

# SYSTEM OVERVIEW

MANAGE, MAINTAIN, COMMUNICATE AND  
AUTOMATE ALL OF YOUR HR-RELATED ACTIVITIES



***Infinity*HR**

*One System. Infinite Possibilities.*

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Infinity Software Solutions provides the most complete and affordable Internet-based solution for benefits enrollment, benefits administration and HR process management for small and mid-size companies, insurance brokers and third-party administrators.

InfinityHR represents the marriage of technological expertise and years of benefits administration experience, providing our clients with a better solution for benefits enrollment and benefits administration at an extremely competitive price. InfinityHR is the flagship product of Infinity Software Solutions, Inc., demonstrating the company's ability to combine business know-how and technology into the best software tools currently on the market.

## Benefits of the InfinityHR System

- InfinityHR is a secure web-based HR Management System that provides comprehensive HR and payroll functionality to a diverse client base.
- System architecture consists of three portals (enterprise, administrative, employee) that allow for various parent-child relationships and granular employee permission levels.
- Configurable employee and manager self-service options that are tailored to meet the needs of the end user.
- Established integrations with multiple third-party vendors and outside technology platforms.
- Robust reporting suite that includes ACA compliance, 200+ standard reports, a custom report writer, and electronic delivery of benefit data to carriers.



## Applicant Tracking System

InfinityHR's Applicant Tracking module provides for a simple yet powerful mechanism for managing and automating the entire applicant and talent acquisition process.

The Applicant Tracking System (ATS) provides a centralized and streamlined process for creating job requisitions, customization of job-specific questions, and an out-of-the-box recruiting portal, which can be easily linked to an organization's existing website or from most external job boards.



**The ATS module provides the flexibility you look for, such as:**

- Referral source tracking
- Customizable email templates to communicate with the applicant throughout the hiring process
- Workflow integration
- EEO Reporting



**ZipRecruiter<sup>®</sup>  
Boost**

Our Applicant Tracking System is now integrated with ZipRecruiter. Reach the right candidates and make the best hiring decisions with single-click postings to 50+ leading job networks and 20 million job seekers through ZipRecruiter's email job alert program.

## Employment Screenings & Solutions

Finding and retaining the highest quality talent has always been a priority for HR departments. But since today's candidate pool is larger than ever, it can be overwhelming to sort through the flood of resumes and identify the top performers.

With InfinityHR, powered by Aurico, you'll never have to worry that important details are embellished or missing, or that you're pursuing the wrong people. Our partnership with Aurico offers our clients a full range of background screening services to help you manage your staffing and performance needs throughout the hiring process.



**Our screening programs are configured for you and can be activated and viewed directly within InfinityHR:**

- Background checks with actionable information.
- Detailed feedback from previous employers and supervisors.
- Drug testing with paper or electronic chains of custody.
- Proactive, solutions-focused service.
- Customized web-based report delivery.
- Comprehensive, country-specific international reports.

# Benefits Management

The InfinityHR Benefits Management module provides administrators the ability to oversee benefits and apply deductions to employee records along with the capability to allow employee input on these elections.

## Key Benefits of the Benefit Management Module:

- Connects employees, administrators, carriers and payroll through one central system that can be accessed anytime via the Web.
- Employees can compare, analyze and check plan costs prior to enrollment.
- Employees can print consolidated benefit statements at any time.
- Rules-based eligibility engine.
- Reconcile premium bills.
- Provides state-of-the-art security for your data.
- Allows for easy approval and management of employee benefits.
- Benefits data is automatically exported to your carriers and payroll.



## Let InfinityHR Assist You With Open Enrollment

InfinityHR's Open Enrollment packages are available to help deploy your Open Enrollment effectively.

### Bronze Package

The Bronze Package is designed to allow you to configure your own open enrollment while having the reassurance that an InfinityHR representative has reviewed the setup for accuracy.

