



## HRWeb Overview

As a client of iProcess Online, you are provided with a dynamic and robust human resources information system (HRIS) that is seldom found within small to mid-sized organizations. We call the solution HRWeb. With HRWeb you have all the workforce administration, benefits, compensation, development and payroll functionality you need to manage every aspect of the employee life cycle in one place, whether your workforce management processes are centralized at one location or managed remotely from several locations. HRWeb supports your needs and business rules. Data is easy to retrieve and use, reporting functions allow you to get the information you need.

### Track All HR and Payroll Information

With HRWeb, we track all HR related information about your employees including employment history, payroll data, performance, job and salary information, career development, and benefit programs.

### Compliance & Privacy

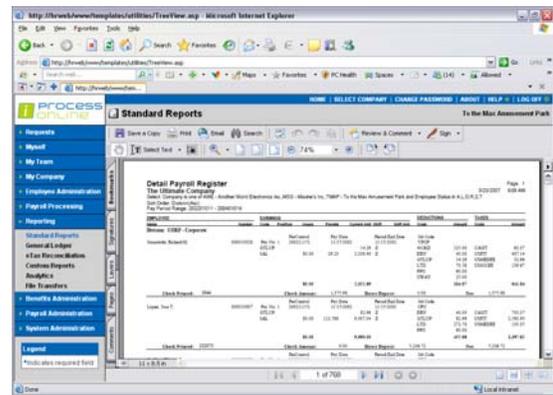
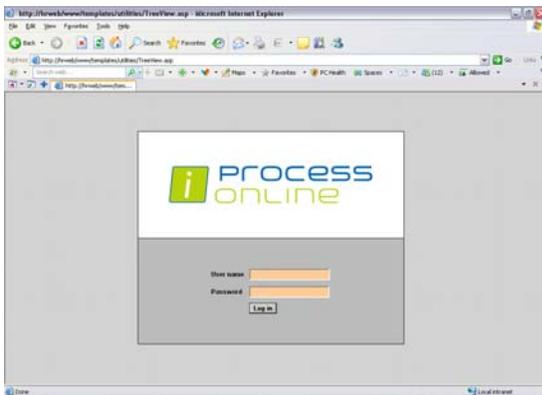
HRWeb makes it easy to record key HR information for government compliance and reporting, including COBRA, FLSA, HIPAA, OSHA, Workers' Compensation, FMLA and EEO. HRWeb also ensures compliance with Social Security Administration and HIPAA confidentiality legislation for protecting sensitive HR data such as employee social security numbers. Role-based security protects the privacy of your workforce data by defining system access based on the user's role. Employees see only information that is appropriate to their role.

### Effective Management Tool

HRWeb, available 24/7, provides you with the necessary tools to effectively leverage Human Resources without the administrative burden.

### Business Intelligence

Quickly run hundreds of standard reports in either PDF or Microsoft Excel format, including: upcoming performance reviews, headcount reports, general ledger reporting, and numerous point-in-time reports.



**IMPROVE PERFORMANCE    REDUCE COST    CREATE VALUE**

## Payroll Processing

The most flexible, functional payroll engine on the market, HRWeb enables iProcess Online, to process your payroll functions quickly and easily.

### Payroll From Start to Finish

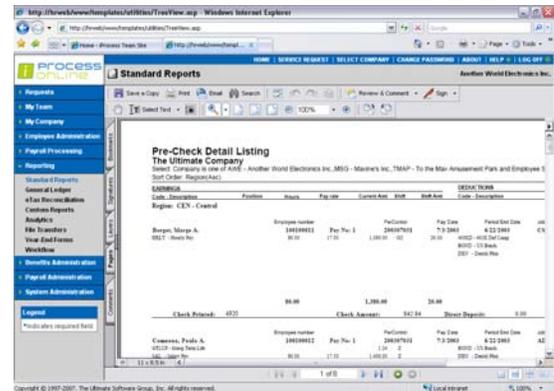
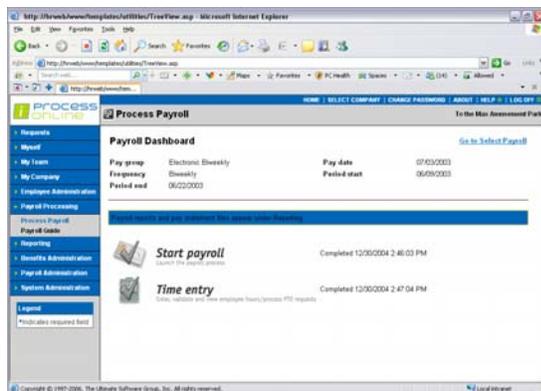
Payroll processing includes calculating pay (including gross-to-net), generating NACHA files and check/direct deposit advices, generating instant off-cycle checks, pre-check detail report for approval prior to payroll, and the ability to track the progress of payroll.

