



Product Brochure Collection

payworks.ca

Payworks

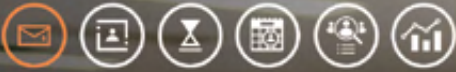


Product Brochures

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Doing business to business, person to person.

Payworks is a leading expert in the field of total workforce management solutions, providing cloud-based Payroll, Human Resources, Employee Time and Absence Management to businesses across Canada. Payworks is a 2020 winner of the Canada’s Best Managed Companies Platinum Club designation, having retained its Best Managed designation for eight consecutive years.

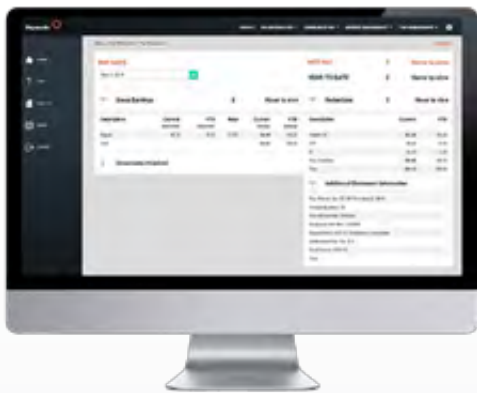


PAYROLL

20,000 customers already trust Payworks to get it right. Simply put, we are payroll experts.



We know that paying your employees accurately and on time is a top priority. Payworks will help make this the least of your concerns with a feature-rich solution for all your processing needs.



ACCURATE AND RELIABLE, EVERY TIME

Since 2001, our CPA-trained client service representatives and complete payroll solution have been helping busy payroll professionals manage the key role of paying employees correctly.

- + Streamline your work by easily setting company and employee defaults within our scalable and customizable solution
- + Save time and eliminate headaches when processing payroll by generating unlimited payroll previews prior to authorizing
- + Stay on top of your workload with at-a-glance automated run schedules based on pay group
- + Ensure employee pay information is recorded correctly by quickly and easily exporting payroll reports
- + Keep your finance team informed with payroll register, journal entries and reports including EFT, funds summary and third party payments
- + Multiple and convenient pay options including direct deposits

COMPLIANCE IS CRITICAL. WE'VE GOT YOU COVERED

- + Stay on top of changes with automated legislative updates
- + Federal and provincial tax remittances as well as WCB premiums are done for you
- + ROEs are submitted directly to Service Canada on your behalf

“Payworks is the best payroll system I have ever worked with! In addition, Payworks’ customer service team is prompt to reply and help. Not to mention that they offer the best rates in the business; it’s pretty hard to ask for more!”

Yves Bouchard CPA, CA, Director of Finance,
Tecnica Group Canada Inc., Montréal, QC



YEAR END PROCESSING

Experience a different kind of year end

We offer a complete package that will guide you through the entire year-end process, from verifying all your employee data is correct to the final step of authorizing.

- + Interactive year-end checklist, personalized support from a client service representative and short, helpful videos that help you through every step
- + Paperless archive at no extra charge includes T4s and employer summaries
- + Simplified year-to-date adjustments with tax form previews
- + Tax form information electronically submitted to CRA/MRQ on your behalf

WE KNOW YOU BY NAME

Personalized support is only a phone call away

If you have complex questions relating to payroll legislation or simply want tips on how to use our products, we're here for you.

- + You'll be assigned a dedicated, CPA-trained service representative for unlimited, one-to-one service
- + Personalized onboarding with a knowledgeable implementation specialist
- + Payworks teams are located coast-to-coast to provide the best service possible

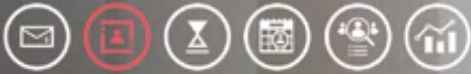
“ We had phenomenal service right from the initial call, and the Payworks team continues to support us so wonderfully.”

Susan Ball, Senior Manager, Human Resources Operations and Special Projects, Discount Car and Truck Rentals Ltd., North York, ON



EMPOWER EMPLOYEES WITH SELF SERVICE

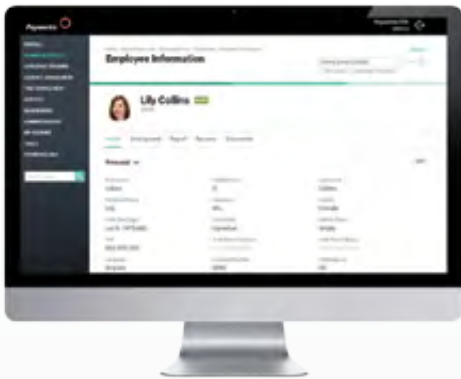
- + Secure, 24/7 access on-the-go from any web-enabled device without the need for a separate app
- + Punch in and out from any location with ease
- + Clean design that supports both simple requests and complex multi-day time off requests
- + See accruals and have customized viewing access of pay statements, tax forms and contact information



HUMAN RESOURCES

Manage the employee life cycle from onboarding to offboarding and everything in between.

Stay ahead of the curve with practical features that improve the employee experience and streamline HR processes at the same time and share important company documents to keep teams informed.



