

INFOSYNC[®]

Comprehensive Business Process Solutions[®]

When you manage a multi-unit business, processing payroll and executing human resource tasks prevent you from focusing on your core business. Our HRO services combine our expert team members with world class technology, so you spend less time and money on staff and HR administrative tasks, and more time focused on strategic HR operations.

Services	Option 1	Option 2	Option 3
Core Payroll Services	x	x	x
Enhanced Benefits Administration		x	
Full-Service Benefits Administration			x
COBRA Administration		Optional Add	x
Leave of Absence Administration	Optional Add	Optional Add	x

Core Payroll

PAYROLL SERVICES

- InfoSync performs full payroll processes, including maintaining employee deductions, managing court approved garnishment orders, direct deposit/pay card advices, processing bonus payments, positive pay submissions, reporting and support, maintain tax master files, state, local and federal tax reporting, vacation and sick leave tracking and reporting, W-2 processing and mailing and other payroll related reporting.

CORE HRIS

- Tracks all HR-related information, including employment history, performance, job and salary information, career development, and health and wellness programs; records key information for government compliance and reporting, including COBRA, HIPAA certificates, OSHA and workers' compensation, FMLA tracking, and EEO compliance.

STANDARD REPORTING

- Enables authorized managers or HR/ payroll staff to quickly run hundreds of standard HR and payroll reports, including upcoming performance reviews, headcount reports, average salary reports, government compliance reports, general ledger reporting, and other commonly needed HR/payroll reports. InfoSync also provides custom reporting we have developed to specifically meet our clients' changing needs, such as turnover analysis.

MANAGER SELF-SERVICE (MSS)

- Role-based access provides HR/payroll, financial departments, managers and executives, with the critical information and tools needed to manage staff, perform routine business activities, and stay on top of business trends.

EMPLOYEE SELF-SERVICE (ESS)

- Employees can access their own pay, benefits, and HR details and complete routine updates instantly—from one central location on their computer, tablet, or mobile device, (address changes, tax & direct deposit changes; online W-2's; payroll check history; life events, PTO requests, etc.).

HRO SERVICES

TO POWER PEOPLE...



Core Payroll (*Continued*)

ROLE BASED SECURITY

- Protects the privacy of workforce data by defining system access based on an individual's role within the organization. Employees see only information that is appropriate to their role (or multiple roles).

WORKFLOW

- Built-in conditional workflow that is flexible, easy-to-use, and designed to make business process changes more efficient. You select the level of approvals required

(unlimited) for each type of change and designate the approvers by individual or role. Business processes and approval path(s) are determined at runtime depending on the conditions specified in the data submitted.

ADVANCED PORTAL CONTENT

- The advanced portal content tools allow you to customize the look and content of the Manager Self-Service and Employee Self-Service portals. With these tools, your self-service portals can effectively serve as intranet portals for communicating with your employees.

DOCUMENT MANAGEMENT

- Attach and categorize documents from outside to the employee virtual file. This feature facilitates fully paperless employee files and is required if client desires to load new hire paperwork from an onboarding solution/provider.

DOCUMENT ACKNOWLEDGMENT

- Allows you to create documents that require a response from client-specified populations of employees. As employees log into the HRMS, the system will notify them that they have a document to acknowledge and will ask if they want to acknowledge the document now. The employees will continue to receive the message when they log into the HRMS system until the document is acknowledged. The Document Acknowledgment functionality also allows the client to track who has/has not completed the task.

COMMUNITY BROADCAST

- Community broadcast lets you send emails to employees based on the contact information on their UltiPro record. With community broadcast you can send a message to a targeted group of employees by creating an audience based on predetermined qualifiers you can save for future use. Acknowledgment clauses can be added to provide visibility to who reads the message.

MOBILE APP

- Delivers instant access to relevant employee information using a mobile device. The app is available through Apple App Store and Google Play Store. Pay Insights is an additional functionality which allows information messages to appear directly on employee pay statements from their mobile device

BASIC BENEFITS ADMINISTRATION

- Enables you to track the health, welfare, dental, vision, and other benefits that you offer your people and set up and administer benefits plan deductions through Manager Self-Service (InfoSync performs this setup and maintains benefits payroll deductions for our payroll outsourcing clients). We also offer Affordable Care Act reporting and dashboard at an additional cost.

Optional Benefit Administration Services

**All require use of full MSS, ESS, and Workflow.*

ENHANCED BENEFITS ADMINISTRATION

- Online Benefits Enrollment allows employees to review benefit choices and make selections from the Employee Self-Service portal. Benefits administrators enjoy easy setup of enrollment sessions, including the flexibility to customize Web pages, and tools to monitor enrollment progress. Life Events allows employees to make their own updates to benefits and personal information, online. The enrollment wizard guides employees through all the steps of making life event changes, such as getting married, having a baby, or moving, with no paperwork or calls to HR. InfoSync engages the services of our expert HRIS team for initial setup and ongoing configuration for Online Benefits Enrollment and Life Events, which we offer for an additional hourly fee. Third party file carrier integrations available.

- Offering clerical support to your HR team, we provide routine reporting to your staff to assist with their administration of employee benefit plan eligibility and offers of coverage, annual 1095 template completion, missed payroll deductions, and leaves of absence.

