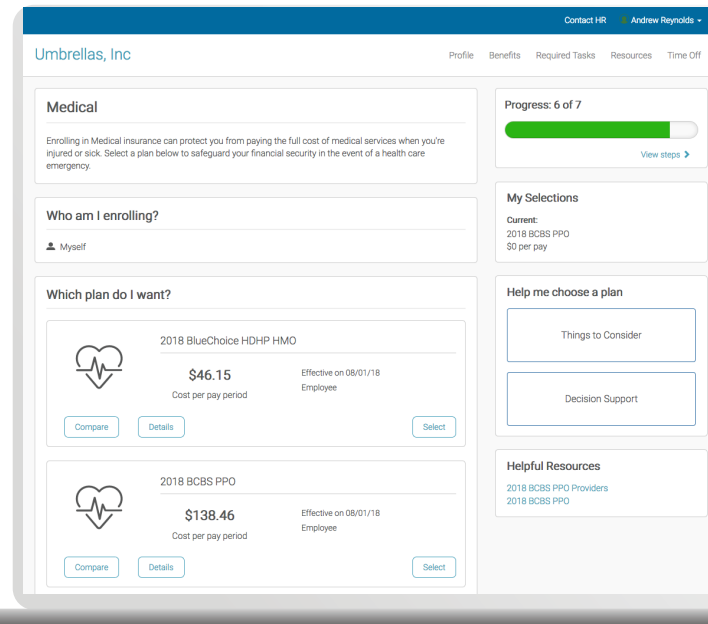


Give new hires easy access to your benefits, not a stack of paperwork. Employee Navigator’s onboarding tools make it easy for HR to get new hires up and running without endless amounts of paperwork.

Set up Onboarding in minutes and put the rest on auto-pilot

- 1 **Easily complete new hire forms**
We made completing new hire forms painless for employees & HR.
- 2 **Compliance simplified**
There’s no shortage of policies employees need to sign off on. Our digital file makes tracking them a walk in the park.
- 3 **Safety and training modernized**
Modernize training, improve worksite safety & reduce Workers Compensation Costs.
- 4 **Paperless benefit elections**
Don’t stop with onboarding, benefits can also be seamlessly managed online.



Benefits Administration



HR Management



New Hire Onboarding



Asset Tracking



Integrated Payroll



PTO

Modernize

It's time for your benefits and HR management to catch up with the rest of your company



PAPERLESS - Paper forms and files are replaced by a centralized and secure HR management system and employee portal.



EFFICIENT - Manage everything in one place so you can spend more time growing your business and less time on manual processes.



ACCESSIBLE - Self-service enables your employees and HR team to find the information they need without having to call for support.



CONTROL - Go beyond the basics to improve communication and engagement with quick access to reports and configuration tools.



FOR EMPLOYERS

- Improve communication
- Gain instant access to your data
- Easy to use and customize
- Streamline benefit shopping experience
- Modernize employee management



FOR EMPLOYEES

- Easy access to HR information
- Intuitive benefit enrollment
- On-the go mobile access
- Paperless on-boarding
- Employee self-service

Getting Started with Employee Navigator

Manage and automate HR and benefits enrollment.

1

THE BASICS

- Personnel records management
- Salary history
- Dependent management
- Emergency contacts
- License & certificates
- Education
- Job descriptions

2

BENEFITS

- New hire and open enrollment
- Defined Contribution
- Decision support
- Medical, dental, vision
- Critical illness & accident
- Life & disability

3

NEXT LEVEL

- Online personnel notes
- Event transaction logs
- Track & approve employee changes
- Event based compliance triggers
- Customizable onboarding
- Document uploading for employees
- ACA compliance
- Time-off tracking

SIMPLIFIED ACA COMPLIANCE



Worried about the reporting & tracking requirements for ACA?
We've got you covered.

We know the affordable Care Act can be confusing so we built a set of simple yet powerful tools to make compliance easier.



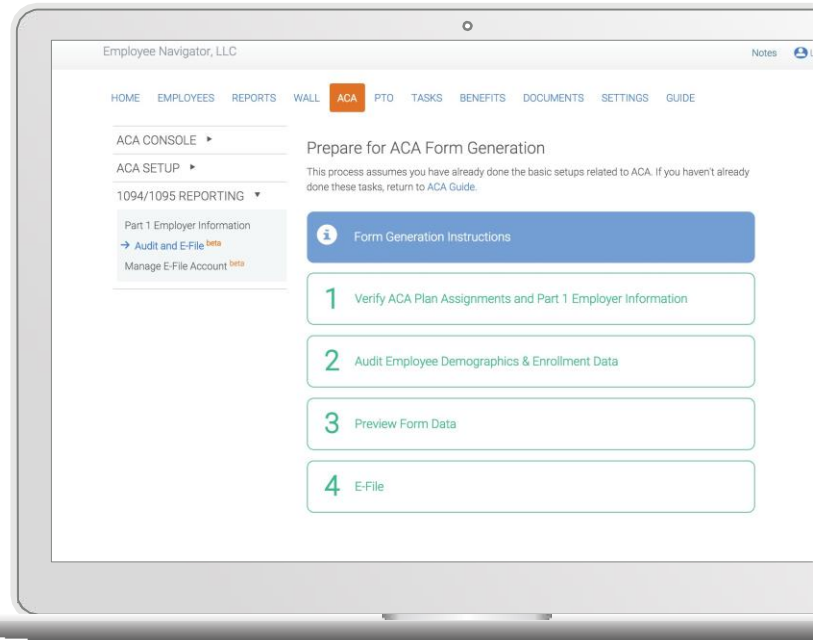
Eligibility tracking for hourly employees

- Set-up stability and administrative periods
- Easily track hours during measurement periods
- Quickly identify eligible employees
- Simple import of hours



The best data collection tool for 1094/1095 reporting

- Track and categorize your employees
- Import health plan enrollment data
- Calculate affordability & your monthly FTE
- Generate and send 1094-C and 1095-C reports



Reporting Made Easy

Our ACA solution is available to all Employee Navigator users. We made reporting easy by including the service of mailing and filing 1094-C and 1095-C reports.

You will not have to worry about the cost of mailing these forms to your employees or the IRS. The price for this service is already included. If you would like the capability of handing out form 1095-C to your employees, you will have the ability to do so.

Why Employee Navigator?

We built our ACA tracking tools from the ground up, so they would be easy to use and extremely cost effective. An ACA compliance system shouldn't cost tens of thousands of dollars and take months to configure. Our ACA dashboard is ready to go out of the box, with:

- An interactive guide to help you navigate the process step-by-step
- ALE calculations
- Eligibility and affordability checks
- Easy management for variable hour employees
- Full pre-transmission auditing