire date eligibility rules. Remind employees that certifications are expiring and managers that performance reviews are due.

Engagement — Publish a company directory, important announcements, a team birthday list, and more. Create engaged employees and improve company culture through automated check-ins, a peer recognition system and an anonymous suggestion box.

HUB Apps — Enable integrated applications to customize your payroll and HR environment. The growing list of apps includes employee rewards, 401k management, paycheck advances and more to come.

HUBbasic includes:

- ESS
- Pay stub and W2 access
- Secure drop box
- Company Directory
- Rewards
- Text notifications

HUB includes all basic features plus:

- Onboarding
- Performance Management
- Time and Attendance
- Employee Management

WorkforceHUB™ includes all HUBbasic and HUB features plus:

- TimeWorksPlus time and attendance
- TimeSimplicity advanced scheduling

Call your timekeeping provider today for more information.