“ I really like the opportunities in tracking applicants, resumes and hiring to payroll. The performance management tool is most helpful. Integration is the key and not reentering data reduces room for errors. Having payroll integrated with HR is a bonus, with all information now being at your fingertips, as well as the cost savings we receive.”

Ginette Arnal-Hofer, Horizon Insurance, Winnipeg, MB

FOCUS ON YOUR PEOPLE, NOT PAPERWORK

Manage your people from a single platform, where employee data and details like compensation and performance flow seamlessly to Payroll and Workforce Analytics.

- + Smooth and inclusive recruiting and onboarding processes
- + Boost employee engagement from the moment they're hired
- + Stay organized with comprehensive employee profile maintenance features
- + Custom reports put you in control and provide the workforce information you need
- + Employee Self Service reduces the administrative burden for HR professionals

IT'S EASIER TO ENGAGE EMPLOYEES WITH THE RIGHT TOOLS

- + Welcome new hires with an automatic email and share important company documents through Employee Self Service with read and agree options
- + Manage talent and performance while keeping track of key employee milestones
- + Maintain employee profiles with paperless performance review management and document management
- + A modern interface with integration across modules for a streamlined experience
- + Get email notifications to keep yourself and other departments on top of timely tasks
- + Upload, categorize and share important company documents to keep teams informed





HUMAN RESOURCES



SOLUTIONS DESIGNED FOR HR PROS LIKE YOU

The Payworks HR platform is a comprehensive solution, ensuring HR practitioners have all the functionality required to manage their teams like a pro. From welcoming your new people to the team and every step after, we've got you covered.

ONBOARDING TOOLS HELP YOUR PEOPLE START OFF ON THE RIGHT FOOT

- + Create welcome email templates based on department, location or role
- + Employees can enter their own personal data through Employee Self Service, saving administrators time and reducing keying errors
- + Empower new hires by sharing company documents so they arrive prepared

PERFORMANCE AND TALENT MANAGEMENT

- + Manage performance review types, dates and ratings, attach review documents, and make salary adjustments that automatically flow to Payroll
- + Maintain information for coaching and discipline processes and easily track status
- + Document employee skills and education as well as required licences or certificates

COMPENSATION & BENEFITS MANAGEMENT

- + Set up customized pay scales to reflect your diverse team
- + Manage multiple benefit plans at once
- + Perform mass enrollment of benefits coverage to simplify updates
- + Monitor bonuses and other allowances with a configurable awards setup

LET US SHOW YOU HOW WE'RE DIFFERENT

At Payworks, we recognize that our clients value not only great products, but also a consistent and world-class service experience. That's why we provide our 20,000 customers with personalized, expert support and a one-to-one service model.





ENHANCE YOUR PAYWORKS EXPERIENCE

In addition to our HR solution, we offer several products designed to help HR professionals be their most efficient. Make sure you're getting the most out of our suite of solutions with these integrated products and features.*

APPLICANT TRACKING & PRO VERSION

Streamline the recruitment process from posting jobs to selecting and hiring the perfect person for the role. Applicant Tracking allows you to post to popular career boards, track all communication with prospects from one central location, and interview candidates online, over the phone or in-person.

HR ADVISORY SERVICES

Because every employee matter is unique, and legislation and best practices are ever-evolving, HR Advisory Services is available to our clients who are looking for extra support.

- + A robust online library of carefully-curated HR resources, including podcasts, guides, articles, sample forms and checklists
- + Telephone consultation and HR guidance to quickly answer questions from owners and managers about people-related issues
- + A flexible nine hours of management support to choose from: make up your own mixture of legal or financial guidance, or choose more in-depth HR advice
- + Counselling service for employees through manager referral for personal challenges that may be affecting performance, absenteeism or job focus

TANDEM

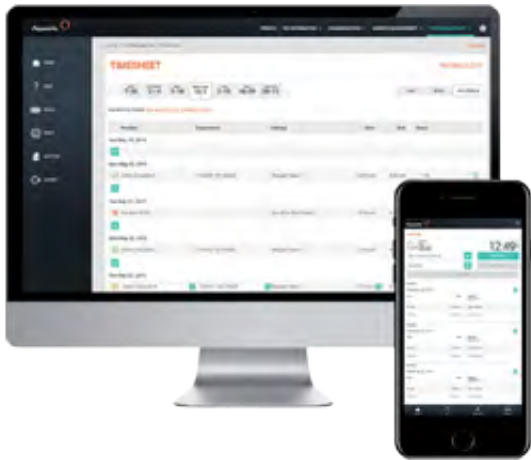
Payroll. Benefits. **Synchronized.**

Real time integration of payroll and benefits.

- + Saves time by conveniently streamlining workflow and eliminating double entry
- + Spend 40% less time updating everything from employee records to benefit contributions
- + Rate changes for each benefit are automatically applied to employee records

Email tandemsales@payworks.ca or visit payworks.ca for more information.

* These products and features will enhance your Payworks experience as separately-sold solutions.



Payworks offers Time & Attendance solutions that integrate seamlessly with HR to ensure you can be as productive as possible.