COBRA ADMINISTRATION

** Included in Full Benefits Administration or option add-on with Enhanced Benefits Administration*

-An extension of your HR team, we administer your COBRA eligible benefit plans by providing timely notice of COBRA eligibility, enrollment access, duration of coverage, and terms of payment to employees after a qualifying event has occurred. We collect premiums, reinstate coverage, and supply appropriate notices to employees if premiums are not received.

LEAVE OF ABSENCE ADMINISTRATION

** Included in Full Benefits Administration or option add-on to any HRO service package*

- An extension of your HR team, we administer your federal, state, and company leave policies in coordination with your operators.

FULL-SERVICE BENEFIT ADMINISTRATION

- Online Benefits Enrollment allows employees to review benefit choices and make selections from the Employee Self-Service portal. Benefits administrators enjoy easy setup of enrollment sessions, including the flexibility to customize Web pages, and tools to monitor enrollment progress. Life Events allows employees to make their own updates to benefits and personal information, online. The enrollment wizard guides employees through all the steps of making life event changes, such as getting married, having a baby, or moving, with no paperwork or calls to HR. InfoSync engages the services of our expert HRIS team for initial setup and ongoing configuration for Online Benefits Enrollment and Life Events, which we offer for an additional hourly fee. Third party file carrier integrations available.

- An extension of your HR team, we administer all aspects of your employee benefits program – from new hire, life event and annual enrollment processing, to integrations with your insurance carriers. Our Full-Service Benefits Administration service includes eligibility management, arrears tracking and management, invoice reconciliation and payment, COBRA and Leave Administration, as well as provides your employees with direct contact to a benefits specialist.

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As a large franchisee, we would have never been able to invest in this enterprise-level HRIS platform. Because we have access to this technology through InfoSync, we are able to bring self-service and much more to our employees. They are able to access their paychecks, W-2's, and make changes to their employee file online in real time, and enroll in benefits. The open enrollment process has provided an 80% time savings for our staff because we don't have the paperwork we used to have. That time savings is 100% driven by the HRIS platform powered by InfoSync.

- InfoSync Client, 100 Pizza Hut Locations

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Advanced HRIS Functionality

** Available as an optional add on to any of our service options.*

ADVANCED REPORT WRITING (UKG PRO BUSINESS INTELLIGENCE)

- Provides immediate access to key workforce metrics through Manager Self-Service. Line managers to executives can pull data across your HRMS solution – HR, payroll, benefits administration and enrollment, compensation, compliance, year-end, and more – to create, modify, and distribute workforce-related reports and notifications. Custom reports and on-the-fly query tools make it easy to analyze and share data. Delivered workforce analytics on topics such as compensation, turnover, and overtime allow strategic evaluation of every aspect of your workforce. This tool uses embedded COGNOS reporting and includes Query Studio, which makes report writing intuitive and accessible to non-technical staff. InfoSync also develops custom reports for clients as desired for an additional hourly fee.

PERFORMANCE MANAGEMENT WITH EMPLOYEE RELATIONS

- Helps transform tedious, once-a-year performance reviews into an ongoing, collaborative evaluation process that benefits everyone in your company. You can create employee development plans, assess performance against measurable objectives, identify high-performing employees for key positions, and create an environment that maximizes talent and rewards your top performers. Performance Management can be configured to document disciplinary actions in addition to periodic reviews.

COMPENSATION MANAGEMENT, INCLUDING SALARY PLANNING AND BUDGETING

- Helps you retain quality employees because it enables you to better manage compensation and keep increases and incentives in line with employee performance. It also helps you regulate merit increases to stay on budget, and tracks and reports on global compensation. You can report on current and planned compensation to ensure plans are in line with business objectives. Salary Planning and Budgeting facilitates salary increase administration by delivering tools and information managers need to make effective decisions regarding future compensation for individuals and/or an entire team. This functionality makes it easy to integrate the company's salary increase process and business rules into UltiPro. Working online, managers can review their salary budgets and guidelines, determine best way to allocate pay increases to their employees within their approved budget, and submit pay increases for processing.

CAREER DEVELOPMENT AND SUCCESSION MANAGEMENT

- Help you create an executable plan for professional growth and career advancement for all employees within your organization. The solution provides you with the ability to engage with your employees to define their career paths and ensure they develop the skills, knowledge, and other talent factors necessary for personal growth and contribution to your company's success. Track manager willingness and availability to relocate and use the 9-box grid in Cognos BI feature to help assess relative employee performance and potential. Generate organization charts directly from UltiPro.

RECRUITING

- UKG Pro Recruiting, is a recruiting solution that puts the candidates first by making the application process simple, personal and fun. This helps you to begin navigating successful, long-term relationships from the very first point of interaction. Recruiting removes barriers and obstacles that candidates often face when trying to apply for a job. With Recruiting, you can assess not only skills and experience, but qualities that help determine long-term success and fit – behaviors, motivations and career aspirations. Candidates can view and apply for opportunities on their smartphone or tablet. When candidates apply for an opportunity, Recruiting displays relevant information based on location.

ONBOARDING

- With UKG Pro Onboarding new employees will use a sleek and user-friendly dashboard to access all the onboarding tasks, information and tools they need to complete the onboarding process. New hires can track their progress on required tasks using a clear visual timeline including due dates, helping them feel productive and confident from day one. Allows employees to connect and collaborate with their new team members using UKG Pro's built-in integration with LinkedIn along with built-in messaging capabilities. New employees can electronically complete, review and sign documents like tax forms and employment eligibility forms.

** Ask us about the Learning Management System*