

The People Success Platform

# Where People, Performance and Productivity Come Together



# The Power of 1



# People Success Platform

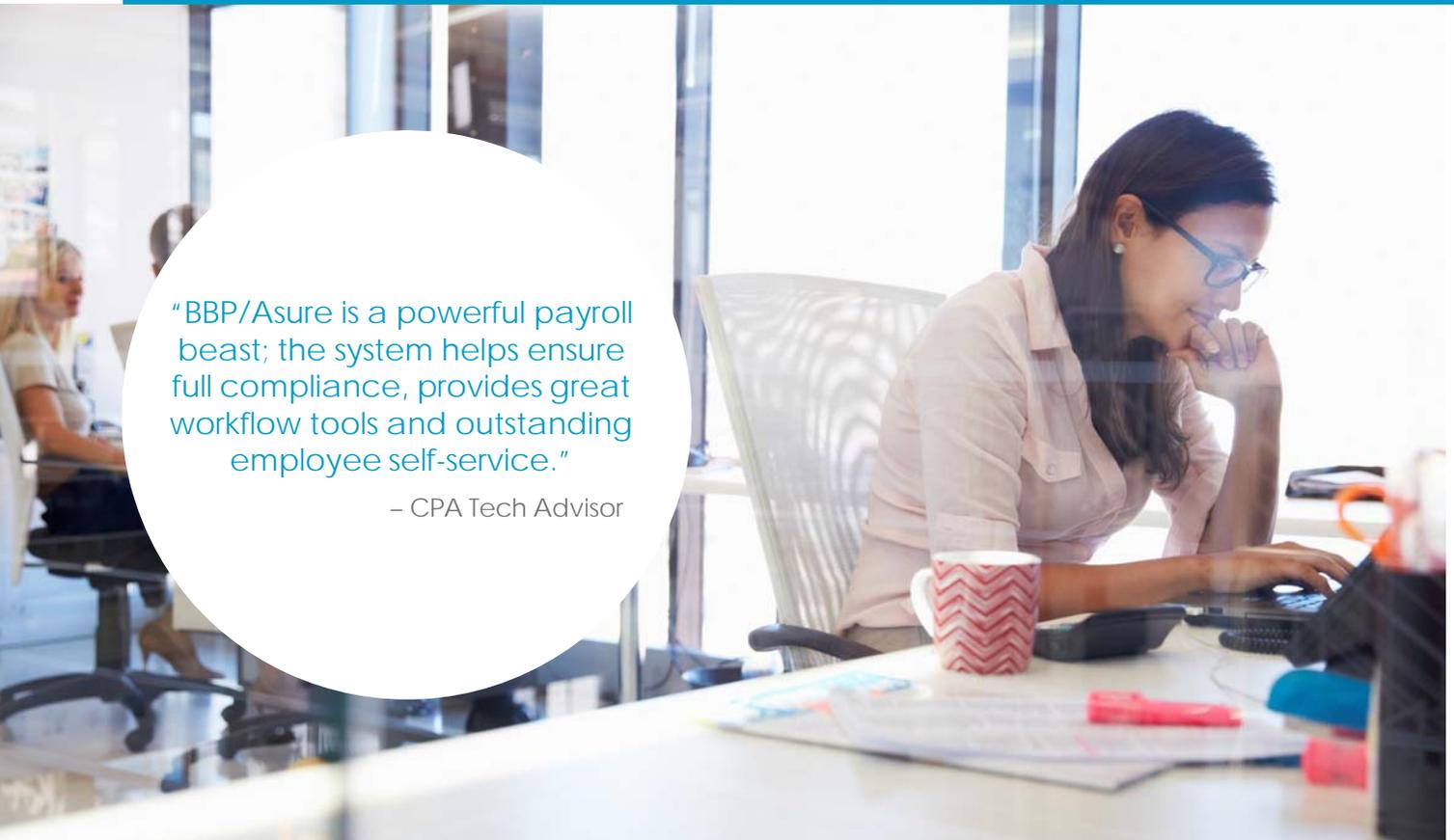
Single Database System • 100% Cloud Based • No Installed Software



Recruitment   HRMS   Time & Labor   Payroll   Benefits   Performance   Career   Salary



Cloud/SaaS   Software   Security   Web UI   Mobile   Alerts   Workflow   Analytics



"BBP/Asure is a powerful payroll beast; the system helps ensure full compliance, provides great workflow tools and outstanding employee self-service."

