WORKFORCE MANAGEMENT SUITE
For Small and Midsize Businesses

Enterprise-Class Workforce Management. Simplified.
In today’s challenging business environment, you need to get the most from every available resource, including your employees, to stay competitive and fuel growth. After all, the workforce is your most valuable — and likely your most expensive — asset. But disparate systems, manual or semiautomated processes, and limited visibility into employee data can stand in the way of workforce optimization. That's why you need an integrated solution on a single database that provides real-time access to consistent, accurate workforce information to help you make informed decisions and drive bottom-line results.

Our workforce management suite provides the complete automation and high-quality information you need to manage your workforce — from hire to retire — using a unified workforce management platform with a common user interface, database, and workflows. It provides the single-source, real-time data access you need — across time and attendance, HR, payroll, and more — to control labor costs, minimize compliance risk, and improve workforce productivity.

Our flexible, cloud-based solution is simple to use and easy to afford. Modules can be leveraged individually or as a complete, integrated workforce management suite. Predictable per-employee, per-month fees mean you pay only for what you use. Our software as a service (SaaS) delivery model eliminates worries about installing or maintaining software, staying up to date with legislative changes, or investing in the next upgrade. So you can focus on what you do best: growing your business.

**A single, integrated platform:** Get enterprise-class power — simplified — with a seamless workforce management suite that shares a common user interface, database, and workflows

**A flexible, modular solution:** Mix and match modules to suit your current and future business needs. Buy what you require today and then add more when you’re ready.

**Real-time visibility:** Get the up-to-the-minute data you need to make informed workforce decisions and head off costly problems — before they impact your bottom line

**Easy mobile access:** Take advantage of the mobile app to drive better decision making — from anywhere, at any time — for more effective workforce management

**Cloud-based delivery:** Reduce your IT burden by letting SaaShr manage your solution in the cloud for optimal flexibility, scalability, and affordability
Control labor costs for bottom-line results

Our timekeeping solution streamlines time management processes to help you increase efficiency and reduce labor costs. It automatically captures time and attendance information from a variety of data collection devices, web entry, telephony, and our mobile application. Then it lets you know who is doing what and why — at all times — so you can get the most from every labor dollar spent.

You can track and understand true labor costs by enforcing flexible, user-defined pay rules. Maintain compliance and improve payroll accuracy with simplified timecard management. And manage exceptions, including missed punches and early/late arrivals, in real time to avoid payroll errors and costly rework.

It’s easy to assign daily, weekly, or configurable patterns to schedules. For flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly, and give employees access from the web, a mobile app, or the time clock. You can even track scheduled hours versus worked hours, as well as projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.

Keep it fair and consistent for ongoing compliance

Employee absences — whether planned or unplanned — can have a big impact on your productivity. Our solution helps you control and mitigate the effects of absenteeism — before they impact organizational performance. Track eligibility based on tenure, hours worked, vacation, sick time, and other user-defined criteria. Prevent unauthorized time off and late returns, with built-in notifications. And automatically calculate accrual balances so managers have immediate visibility into current status.

The leave of absence module automates the enforcement of federal, state, and employer-specific leave policies and requirements for a variety of leave types, including the Family and Medical Leave Act (FMLA), helping you reduce errors and avoid costly litigation and grievances. Automated legislative updates keep your system current with the latest regulations. Plus, one-click access to leave eligibility and availability information helps drive better decisions and minimize compliance risk.
**Manage the entire employment lifecycle**

The ability to hire and retain the right employees is critical to your business success. Our HR module is a comprehensive, end-to-end solution that addresses the complete employment lifecycle — from hire to retire. Conduct online applicant searches and track candidates throughout the recruiting process. Screen and hire best-fit candidates who will excel in your organization. Accelerate onboarding so new hires can become productive sooner. Streamline benefits and performance management with self-service features. Fully integrated reports provide one-click access to HR information — right when you need it — all from a single screen.

Reduce the time you spend on administrative tasks, with built-in workflows for new hire, termination, rehire, promotions, transfers, and more. Or take advantage of the configurable workflow engine to automate your unique business processes and drive more consistent policy enforcement.

Automate core HR and talent management functions in one integrated system:

- Store and track all employee data in one location
- Streamline applicant tracking, screening, selection, and onboarding
- Simplify benefit plan setup, open enrollment, and life event changes
- Automate the performance review process for timely, thorough evaluations
- Let employees view and update HR information via role-based self-service
- Deliver real-time data access via configurable reports, dashboards, and mobile tools

*Absenteeism costs U.S. companies billions of dollars each year in lost productivity, wages, poor quality of goods/services, and excess management time.*

Deliver the perfect paycheck every time

The payroll module puts you in complete control of your payroll — every step of the way. Continuous processing makes payroll available whenever you need it. Real-time calculations let you know exactly what your people are doing and how much you’re paying them to do it. A versatile pay rules engine makes it easy to determine pay for regular or overtime hours and supports any number of scenarios, such as shift differentials, order of importance, location, and more. And for optimal convenience, final pay statements are always just a click away.

Tax data is built into the system to support multiple regional requirements and tax structures. Automatic tax table updates help ensure the accuracy of employee withholdings. The payroll module includes everything you need to complete and file tax forms in house. Or choose from outsourced options for tax filing, garnishment processing, and check printing.

How does the solution drive payroll accuracy?

- Continuous payroll processing
- Real-time calculations
- Versatile pay rules engine
- Notifications and alerts that flag issues
- Automated tax table updates
- Perfect Paycheck Analysis report

Get affordable compliance monitoring

The ACA module supports proactive management of your ACA compliance strategy across your workforce. It provides the tools you need to effectively manage healthcare benefit compliance for both regular and variable-hour employees, automate enrollment once they reach the eligibility threshold, and access both real-time and historical detail on ACA status for individuals and the entire organization.

Access both real-time and historical detail on ACA status with flexible, easy-to-use management dashboards. Compliance alerts notify managers when an employee’s status changes to full time or part time and when an employee has scheduled hours that would put the worker over the eligibility limit. Rules help you enforce schedules and maintain your preferred full-time/part-time employee mix.
REAL-TIME VISIBILITY AND DATA ACCESS

Use dashboards, reports, and self-service tools to drive results

Take the guesswork out of workforce management once and for all. Information-rich dashboards, reports, and decision support tools provide organizationwide visibility and insights. Intuitive navigation features — application tabs, quick links, drill-down, and more — let you find critical information with maximum speed and ease. Instant access to timesheets, schedules, payroll, employee records, and other data empowers you to take immediate action and drive results.

It’s easy to tailor system tools and reports to reflect the way you do business. Modify dashboards or create your own. Configure more than 150 standard reports to meet your content and formatting needs. Give managers visibility into important employee data through self-service. And off-load HR tasks by enabling employees to access profiles, schedules, pay statements, time-off balances, and more — all through convenient self-service and mobile tools.

MARKETPLACE

Extend functionality with preintegrated add-on solutions

The Marketplace is a cloud-based portal that allows you to leverage complementary best-in-class solutions from third-party vendors — right from the solution interface. Similar to a mobile app store, the Marketplace is your one-stop shop for applications and services, including compensation reports, background checks, employment eligibility verification, and more, that extend the power and functionality of the workforce management solution. There’s no need to download software, execute sales contracts, or deal with configuration. Simply add the solutions to your account and activate them directly from within the application. It’s the fast, easy, and hassle-free way to extend your workforce management capabilities.