TIME MANAGEMENT

Whatever industry you're in or the size of your business, tracking hours, shift scheduling and staying compliant is simple.

- + Gain flexibility and control to intelligently schedule, manage employee availability and capture hours worked through multiple options
- + Pay your teams accurately with automated position, shift, overtime and holiday calculations

ABSENCE MANAGEMENT

Track employee absences through an easy-to-use time off request system that is fully integrated with Payroll and Time Management.

- + Intuitive multi-day time off requests, including recognized weekends and holidays
- + Establish company and employee-based defaults
- + Calendar provides a monthly snapshot of team availability at-a-glance
- + Employees can easily submit time off requests through Employee Self Service

“ Over the past 15 years, the Payworks staff have made a great effort to ensure all of my questions have been answered and I truly appreciate the professionalism and friendly responses.”

Sheena Braun, Controller, Westland Construction, Winnipeg, MB



WORKFORCE ANALYTICS

- + Transform costs, turnover, timesheet and absence information into true business intelligence
- + View collections of Payroll, Human Resources, Employee Time and Absence Management information
- + Compare customized timelines to quickly spot trends
- + Help leaders to make more informed, data-driven decisions

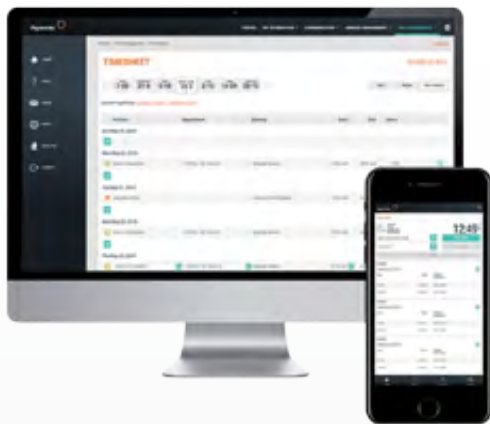


TIME MANAGEMENT

Tracking hours, shift scheduling and staying compliant is easy from one powerful platform that's integrated with Payroll.



NEWLY-ENHANCED: Discover options for capturing hours like the all-in-one Facial Recognition Clock and web time with GPS locations for added convenience and accuracy.



“As the office manager, I spent the majority of my work week inputting employee payroll information as well as numerous hours monitoring time sheets for accuracy. Time Management has eliminated the need for all of this and now I can focus on our business.”

Edie Boyd, Office Manager, Dr. Darren Kulik
Dentistry Prof Corp., Sudbury, ON

MODERNIZE THE WAY YOU MANAGE TIME AND ATTENDANCE

We know paying your employees properly is mission critical, but without the right tools, it can also be complicated and time-consuming. Payworks Time Management has you covered. With flexible time capture options, streamlined approval processes and hours that flow through to payroll, you can stop chasing hours worked.

- + Meet your organization's needs through extensive configuration options during setup, including shift templates, employee assignment, company defaults and rule overrides
- + Improve accuracy of data captured with several POS integration options
- + Eliminate lost data and the need to rekey with automatic flow-through from Time to Payroll systems
- + Ensure employees are paid correctly and reduce errors with automated daily and weekly overtime calculations
- + Easily create and share meaningful reports on hours worked and overtime
- + Create schedule templates and automate schedule generation to ensure every shift is covered
- + Stay on top of last-minute availability updates with schedule change notifications
- + Make clocking in and out a breeze for employees from their mobile devices



TIME MANAGEMENT



Flexible time capture options

Want flexibility in how you capture hours worked? The **uFace 800** is your answer.

Along with using state-of-the-art facial verification technology, it's also capable of capturing log times by fingerprint, with a swipe card, or a unique PIN.

Featuring a new touch screen and built-in backup battery, these clocks are fast and easy to set up. A secure and adaptable option, the uFace 800 can be purchased or rented to reflect the needs of your organization.

Whatever your workforce requires, we've got you covered.

SIMPLIFIED FEATURES TO FREE UP YOUR TIME

Accurately capturing hours, creating and maintaining schedules while ensuring you're compliant with company policy and changing legislation can be challenging. Let our solution do the heavy lifting with a user-friendly interface and seamless integration to Payroll and HR.

OPTIONS = CONVENIENCE

- + uFace 800 facial recognition clock
- + s905 biometric finger reader
- + Mobile Employee Self Service
- + Web Time with Locations
- + Employee Self Service timesheet
- + Software time clock
- + Data entry timesheet
- + Punch data imports (from POS systems)
- + Special order: HP3000E hand reader clock

POLICY AND LEGISLATION

- + Automated daily and weekly overtime calculations
- + Preconfigured provincial rules and company overrides
- + Stat holiday pay calculations
- + Flexible punch rules
- + Time off/entitlement management
- + Shift premium rules
- + Flexible assignment of positions, rates and position pay grades

REMOVE THE GUESS WORK WITH INTEGRATED SCHEDULING

- + Shift templates
- + Position schedules
- + Scheduling agent to help automate schedule generation
- + Schedule change notifications
- + Employee availability tracking
- + Monitor employee compliance to schedule



ENHANCE YOUR PAYWORKS EXPERIENCE

Make sure you're getting the most out of our suite of solutions with these integrated products and features.*

ABSENCE MANAGEMENT

Request, review, repeat. Time off requests are just that simple for both employees and managers.