- CPA Tech Advisor

Employee   Management   Payroll   Human Capital   Automated   System

# People Success Platform



- Human Resource Management
- Recruitment and Talent Acquisition
- Training and Development
- Paperless On-boarding
- Proactive Notification and In-Messaging Communication
- Time & Labor Management
- Payroll Management
- Tax Compliance and Services

- General Ledger Interface and Management
- Benefit Administration
- Online Benefit Enrollment and Carrier Connection
- Web-based Manager and Employee Self Service
- Position Management including powerful organizational charting
- Performance Management with document attachment capability
- Workforce Analytics and Intelligent Reporting



## Time & Labor Management

Until now, the clock has not been your friend. Like most professionals, there's never enough "day" to get all the work done in a "workday." That is, until now—AsureForce® Time & Labor Management adds hours of productivity to your workday. Accurately and quickly complete your time collection and processing tasks and gain time to concentrate on helping your organization grow. AsureForce Time delivers the latest technology to track employee time using a variety of collection devices including our traditional time clocks, our sleek biometric facial recognition AirClock tablet and our mobile solution – GeoPunch™. Our solution is built to work the way your workforce works.

But far beyond that, AsureForce Time provides an automated jumpstart to the entire payroll process, all in an easily-learned, easily-used, easily-implemented solution and will help your organization reduce administrative expenses, increase employee performance and improve payroll processes.

### Time & Labor Features Include:

- Enables you to collect employee time from even the most demanding mobile workforces. AsureForce Time supports PCs, biometric and badge readers, telephone (IVR) and a host of portable devices.
- Adapts to the most complex business and payroll rules. Ensures scalability, rapid deployment and low total cost of ownership. Enforces application security through existing credentials.
- Operates within any IT environment, and easily creates an enterprise-wide solution by integrating with your payroll, human resource, and ERP systems.
- Offers durable and dependable time clock options including barcode, biometric or proximity.
- Tablet time clock option with biometric facial recognition technology. AirClock™ enables employees to take a "selfie" photo submission with dual authentication, removing the potential for employee time fraud
- With the world's first mobile, biometric time and attendance app, AsureForce® GeoPunch™, employees can use their mobile device or one you provide to accurately track their time with a quick "selfie" photo.

## Access Across Major Operating Systems, Major Browsers and Devices



" [With the BBP/Asure Software solution], I no longer have to touch payroll every day; I can move on to other aspects of my job such as performance management."

- Back In Black, Inc.

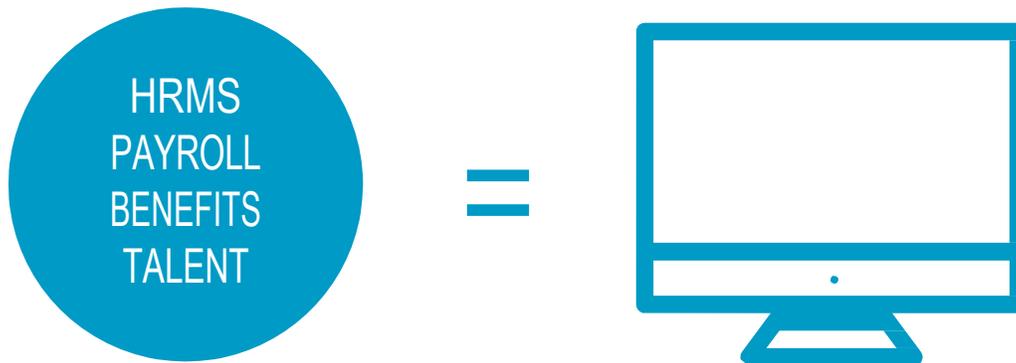
## Payroll

Twenty employees or 20,000. While the needs of every organization differ, one theme is constant: payroll is complicated. Whatever your payroll requirements, we'll make the complicated simple - with dependable results, every time. Payroll processing requires a necessary flow of information on wages, taxes, benefits, overtime calculations, garnishments, tips, direct deposits, etc. In addition, time entry may accumulate at various sites, pay types and rates. With BBP/Asure you can process payroll in a few easy steps, minimizing the risk of error and ensuring all data is accurate and complete. One of the key design and focus of the application was to automate labor-intensive payroll processes. By automating the flow of information in and out of payroll, BBP/Asure greatly simplifies an increasingly complex and complicated task, while still protecting sensitive payroll data.