### Silver Package

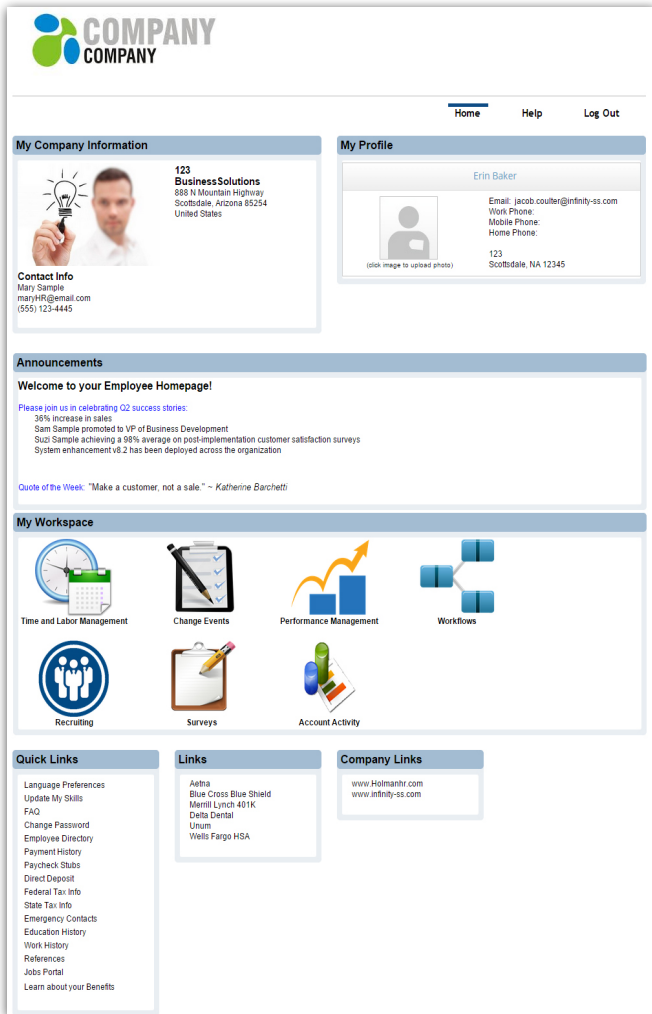
The Silver Package is designed for those that are making little to no change for their upcoming benefits. This package allows you to complete some of the setup of your package while have an InfinityHR representative complete the majority of the work and review everything for accuracy before your open enrollment begins.

### Gold Package

The Gold Package is designed for those that are making one to two plan changes to their upcoming benefits. This package allows you to have an InfinityHR representative configure the majority of the upcoming open enrollment on behalf of their company and review everything for accuracy before your open enrollment begins. This package also provides rollover and delivery of EDI files.

### Platinum Package

The Platinum Package is designed for those that have several plan changes to their upcoming benefits. This package allows you to have an InfinityHR representative complete the entire setup of their event on behalf of their company and review everything for accuracy before your open enrollment begins. This package also provides rollover and delivery of EDI files as well as one free EDI carrier file.



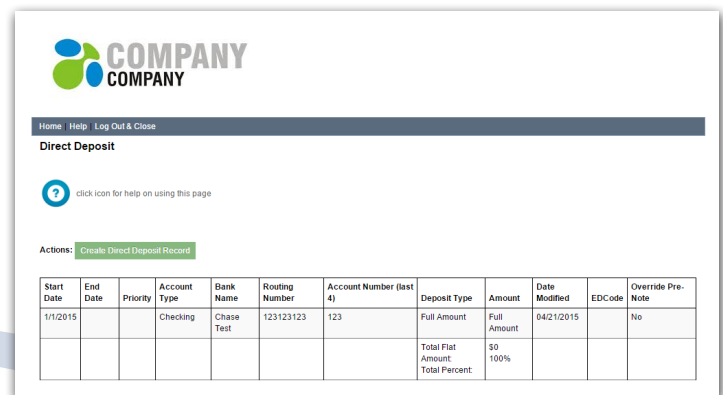
## Employee Portal

InfinityHR's Employee Portal makes it convenient for your employees to manage their benefits and other HR-related information in real-time through one central web-based system that they can access from anywhere at any time. The Employee Portal is part of our integrated system that connects employees, managers, administrators, carriers and payroll.

- Employees can enroll in or change all aspects of their benefits and other HR-related information themselves.
- Allows employees to compare, analyze and check plan costs prior to benefits enrollment.
- Provides employees with a benefit summary statement after they enroll in or change their benefits as well as allows employees to view the value of their compensation package with Personalized Total Compensation Statements.
- The employee portal allows employees to go through the review process by utilizing our Performance Management module. Employees can revisit their goals throughout the year through their portal.
- Employees can submit benefit and HR-related changes electronically for review and approval using our workflow feature.
- Gives employees access to pertinent company and benefits information via the Information Links and Documents sections.
- Employees can easily request time off and complete timesheets through our Time and Attendance module.

- Allows employees enter their own demographic information, including emergency contacts, direct deposit, federal and state taxes and much more.
- Is easily configurable to include the features and content most relevant to your company.
- Is quick and simple for employees to navigate through.