- + Intuitive multi-day time off requests, including recognized weekends and holidays
- + Establish company and employee-based defaults
- + Calendar provides a monthly snapshot of team availability at-a-glance
- + Employees can easily submit time off requests through Employee Self Service

DOCUMENT ATTACHMENT

Send employees private documentation through the convenience of Employee Self Service with Document Attachment. Whether you want to provide commission statements, mileage logs or holiday greetings, this feature provides flexibility, security, and a personal touch.

EMPLOYEE SELF SERVICE

- + Secure, 24/7 access on-the-go from any web-enabled device without the need for a separate app
- + Punch in and out from any location with ease
- + Clean design that supports both simple requests and complex multi-day time off requests
- + View accruals and customized viewing access of pay statements, tax forms and contact information

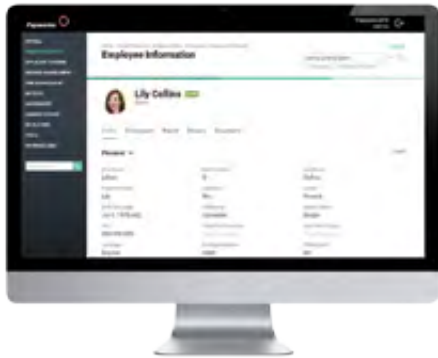
* These products and features will enhance your Payworks experience as separately-sold solutions.

Web Time with Locations for a Mobile Workforce

Your mobile teams, like sales representatives and home care workers, can conveniently clock in through web time with locations from any web-enabled device.

This feature logs accurate work hours information, captures break punches, and is integrated to timesheets for automatic rounding and overtime calculations.





“ Most of our employees are hourly with varying shifts, and Time Management streamlines our payroll. The HR module also allows us to track our employee progress, performance, and keeps us organized. That being said, the largest strength of Payworks is its simplicity. The solutions are easy to use and we receive help from our client service representative when we need it.”

Brody McDearmid, Meridian Meats & Seafood Ltd.
and Meridian Farm Market Ltd., Maple Ridge, BC

Payworks offers HR & Analytics solutions that integrate seamlessly with Time Management to ensure you can be as productive as possible.

HUMAN RESOURCES

Focus on your people, not your paperwork

Stay ahead of the curve with practical features that improve the employee experience and streamline HR processes. From management to those on the front line, manage your people while empowering your entire team from one integrated platform.

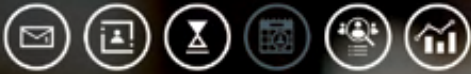
- + Manage the employee life cycle from onboarding to offboarding and everything in between
- + Boost employee engagement from the moment they're hired
- + Stay organized with comprehensive employee profile maintenance features
- + Maintain employee profiles with paperless performance review management and document management
- + Compensation and benefits management made easy



WORKFORCE ANALYTICS

Evaluate company performance at a glance and provide timely answers to complex questions with Workforce Analytics.

- + Transform costs, turnover, timesheet and absence information into true business intelligence
- + View collections of Payroll, Human Resources, Employee Time and Absence Management information
- + Compare customized timelines to quickly spot trends
- + Help leaders to make more informed, data-driven decisions

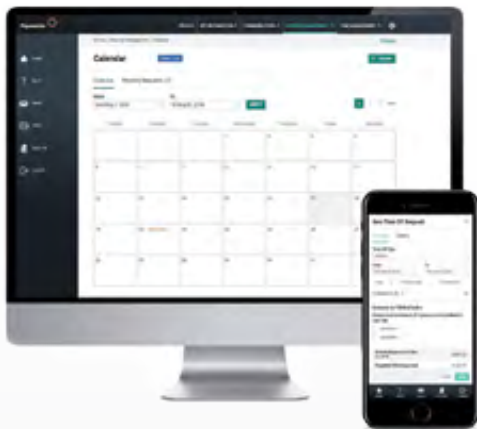


ABSENCE MANAGEMENT

Request, review, repeat. Managing time-off is just that simple with our all-in-one solution.



Efficiently track employee absences through an easy-to-use time off request system that's fully integrated with our Payroll, Time Management and Employee Self Service solutions.



TRACKING TIME AWAY HAS NEVER BEEN SO EASY

Absence management doesn't have to be time-consuming or tedious

- + Be in the know with monthly calendar snapshots of team availability at-a-glance
- + With configurable rules, unlimited time off types and company default presets, you'll remove the guess work and simplify time off management for everyone
- + Leverage powerful filtering capabilities to make sure you're well-informed about common absence types, trends in departments and with individuals
- + Save time submitting, reviewing and reporting on absences with a modern, user-friendly interface
- + Approved time off requests automatically flow through to Payroll and Time Management

“ Having the requests requiring review option within the time off calendar, together with the calendar at a month's view, was nothing short of brilliant. I would recommend Absence Management to anyone. Familiarize yourself with this module and you will love it.”