### Payroll Features Include:

- Payroll processing for an unlimited number of employees and per state transactions.
- Third Party AP Check generation for garnishments, tax levies, union dues, labor allocations and more.
- Ability to easily process multiple pay frequencies.
- General ledger interface to increase data accuracy and reduce redundant data entry.
- User definable roles with multi-level security options.
- Handles FLSA, overtime, and state minimum wage compliance requirements.
- Automatically receive updated tax codes for federal, state, and municipal requirements.
- Send tax payments automatically via standard ACH processing.
- Enter employee time worked via web timesheet or import timecard information data from third-party time collection systems.

## Simple, Self-Service User Experience



One intuitive web interface simplifies training and promotes user adoption.

## Human Resource Management

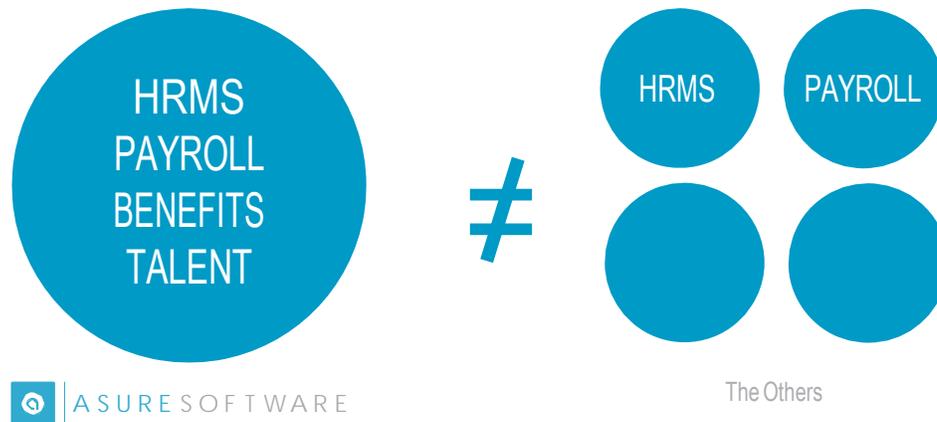
Every day an increasing number of employees begin working off-site, regulatory issues become increasingly complex, and benefits packages change. With fewer staff available to perform a broader range of tasks, you need a solution that lessens processing time and simplifies managing key information. This seamless integration between HR and payroll can exponentially increase productivity.

Employees, administrations, and executives all benefit from the improved productivity and informed decision making derived from proper access to HR data and powerful self-service functionality.

### HRMS Features include:

- Track employee data and retention analytics.
- Store pictures, PDFs, Word documents, even videos associated with employee events.
- Utilize intuitive automated event wizards for employee events such as new hires, open enrollments and terminations.
- Define, monitor, and budget company positions.
- Customizable workflow with multi-level approval capabilities.
- Manage, track and report on government compliance such as EEO documents, OSHA, FMLA, COBRA details, FLSA, and HIPPA certifications.
- Create job requisitions, download resumes, conduct candidate searches, schedule interviews, and hire qualified applicants through BBP/Asure's fully-integrated Applicant Tracking module.
- Employee Self Service and Manager Self Service empowers everyone in the organization (through security) to access and change data for themselves and their reports.
- Robust analytics and reporting includes dashboards for KPIs with real-time data access and updating.
- Access to over 600 standard reports with the ability for users to quickly develop custom reports.

## One Application



One database, one employee record; not a “unified” suite of applications.