### Complicated Pay Computations are a Piece of Cake

HRWeb handles hundreds of payroll related computations with no need for side calculations or expensive programming, including shift premiums, tips, piecework, makeup pay, average pay rates for overtime calculations, deductions, benefits, paid-time-off plans, garnishments and levies.

### Time Entry Made Easy

There are several options for time entry, including web time entry, data import via electronic file (i.e. Excel spreadsheet), or fax. We work with you to provide the most effective solution based on your needs. Our goal is for all time data to be handled only once, reducing payroll errors. In most instances, iProcess Online can integrate and receive your time keeping data electronically and easily import it into HRWeb.



**MORE SERVICES, LESS EXPENSE**

## Workforce Administration

HRWeb can serve as your company's communications hub and the central gateway for business activities because it delivers functionality for everyone in your organization.

### HRWeb – People Portal

HRWeb is used for employee tasks, administering benefits, managing staff, and accessing reports in real time, from one central location. Access human resources, pay and benefits information, get questions answered, and complete routine updates. HRWeb connects your workforce and reduces operating costs by eliminating the need to print and distribute paper communications, handbooks, forms, and even paychecks.

### Employee Self-Service

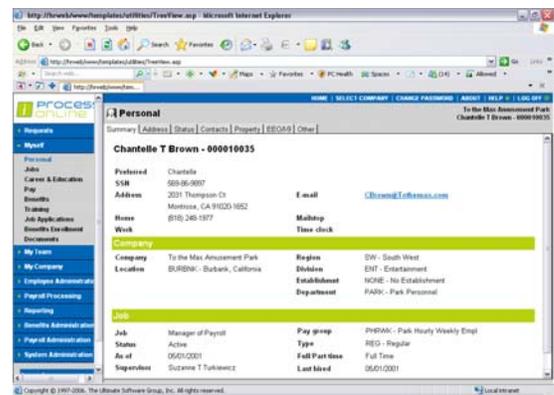
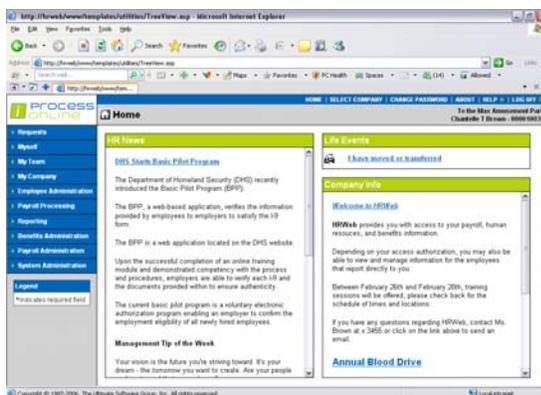
HRWeb offers important business value by reducing administrative workload. Employees have immediate security-protected access to paycheck information, including the most recent paycheck and year-to-date pay summaries, benefit summaries, key employment data, salary and performance review dates, and assigned company property. Employees can apply for open jobs or enroll in a training class, change addresses or phone numbers, update beneficiary or emergency contacts, change or add direct deposit information, or enroll in benefit plans and make changes with life events.

### Manager Self-Service

HRWeb enables authorized managers to positively impact the bottom line by increasing efficiency and reducing administrative costs. Managers have immediate self-service access to critical employee information, with tools that enable them to make smart decisions.

### Work Events

HRWeb saves time and reduces administration because it enables authorized users to process work events with no paperwork and no waiting. HRWeb automatically routes changes for approval through more than 100 predefined workflow processes to expedite business activities.