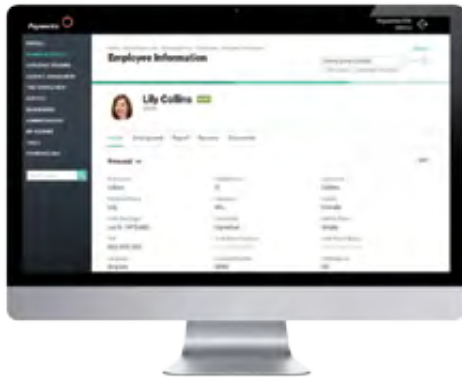
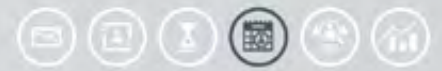
Tracey Smith, Enviro Wilderness School Association, Calgary, AB

CONVENIENT FOR THE ENTIRE TEAM

Allow employees to conveniently request and view time off and empower managers to review them from one intelligent tool.

- + Employees can see their team's time off with Shared Calendar
- + Managers have access to accruals and a time off request dashboard
- + Employees can request time off while on-the-go from any web-enabled device using Employee Self Service
- + See all requests requiring review in one place with monthly calendar view

ABSENCE MANAGEMENT



“When I called Payworks right from the start, I felt they were a company that cared about their customers. The customer service is truly the best I have received of any company that I deal with, either business or personal. Payworks is exceeding my expectations.”

Keith Robinson, Executive Director, Osborne Village Resource Centre, Winnipeg, MB

ENHANCE YOUR PAYWORKS EXPERIENCE

Make sure you're getting the most out of our suite of solutions with these integrated products and features.*

HUMAN RESOURCES

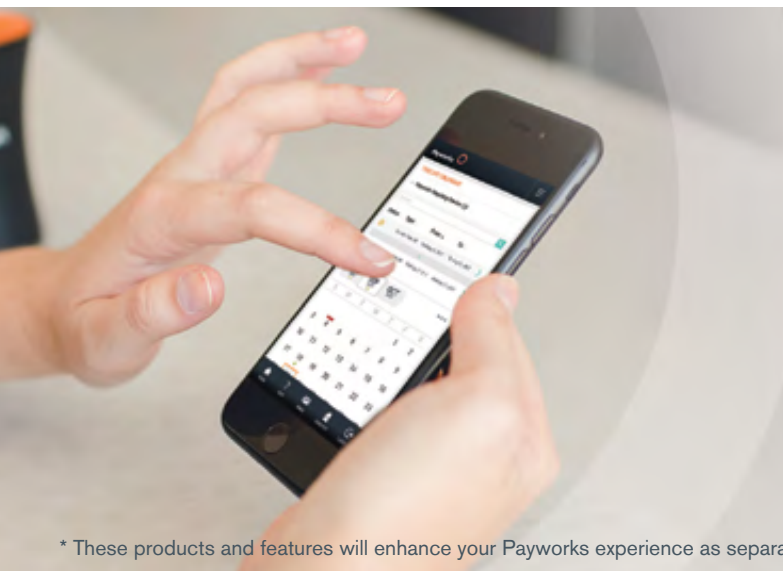
Stay ahead of the curve with practical features that improve the employee experience and streamline HR processes at the same time.

- + Manage the employee life cycle from onboarding to offboarding and everything in between
- + Boost employee engagement from the moment they're hired
- + Stay organized with comprehensive employee profile maintenance features
- + Compensation and benefits management is made easy

TIME MANAGEMENT

Whatever industry you're in or the size of your business, tracking hours, shift scheduling and staying compliant is simple.

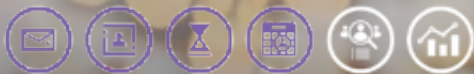
- + Gain flexibility and control to intelligently schedule, manage employee availability and capture hours worked through multiple options
- + Pay your teams accurately with automated position, shift, overtime and holiday calculations
- + Create schedule templates and automate schedule generation to ensure every shift is covered



EMPOWER EMPLOYEES WITH SELF SERVICE

- + Time off request screens include a convenient balances table
- + Submit time off requests from any device, smartphone to desktop without the need for a separate app
- + Clean design that supports both simple requests and complex multi-day time off requests

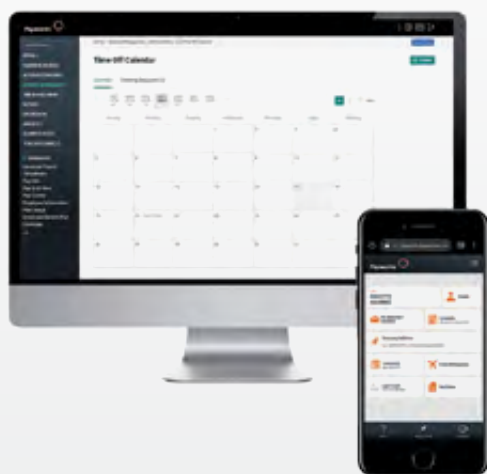
* These products and features will enhance your Payworks experience as separately-sold solutions.



EMPLOYEE SELF SERVICE

Empower employees and managers with easy access to everything from pay statements to time off requests and schedules.