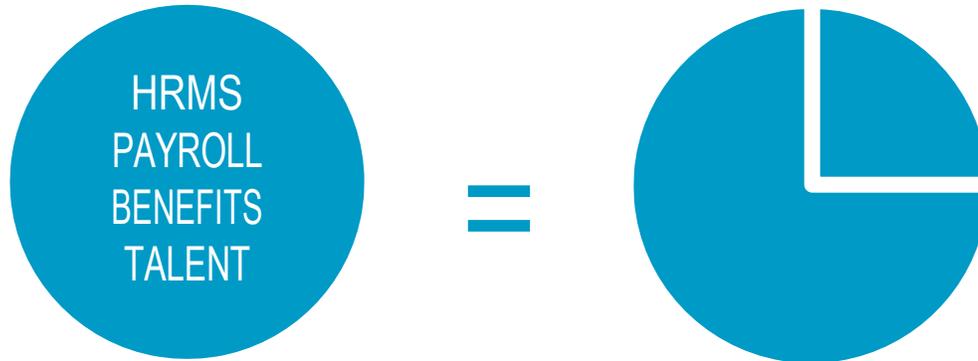
## Benefits Management

The BBP/Asure Benefits Management solution greatly reduces the paperwork associated with benefits administration, lowering the cost and time of managing complex benefits packages. Administrators gain comprehensive information to manage their organization’s benefits packages and employee elections. Employees can participate in online benefit enrollment at work or at home with their spouse, self-manage their personal information, and view benefit statements.

### Benefit Management Features Include:

- Utilize the Benefit Enrollment Wizard for an accurate and streamlined enrollment process.
- Simplify year-to-year benefits administration with automated rollover processing.
- Eliminate the need for printed documents, manual enrollments, and postage costs by utilizing a ‘paperless’ environment.
- Reduce labor using electronic interfaces with third-party administrators.
- Eliminate manual reconciliation of benefits standard costs.
- Quickly determine benefit eligibility based on your pre-determined criteria.
- Budget accurately by analyzing benefit costs.
- Allow employees to self-administer their benefits package via an easy to use Web interface.
- Link from your employee intranet to the online resources of your third-party benefit providers.
- Benefit enrollments can be defined for new hires, open enrollment periods, and qualifying events.
- Employees can view current benefit plans, make life event changes, and self-manage their benefits.
- Receive automatic notifications through the applications internal e-mail system.
- Access to over 600 standard reports with the ability for users to quickly develop custom reports.

## Actionable Analytics



One database ensures data integrity and simplifies analytical reporting.

## Recruitment Management

BBP/Asure automates and simplifies the recruitment process. Completely web-based, you can download résumés from your hometown or across the globe. An automatic feed from payroll facilitates job budgeting and position posting, allowing you to create a job requisition almost immediately. Detailed searches give you the means for locating specific skill sets or degrees among applicants and employee resumes on file. HR staff can upload resumes without data entry and keep copies of certificates, licenses, and degrees on file. Any letter sent to an applicant or employee is stored online for each individual. You can securely store any important documents, with the employee's signature, where it is immediately accessible should any legal or regulatory issues arise.

Once an applicant is hired, BBP/Asure pulls all information into payroll, benefits and personal areas. The system simplifies data access. Using one search button, HR can retrieve certificates, resumes, dates of hire, salary information and all other personnel information for an individual. It gives your HR staff access to the tools and techniques employed by outside placement agencies. Quite simply, BBP/Asure makes the task of finding and hiring new applicants easier, faster, and more aligned with your organizations recruiting objectives.

### Recruitment Features Include:

- Integrates into your website seamlessly, transferring applicant information into your recruiting database.
- Easy to use Online Employment Application Wizard.
- Manage position requisitions and define budgets and head count by position.
- Track offer and rejection events and automate correspondence.
- Track administered test results and interview scores.
- Track interview notes, manage interview schedules and results.
- Review the applicant database with search and query tools.
- Attach documents such as resumes, certifications, and offer details to candidate records.
- Automatically transfer data when an applicant is hired.

## Training Management

Training Management is more than an added luxury. It's a necessity. Keep up with expiring certifications and licenses, government and state requirements, career planning and development, and employee and management training programs. BBP/Asure's Human Resources is designed to meet the demands of training managements by automating routine administrative functions and providing accurate, detailed information for onsite and offsite programs. Create an environment where employees are productive, motivated, and working to promote your organization's growth.

### Training Management Features:

- Track Continuing Education Credits (CEUs)
- Track approved facilities, curriculum, schedule, instructors, and training formats.
- Track completion, grades, evaluations, all costs and reimbursements.
- Automate training administration, including requests, approvals and management of available training programs.
- Group by category.
- Online sign-up and training management available.
- Managers can access online training schedules and receive and reply to training requests quickly and without paperwork.
- Employees can have instant access to training schedules.
- Link to training agendas and summaries.

## Employee Self-Service

Today more employees are working offsite; regulatory issues are becoming more complex, and benefits packages change constantly. With fewer staff available to perform a broader range of tasks, HRMS solutions must shorten processing time and simplify key information management. Through the secure workforce portals in workforce user roles and logins, an organization can stay more connected, make decisions faster, and implement plans more efficiently. Electronic reminders, notifications, and a built-in, secure messaging system ensures workflow continuity from the office, home, or on the road.

