



flexibility
solutions Empower
time saving



Recruitment to Retirement



EMPOWER PRODUCT OVERVIEW

- Empower is an integrated web-based enterprise solution
- Designed from a single-source database so redundant data entry is eliminated
- Unlimited direct deposit and payroll debit card options
- Unlimited Earnings and Deduction Codes
- FLSA Overtime Calculations
- New Hire Reporting to States
- Garnishment Processing
- Payroll Tax filing for Federal, State & Local jurisdictions
- W-2 Printing & Reconciliation
- Electronic W-2 Filing to Federal & State jurisdictions



EMPOWER REPORTING SERVICES

- Build your own Reports using the easy to understand interface in the Empower Reporting Services browser tool
- Personalized Home Page and Report Library help you organize your reports
- Robust User & Role Security Model; control sensitive data in both private & public reports
- Empower Quick Query user interface (for simple ad hoc reports) can be mastered at your desk without going to class
- Design Full-Featured Reports in Empower Report Builder using table, drill down matrix (cross-tab) or enhanced 3D chart region wizards.
- Empower Global Libraries provide a central repository for reusable Queries, Parameters and Templates



ESS / MSS

- Time Off Requests
- Vacation/PTO Balances
- Single view of all requests
- Track employee attendance
- Electronic time sheet approval
- Online performance review
- 24/7 access to paycheck history
- Online benefits statements
- Online W-2's (current/historic)
- Online compensation statement
- Access to internal job postings
- "Life Management" including address, phone & contact change requests



BENEFITS MANAGEMENT

- Access personal information & benefit plans online
- Add benefits upon new hire based upon eligibility
- Audit bills using benefit costing reports
- Benefit cost tables for changes & tracking premiums from year to year
- Set up unlimited Benefit Plans
- Date sensitive benefit costing allows update of benefits for new plan year while continuing to process current year benefits at current rates
- Elect Defined Contributions plans such as 401(k) to deduct a percent of pay or specified dollar amount
- Administer Group Term Life benefits & other Imputed Income plans to process taxable earnings





Recruitment to Retirement



ONLINE ENROLLMENT

- Supports Annual Open Enrollment, New Hire and Life Event Change
- Electronically enroll in a rules-based system that allows only eligible selections to be made
- View current benefit coverage plan to plan for future benefit needs
- Access benefit selections online allowing employees to confer with family at home during enrollment
- Approve employee benefit enrollment and provide electronic feedback for correction
- Reduce the administrative workload of updating employee information, benefit election, beneficiaries and dependents coverage
- Enroll in benefits during new hire process or update benefits when a life event has occurred (e.g. marriage, birth of a child, etc.)



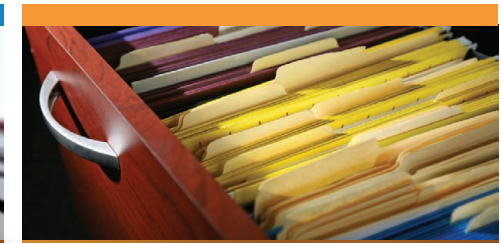
APPLICANT / RECRUITMENT

- Online applicant processing
- Pre formatted correspondence templates
- Applicant search capabilities by requisition requirements
- Requisition dashboard for managing applicant activities
- Company-branded online career center that integrates with company's corporate website
- Applicant surveys that can be built specific to the requisition
- Analysis and reporting capabilities including closed, open & pending requisitions
- Integration of application details to new hire employee record



TIME & LABOR MANAGEMENT

- Improve payroll accuracy
- Reduce OT expenses
- Reduce pay errors & adjustments
- Automate administrative tasks
- Automate complex rate calculations
- Provide full audit trail of payroll data
- Reduce supervisor time spent on administrative tasks
- Provide accurate & current labor data
- Built-in ad hoc reporting



PERFORMANCE MANAGEMENT

- Allows multiple forms for the same review period
- Self assessment
- Employee review
- Flexible routing by review type
- Workflow participants can be set up as view only
- Reassign reviews when supervisor change occurs
- Email integration for notifications
- Employee dashboard can manage all past and current reviews
- Manager dashboard can manage all past and current reviews for all of their reports
- Administrator dashboard can manage all reviews