A convenient and secure way to deliver pay statements and T4s without the need to download a separate app. With 24/7 access on-the-go from any web-enabled device, ESS helps your organization reduce paper waste, delivery costs and administrative hassle.



“What we hear consistently from our employees is how easy the online payroll solutions and pay stubs are to access; it’s especially great because our employees all work remotely. I’d absolutely recommend Payworks for their service, ease of use, and the cost savings we receive.”

Cara McKay, Georgian Bay Fire and Safety,
Owen Sound, ON

CONVENIENCE FOR THE WHOLE TEAM

The comprehensive features of ESS were designed to give employees and managers convenient access to the information and functionality they need when they need it.

The ESS features available depend on the Payworks modules your organization subscribes to. As you add HR, Time and Absence Management, you'll begin to benefit from even more ESS functionality.

PAYROLL

- + Upload and share employee pay statements and tax forms
- + Distribute important information with pay statement document attachment

TIME AND ABSENCE MANAGEMENT

- + Create and manage employee schedules, timesheets and reports
- + Intuitive timesheets, an hours summary table and web time with GPS locations as well as a user punch history
- + Manager dashboard for reviewing requests, including multi-day time off requests with balances table and convenient month-at-a glance calendar view

HUMAN RESOURCES

- + Share company documents and bulletins with read and agree options
- + Track health and safety incidents, union membership information and grievance management
- + Unlimited welcome email templates



YEAR END PROCESSING

Experience a different kind of T4 season by taking advantage of our expert service and industry-leading year-end processing tools.



You'll receive a complete year-end package, from a handy interactive checklist so you don't miss a step, to unlimited support from your CPA-trained client service representative.

LET PAYWORKS DO THE HEAVY LIFTING

We recognize that for Payroll and HR professionals, T4 season can be a stressful time of year. Our tools walk you through year end in a user-friendly, easy to follow process that is sure to make you question how you ever managed year end without us!

- + Simplified year-to-date adjustments with tax form previews
- + Add missing elements or move amounts from one province or business number to another
- + Easily authorize on your own and track history in the Activity Table
- + Instant reports with no processing runs required
- + Tax form information electronically submitted to CRA/MRQ on your behalf when authorized by processing deadline
- + Seven years of archiving included
- + Short, helpful videos with screen-by-screen instructions to guide you through each step
- + Convenient warnings widget available year-round

Choose the convenience and added security of a paperless year end

With Payworks, a paperless year end includes an archive at no charge as well as employee T4s and tax forms online through mobile Employee Self Service.

“The year-end solutions are my favourite! Payworks has made this process easy to administer with its step-by-step instructions. I've worked with numerous software systems over my 25 years in payroll, and I have no hesitation in suggesting Payworks to other organizations.”

Tracey Smith, Enviro Wilderness School Association, Calgary, AB

Visit payworks.ca/yearend-tools to learn more about how we help clients like you run a smooth year end.



HR ADVISORY SERVICES

Practical human resources, legal and financial guidance and expert support to develop stronger business owners and managers.



NEW OFFERING: Improve your organization's well-being while helping to ensure a healthy workforce by taking advantage of expert guidance, helpful downloadable samples and informative HR content.



WE'RE BETTER WHEN WE WORK TOGETHER

We've partnered with Arete® HR Inc., whose mission is to consistently design and deliver the most effective solutions possible for their clients through excellent business and employee assistance programs.

HR Advisory Services was designed with you in mind to offer a versatile and insightful solution to best support the unique needs of your management teams.

SUPPORT FOR YOU AND YOUR EMPLOYEES

Having a healthy and productive team directly affects the success and well-being of your business. That's why we're now offering HR Advisory Services – a comprehensive package of HR-related guidance, resources and services provided by industry professionals to ensure you're supported in growing a strong organization. No matter what issue arises, we've got it covered.

- + Learn how to deal with unexpected HR events by accessing general or more specialized HR support
- + Gain clarification on new or existing legislation and how it might impact your obligations as an employer
- + Increase your knowledge of legal and financial topics as they pertain to your organization
- + Help your employees struggling with performance or absence by providing access to private, professional counselling

COMPREHENSIVE. PRACTICAL. PROFESSIONAL.

The solutions HR Advisory Services offers reflect the broad spectrum of issues managers deal with on a daily basis.

- + A robust online library of carefully-curated resources and best practice information
- + Generous access to expert help from professional consultants
- + Nine customizable hours of additional management services
- + Confidential referral to counselling for employees with performance or absence issues



HR ADVISORY SERVICES

EXPERT HR SUPPORT WHEN YOU NEED IT

From browsing an online library of informative best practice content, downloading helpful policy samples, to receiving in-depth HR advice from professionals, all your needs are met with HR Advisory Services.

THE HEALTHY BUSINESS BOOKMARK ONLINE LIBRARY

This online library of carefully-curated HR resources is dedicated to helping business owners increase their knowledge and find answers to common human resources dilemmas.