### Managers

#### Manage Payroll data

- Access earnings, deductions, tax and pay rate information in real-time
- Make group salary changes
- Review and approve timesheets

#### Manage Recruitment functions

- Submit job requisitions
- Review and add candidates to an integrated database and edit applicant data

#### Stay on top of key events through the message center

- Approval items
- Expiring certifications
- Due timesheets
- Performance reviews
- Benefit enrollments

### Employees

#### Manage information and submit requests

- Fill out and submit timesheets
- Review pay stubs and pay history, taxes, and deductions
- Apply to open internal job requisitions
- Submit time-off requests
- Participate in benefit open enrollment
- Update contacts, beneficiaries, and dependent information

#### Access custom company information

- Handbook and policy documents
- Paycheck stubs, benefits summaries, W-2s, and salary history
- Company events, news and announcements
- Training schedules
- Co-worker and branch contact information

# Data the Way You Want to See It.



“BBP/Asure Software has allowed AGH Employer Solutions to compete on a much larger playing field and offer a product competitive with the large national payroll companies.”

- Allen, Gibbs & Houlik, L.C.

## Reporting and Workforce Analytics

Offering the best in interactive data and workforce intelligence, BBP/Asure’s intuitive report writer *empowers users at all levels* - providing extremely robust reporting utilities that let you author your own reports, charts and graphics.

Authorized executives, managers, or HR/payroll personnel can run strategic workforce reports immediately, revealing pertinent company information to ensure timely and accurate compliance, decision-making and forecasting.

BBP/Asure’s web-based ad hoc report writer delivers the exact data you need when you need it. Quickly and securely create your own dynamic web-based reports in a few steps. Create custom-formatted fields, record sorting and grouping with detailed drill-down, and benefit from the multiple output selections that are available with a single click. You can automatically retrieve KPIs, print graphs and charts, identify workforce analytics and access business intelligence data - allowing you to address current business practices, prepare accurate forecasts, and align daily operations with company goals.

BBP/Asure clients also have access to hundreds of standard reports with BBP/Asure’s extensive report library. Standard system reports are available via site workflow panels, menus and dataset queries. All reports have customizable data fields such as a date range, activity, user criteria, employee event, and more.

### Reporting Features:

- Online dashboard with multiple KPI displays for at-a-glance business analytics.
- Interactive business intelligence output, such as bar charts, tables, line charts, pie charts and heat maps.
- Ability to author and publish your own reports.
- Analyze through “what if scenarios”.
- Configurable, interactive metrics for performance effectiveness, business performance and goal forecasting.
- Multiple data output, export and graphical presentation options.
- 24/7, on-demand report access for executives, managers, administrators or other key personnel.

# Optional Customer Branding

The screenshot shows the 'Employee Master Screen' for 'Stephanie Thomas' (Employee ID: 30250). The interface includes a top navigation bar with 'Cat's Eye Tech' logo and various menu items like COMPANY, EMPLOYEE, EVENTS, etc. A sidebar on the left lists modules like EMPLOYEE HR, EMPLOYEE PAY, PAY RUN, PAYROLL, FINANCE, REPORTING, and VALIDATION. The main content area is divided into sections: Employee (with fields for Employee No, Social Security No, Last Name, First Name, Former Name, and Nickname), Mailing Address (with fields for Address 1, Address 2, City, State, County, Country, Res. Locality, and School District), Alternate Address, and Contact Info (with fields for Home Phone, Work Phone, Email, Cell Phone, and Val. Grp). An orange 'Forgot the password? Click here' button is visible in the bottom right of the main content area. A branding overlay on the right side of the screen features the Cat's Eye Tech logo and three white input fields on a grey background.

"Since we have implemented [BBP/Asure's] system notifications, our compliance rate as improved by 50%. I recommend BBP/Asure to any company looking to have their HR/ payroll operations run more smoothly."

- Kids Care Therapy

"[BBP/Asure's] software frees up time for our Payroll and Benefits people to help in other areas of HR. BBP/Asure's technical support is top-notch; they've helped us streamline processes."

- Derby Lane



[www.bbpayroll.com](http://www.bbpayroll.com) or 630-773-2228

