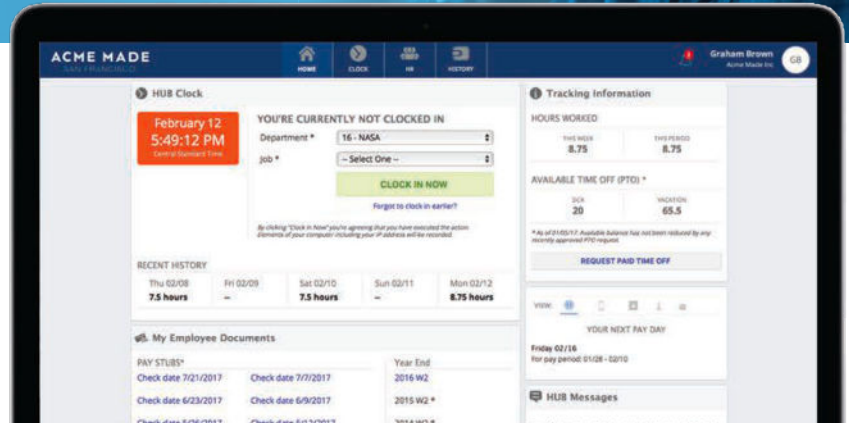


# IRIS myPay Solutions<sup>®</sup> Workforce Management

**Workforce Management Suite - Integrated employee portal for payroll, timekeeping, HR and engagement**



## The power of information

Engage your employees and streamline your processes. myPay Solutions WFM Suite provides easy access to payroll information and steps employees through common HR tasks like onboarding, benefit enrollment and performance reviews. With a single sign on, employees can see all of this, plus a company directory, message board, birthday list, alerts and more. Access the portal using smartphones, tablets or other connected devices.

## Payroll features

**Time & attendance** - Online clock for punch in/out by department and location, time off requests, time card approvals and accruals. At-a-glance views of who is in, which time cards have errors, pending time-off requests and more. Set meal break rules, track overtime, and correct time card errors with ease.

**Payroll updates** - Give your employees access to their payroll records. Empower them to update personal and tax information.

- Pay stubs
- W2, 1099/1095
- Address, W4, direct deposit updates
- Intergrated with select platforms

## HR features

**Onboarding** - Make the new hire experience a breeze. Walk employees through account activation, federal and state tax forms, ACA notices, employee handbook,

direct deposit authorization, electric signature creation and your own custom documents. Track the process to ensure completion.

**Benefits enrollment** - Customize, publish and track benefits enrollment. The process has never been easier. Capture benefit selections, ask custom questions and require from submission. Track individual progress. Download answers and forms as a set for your benefits providers.

**Managed workflows** - Build workflows for common tasks. Automate processes that require a read receipt for compliance.

## Engagement features

**Alerts/notifications** - Keep employees in the know with proactive alerts. Leverage templates for common alerts. Make your own as needed. Trigger alerts by recipient type, hire date or custome field.

## Workforce Management Suite

### Integrated employee portal for payroll, timekeeping, HR and engagement

**Engagement** - Create a recognition wall, publish your company directory and provide a document and link library. Provide an anonymous suggestion box and conduct on-demand surveys for feedback.

**Employee rewards** - Give employees discounts on hundreds of products and services through this exclusive perks program.

**Document library** - Provide employees secure access to both company-wide documents (handbooks and policies) and private files (performance reviews, employment contracts, payroll documents etc).

**Self-service access** - Employees can update address, W4 and direct deposit with changes automatically reflected in payroll following approval.

Contact your payroll provider today for more information.

	myPay direct	Time & attendance	HR	Suite
Secure web portal	X	X	X	✓
Direct deposit	X	X	X	✓
Remote check printing	X	X	X	✓
Employee changes/new hire updates	X	X	X	✓
Online pay stubs	X	X	X	✓
W2s for employees	X	X	X	✓
IRS tax filing	X	X	X	✓
State and local tax filings	X	X	X	✓
<b>Standard reporting*</b>	X	X	X	✓
Fully integrated time tracking		X		✓
Time card editing		X		✓
Time off request management		X		✓
Accrual tracking		X		✓
Employee portals		X		✓
Basic scheduling		X		✓
HR file cabinet/document management			X	✓
Employee communication			X	✓
Applicant tracking			X	✓
Workflows and alerts			X	✓
Performance management			X	✓
<b>Standard reporting*</b>				
Cash requirements				
Check registry				
Depository totals				
Earnings report				
Payroll journal				
Payroll tax summary				