- + Strategies for self-development, people management, and business essentials
- + Articles, infographics, and podcasts
- + Checklists, sample documents, guides, links to relevant legislation and more

UNLIMITED TELEPHONE GUIDANCE WITH HR PROFESSIONALS

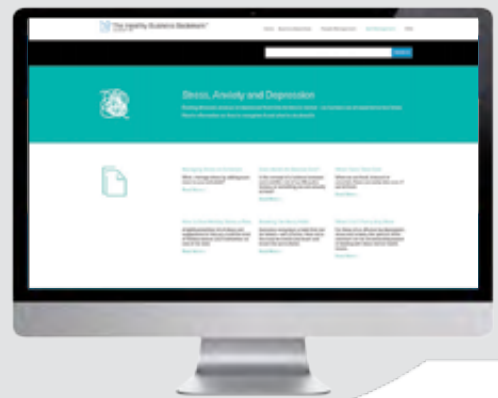
Confidential guidance helps address a wide range of people issues, including performance management, absenteeism, conflict and difficult behaviors.

- + Professional support is a quick phone call away
- + Access to HR guidance at a maximum of two hours per issue for unlimited issues each calendar year

About Arete



Arete® HR Inc. improves the well-being of Canadians through excellent employee/member, and business assistance programs. All Arete programs offer evidence-based solutions built on independent research, a differentiator in the mental health/wellness assistance program marketplace. In addition to psychosocial counselling for individuals, Arete also supports insurers, organizations, associations, and unions with strategies for disability prevention, a dedicated business support website, plus legal, financial and HR guidance.





CUSTOMIZABLE MANAGEMENT SERVICES YOU'LL TRULY APPRECIATE

Take advantage of up to nine hours combined of Legal, Financial and Specialized Human Resources services each calendar year provided by experts including designated HR professionals, lawyers and certified accounting professionals to ensure you're well-informed and growing a stronger organization.

Specialized Human Resources Services

When facing a challenging HR issue, from a complex termination to legislative/labour law concerns, this service offers more in-depth advice and suggestions on how best to handle the issue whenever general HR guidance isn't enough.

Legal Guidance

Provides practical steps to take when a legal issue arises. Receive guidance to issues concerning employees, leases, rights and obligations, and more.

Financial Guidance

If financial issues are impacting your business, strengthen management and control functions with guidance from a professional. Obtain answers and recommendations to solve your business's financial challenges, make informed compliance decisions and better manage company finances.

EMPLOYEE COUNSELLING REFERRAL

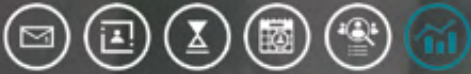
When an employee is consistently underperforming or absent from work, there's a strong probability the issue is caused by one of the four most common areas that impact performance: work-related issues, dependency concerns, marital/family problems, or personal problems.

- + Confidential counselling referral for employees is an effective way to help them get back on track
- + Includes up to three hours of private counselling per employee per calendar year (including owners)

ACCESS IS EASY

To gain access to your online resource library after signing up, you'll receive login credentials to share with your organization's management team.

Experts are only a phone call away for professional HR, legal or financial guidance.



WORKFORCE ANALYTICS

Evaluate your company's performance at a glance and make more data-driven decisions with this powerhouse platform.



Today's payroll and human resources professionals are being asked to provide timely answers to complex questions. This is exactly what Workforce Analytics allows you to do.



Discover answers to questions you haven't even thought of yet.

“ Whether it's our payroll administrators responding to employee information requests, or I need to report on variable pay for our sales leaders - answers that may have taken hours to find, can now be uncovered in seconds. Our management team is now able to make more informed, data-driven decisions with the help of Payworks Analytics.”

Blake Zawada, Director, Accounting Services,
Birchwood Automotive Group, Winnipeg, MB

TRUE BUSINESS INTELLIGENCE

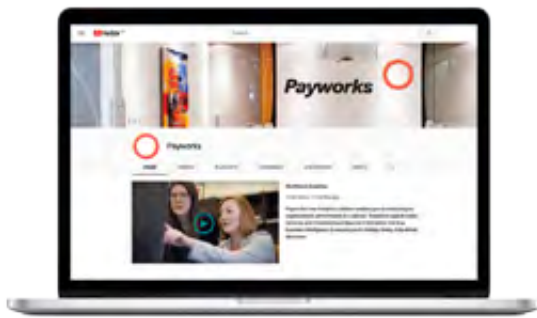
Workforce Analytics allows you to look at your valuable workforce data and be in full control of all the information at your disposal.

- + Save valuable time by creating and sharing detailed reports in minutes
- + Integration across Payworks solutions makes it easy to spot organization-wide trends
- + Transform payroll costs, turnover, and timesheet and absence information into business intelligence

INTUITIVE, USER-FRIENDLY, POWERFUL

Designed by listening to what our customers said they needed, our Workforce Analytics solution is intuitive and easy to master.

- + Flexible dashboards and filtering capabilities make it simple to bring Payroll, HR, and Time information together under a single platform and analyze the consolidated data across years
- + Work within pre-built dashboards or create your own
- + Export reports quickly or create a recurring schedule to automatically distribute them electronically to stakeholders
- + Apply filters to immediately view a subset of data



Watch our Workforce Analytics video at youtube.com/payworks

“I've never dealt with a company that provides such top-notch service, and over the years we've received nothing but excellent service from our representative with every single call.”

