

# APS Core HR - Born in the Cloud

You need the right tools to unify, manage, and pay your workforce. APS Core HR is a strategic and reliable cloud solution that allows you to streamline your workforce management, with everything from applicant tracking and onboarding, to online benefits administration and employee self-service. APS helps you get the job done.

## Online Benefits Administration

Easily conduct online enrollment, submit information to your plan provider, adjust benefit plans as needed, and help your employees make informed decisions.

- APS supports multiple plan types, including medical, dental, vision, life, and disability.
- Employee deduction amounts are automatically assigned to employees by mass updates at the end of open enrollment.
- APS Carrier Connections automatically reports benefit information for medical, dental, vision, and more.

## Employee Lifecycle Management

Track and manage employee life events with one centralized source of data. From hire to retire, APS is simple and efficient for Core HR.

- Seamlessly tie applicant tracking to our core HR solution to ensure a smooth hiring process.
- Easily track and manage all important employee events, such as pay changes and certification renewals.
- Create goal accountability and make performance decisions based on real-time data with online performance reviews.

## APS Hire - Applicant Tracking & Onboarding

Recruit, screen, and onboard new employees all in one easy-to-use dashboard, streamlining the hiring and onboarding process at every step. Enter new hire information in APS's unified system and it automatically populates important data across core HR, payroll, and time & attendance.

## Employee Self Service

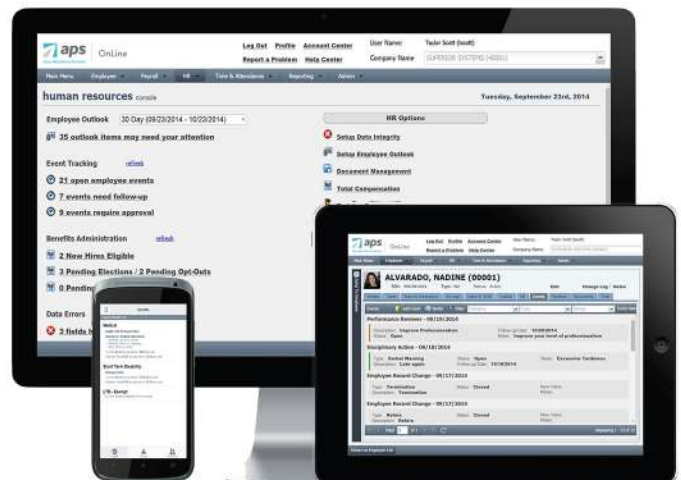
Empower employees with access to benefits enrollment, PTO request management, viewable pay stubs, and training enrollment. Employee self-service may be accessed from a browser or preferred mobile device at no additional cost.

## Key Core HR Features

- Online Benefits Administration
- Carrier Connections
- Employee Lifecycle Management
- Applicant Tracking & Onboarding
- Employee Self-Service

## Key Core HR Benefits

- Streamlined ACA compliance management
- APS Mobile platform for information on the go
- Seamless and accurate employee record management
- Core HR reporting for actionable insight
- 100+ data integrations and counting



# Key Core HR Benefits



## Affordable Care Act Management

- Track and report aggregate employer amounts of health coverage.
- Calculate full-time equivalent employees.
- Issue and track health insurance Marketplace notices.
- Manage part-time staff hours to ensure proper classification.
- Track and manage employee benefit enrollment.
- Run point-in-time reports to determine employee eligibility.
- Manage measurement periods and receive ACA alerts.
- Report health plan coverage information with pre-populated Forms 1094-C and 1095-C.

## Employee Records

- Manage and store performance evaluations.
- Track disciplinary actions.
- Access to company documents.
- Complete history of position, salary, and rate changes.
- Dashboard notifications and reminders.
- Dynamic forms (EEO1, OSHA, VETS-100A).
- Track and manage training courses and enrollment.

## APS Mobile for Employees

- View benefit plans.
- Edit employee information (address, tax status, etc.).
- Access to company documents.
- 24/7 access to payroll and HR information.
- Clock in and out and view time cards.
- View and enroll in training courses.

## APS Mobile for Managers

- Manage performance reviews.
- Approve time off requests.
- Review and approve time cards.
- Correct missed punches.
- Instant view of employee clock-in statuses.
- Time-sensitive alerts.
- View employee info and events.

## Data Integrations

- 100+ existing data integration imports and exports.
- General ledger software and retirement plan provider integrations.
- Enterprise Integration Platform allows for custom integrations.
- Work with clean data in a centralized source.
- Eliminate duplicate data entry.

## Customer-centric Support Services

- Implementation is easy and tailored to your needs.
- APS is configured to maximize your investment.
- One-on-one training to start you off on the right path.
- Dedicated account manager is just a chat, email, or phone call away.
- Tax compliance department staffed with CPAs.
- HR Knowledge Center with statutes, articles, guides, etc.

## Core HR Reporting

- View point-in-time reporting for effective decision making.
- Select from a variety of data fields, sorting options, and advanced filters.
- Use the Report Manager for instant reports at your fingertips or create and save custom reports with the Report Builder.
- Access to 80+ standard reports and dynamic forms for instant information on EEO1, OSHA, employee turnover, and more.

Questions? Just call or click!

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