**PARTNER WITH ONE PROVIDER**

## Compensation

HRWeb helps you attract and retain quality employees because it enables you to more easily establish and manage a variety of compensation programs. Plus, it arms you with the HR tools needed to arrive at strategically effective budgeting decisions.

### Streamline the Salary Planning and Budgeting Process

Use the compensation planning features within HRWeb to streamline the salary planning and budgeting process. HRWeb provides you with a set of comprehensive tools to track and report on company-wide compensation programs. Giving you the information you need to make important business decisions.

### Detailed Job and Compensation Data at Your Fingertips

Fast and easy access to detailed job and compensation data is just a click away with HRWeb, enabling you to analyze compensation data as it relates to factors such as job title, performance and pay programs.

### Salary Allocations

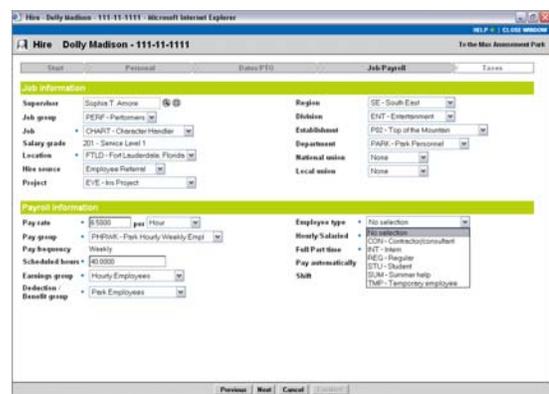
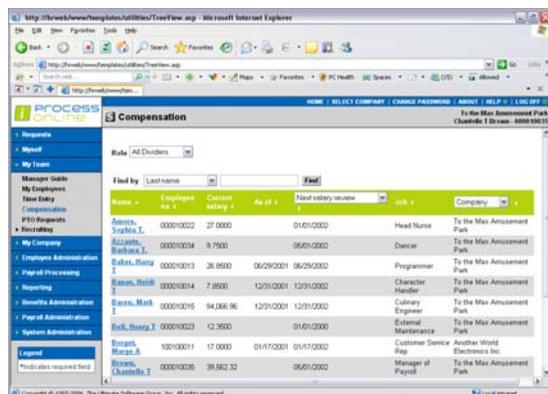
HRWeb's functionality is ideal for organizations that track position salary and hours against a budget or fund to demonstrate budget allocation, the need for increased funding, or reallocation of spending.

### Stay Within Budget

Easily stay within your compensation plan, HRWeb delivers a merit matrix to help regulate merit increases, ensuring that the actual salary plan is within budget.

### Performance Based Compensation

Managing performance based compensation plans can be challenging and time consuming. HRWeb makes the task simple by supporting variable pay plans to help tie employee compensation to job performance.



**24/7 ONLINE ACCESS TO YOUR COMPANY INFORMATION**

## Employee Development

HRWeb provides a cost-effective and efficient Web-based solution for managing employee development throughout the employee lifecycle, including job openings, recruiting, acquisition, hiring, position management and learning management.

### Automate the Recruiting and Applicant Tracking Process

By automating the entire recruiting and applicant tracking process, HRWeb enables tracking and managing tasks such as posting open jobs, reviewing resumes, screening candidates, scheduling interviews, and more.

### Effective Position Management

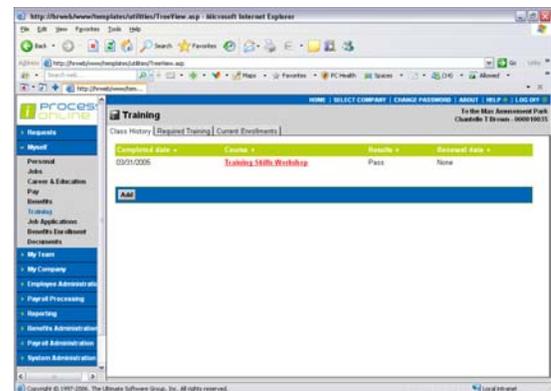
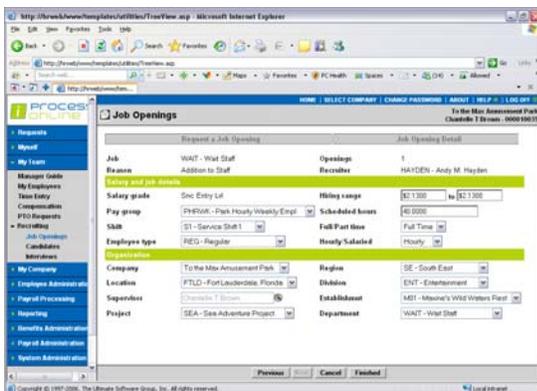
HRWeb enables you to plan current and future positions, maintain position assignments and generate reports all in a way that is accurate, easy, and flexible. You always know where you are with issues such as number of open positions and staffing requirements. Having this information at your fingertips enables better planning and more informed decision making.