Silvia Aarlaht, Payroll/HR Administrator,
CHCH | A Channel Zero Company, Hamilton, ON

ENHANCE YOUR PAYWORKS EXPERIENCE

Make sure you're getting the most out of our suite of solutions with these integrated products and features.*

HUMAN RESOURCES

Stay ahead of the curve with practical features that improve the employee experience and streamline HR processes at the same time.

- + Manage the employee life cycle from onboarding to offboarding and everything in between
- + Boost employee engagement from the moment they're hired
- + Stay organized with comprehensive employee profile maintenance features
- + Compensation and benefits management is made easy

TIME MANAGEMENT

Whatever industry you're in or the size of your business, tracking hours, shift scheduling and staying compliant is simple.

- + Gain flexibility and control to intelligently schedule, manage employee availability and capture hours worked through multiple options
- + Pay your teams accurately with automated position, shift, overtime and holiday calculations



TOP 5 REASONS YOU NEED WORKFORCE ANALYTICS

1. **Make informed, data-driven decisions** with current trend analysis
2. **Improve information integrity** by analyzing data within the platform, not by exporting and manipulating data repeatedly
3. Get **timely and accurate answers** to questions by creating reports quickly
4. **Spot anomalies** by detecting differences in comparative data
5. **Discover information** by drilling down through your data

* These products and features will enhance your Payworks experience as separately-sold solutions.



APPLICANT TRACKING

Find the best candidates and build your team faster with our complete hiring solution.

From posting to popular job boards and attracting top talent, to finding the right person for the role, simplify the recruitment process with Applicant Tracking. *Hiring has never been so easy.*



MANAGE RECRUITMENT FROM A TO Z

Backed by personalized service, Applicant Tracking gives you the tools you need to attract qualified candidates and create a great first impression as an employer.

- + Start off on the right foot by providing your prospective employees with a professional application system
- + Stay organized by managing all recruitment activities and tracking communication from one central location
- + Our integrated suite of solutions work hand-in-hand for a seamless experience so data flows through to Human Resources and Payroll, eliminating the need to rekey and reducing errors

Need more functionality, like unlimited email templates and an infinite number of hiring workflows? **Applicant Tracking Pro** is your answer.

HIRE THE RIGHT CANDIDATE FASTER

Spending more time on your people, and less time on administration is possible. Here are a few ways that Applicant Tracking can help reduce your administrative workload and streamline recruitment.

- + Post to popular career boards and social media sites in one click
- + Take advantage of automation using interview scheduling, hiring workflows, and email and ranking templates
- + View reports to understand your best sources for hired applicants and monitor your "Time to Hire" for each position
- + Flexible interview options include in-person, over the phone, or online video conferencing

“Payworks solutions are efficient, accurate, and they offer seamless service. We value their patience and flexibility in accommodating our extra requests and tight timelines. We have been using Payworks for many years now and very much appreciate doing business with them.”

Doug Cook, Muddruckers, Winnipeg, MB



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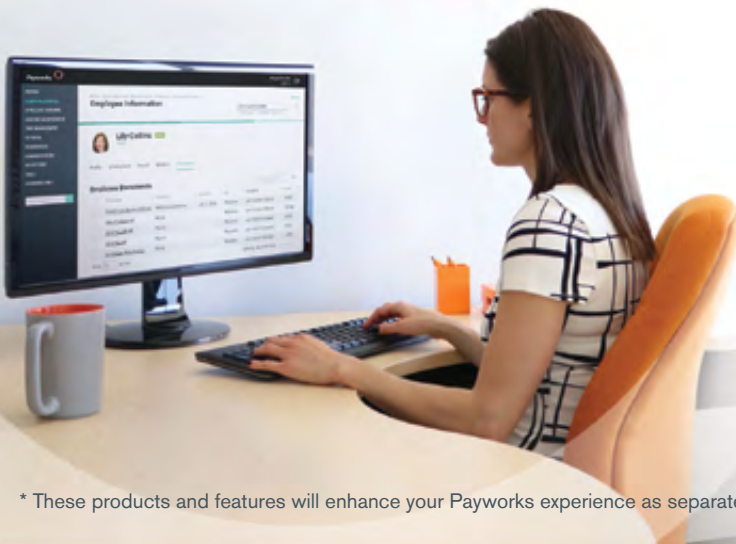
“The Payworks application allows us to be virtually self-sufficient. We can easily act on an idea, and are continually finding new and efficient ways to make the Payworks application work for us.”

Barbara Gillis CPM, Payroll & Benefits Manager, Maritime Travel Inc., NS

EMPLOYEE SELF SERVICE

ESS helps your organization reduce paper waste, delivery costs, and administrative hassle while empowering both employees and managers.

- + Secure, 24/7 access on-the-go from any web-enabled device
- + Customized viewing access of pay statements, tax forms and contact information
- + Punch in and out from any device or location without the need for a separate app
- + View accruals and submit or edit time off requests with ease



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