### Raise the Level of Talent in Your Workforce

Because HRWeb incorporates learning objectives from within the employee's development plans and performance evaluations, benefits include the ability to better address talent gaps based on business needs, align employee learning plans with corporate goals and objectives, identify and prepare qualified employees for key positions, and raise the level of talent in your workforce for a more qualified talent pool to fill future management positions.

### Training Enrollment & History

HRWeb encourages employee learning and professional development and helps you ensure workforce competency by providing employees and managers with the tools they need for fast and easy access to class schedules, course registration, current enrollments, and detailed training history.



**INNOVATIVE, INTEGRATED AND ACCESSIBLE**

## Benefits Administration

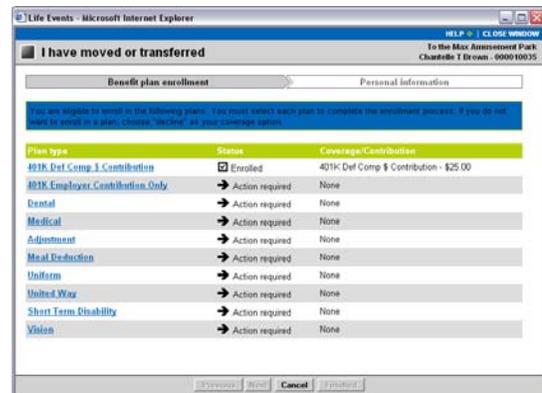
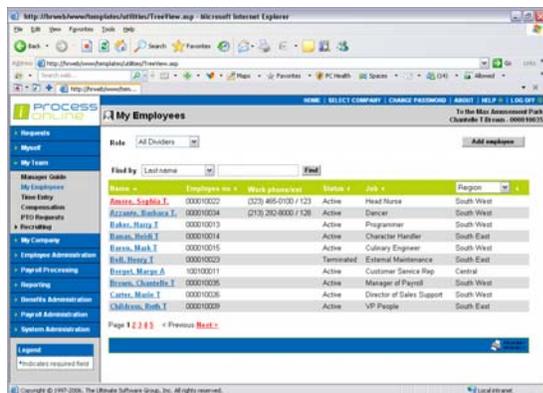
We tailor HRWeb to match the benefits that your organization offers its employees, set-up and administer benefit plans, and allow employees to check benefit options and coverage.

## Benefits Reconciliation

HRWeb expertly manages the calculation of employee and employer premiums and accurately takes deductions from paychecks. HRWeb eliminates the need for duplicate rules, duplicate data entry, and reconciliation reporting because it stores details for deductions and benefit plans in one common table, including: rules for coverage, premium, and employer match computations; eligibility and participation determination; taxation wage accumulation and withholding requirements.

## Enrollment & Life Events

HRWeb reduces hours of paperwork, plus it decreases the costs associated with a time-consuming enrollment process. Employees can use HRWeb to review their benefit choices—whether in the office or at home with their family—without requiring face time with benefits practitioners or the use of those tedious "multipart carbon" forms. HRWeb includes easy setup of enrollment sessions, including the flexibility to customize web pages, and administrative tools for the professionals at iProcess Online, or your staff to monitor enrollment progress. The solution also delivers life events functionality so your employees can manage life-event benefit changes, such as those associated with getting married or having a baby.



**GUARANTEED COST SAVINGS PLUS SO MUCH MORE**