*Easily configurable to include the features and content most relevant to your company.*

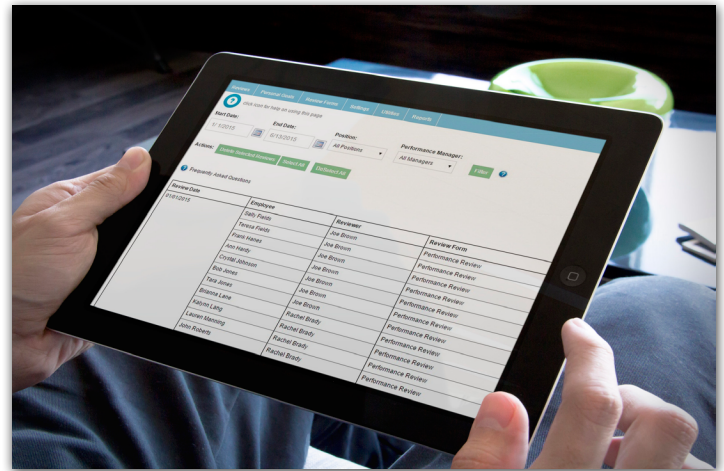


*The Direct Deposit Change Event allows employees to make changes to their direct deposit record within the Employee Portal*



## Performance Management

The Performance Management module supports organizations in recording their job descriptions, employee training, and annual reviews in one convenient location. With well-defined positions and training modules, organizations can conduct objective reviews where employees are evaluated by direct as well as downstream managers. Employee personal goals are also part of the module and can be approved or denied depending on the scope of the position. Performance Management data can be used to evaluate employees for merit increases in compensation and/or modified position classifications.



The Performance Management module includes Reviews, Training, and Positions setup. Training and Positions can be incorporated into a review or used as stand-alone features.

### Key Features of the Performance Management module:

- Define corporate objectives and link to employee Key Performance Indicators (KPI's).
- Employees and Managers complete performance reviews directly through the Employee Portal.
- Define position control factors: position descriptions, training profile, skill profile, and performance goals.
- Track training and certification programs with an automated renewal process.
- Easily identify trends in employee behaviors and performance.

## Surveys

The Survey Management feature makes it easy to create a packaged online survey that can be easily completed by your employees through the system.

### Key Features of the Survey Management module:

- Create customizable employee surveys that include anonymous submission and scored assessments.
- Tailor one of the many templates in the Survey Library, or design an entirely new survey with a professional look and feel.
- Track in real-time which employees have completed the survey, and send reminders to those who haven't.
- Standardized professional survey reports include summary reports, graphical reports, and detail reports.



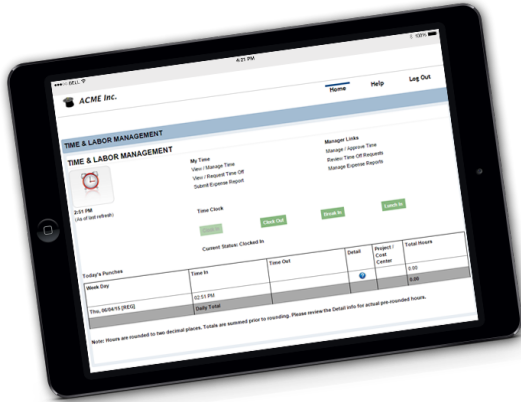
## Wellness Campaigns



The system can track the overall wellness for employees through the Wellness Campaigns module. Wellness Campaigns provide the ability to create and to track various Wellness metrics at the employee level in order to promote positive well-being within your organization. One benefit of a Wellness Campaign can be healthier employees that can lead to lower premium cost for the organization.

## Time & Attendance

InfinityHR's Time and Attendance feature allows your employees to enter their time and managers to approve it through the Employee Portal. InfinityHR then electronically routes the data to your payroll provider.



- Flexible entry assignments allow time data to be captured through punches in the employee portal, integration with a physical timeclock, timesheets, and a kiosk setup.
- Employee identification methods include 4-digit pin, card swipe, and fingerprint scan.
- Managers can review and approve time for employees directly through the Employee Portal. Settings can also be configured to empower managers with various time data.
- Expense reporting available.
- Extensive pay period reporting.

## Expense Tracking

Managing everyday business expenses can be a time consuming, manual process. Secure, cloud-based expense reporting is the most efficient and smart way to track expenses without receipts or spreadsheets.

Our flexible expense tracking and management tool allows you to track and control business costs with a full view into expenses and employee reimbursements for your business.

Use the InfinityHR Expense Management feature to manage reports as a standalone module, or integrate with the Time & Attendance module of our HRIS application.

## Time Off Tracking

The Time Off Tracking feature provides for a simple, yet powerful, mechanism to define how employees should earn "Time Off" and then track the usage of that "Time Off" by employees. In general, the Time Off tracking feature provides the following functionality:

- Automatically calculates available Time Off for each employee. This can be either through "accrual based" rules or through annual awarded units.
- Allows employees to request Time Off through the Employee Portal. Employee requests will be automatically routed to the appropriate manager for approval.
- Allows employees to view balances and accrual transactions through their Employee Portal.
- Allows Managers to view pending requests and take appropriate action on those requests by utilizing variety of built-in tools.
- Allows Administrators the ability to quickly configure Reporting/Routing Hierarchies.
- Provides a reporting dashboard to Administrators to track trends in their Time Off data and analyze how Time Off is being utilized by employees.

1 Select the date(s) you wish to request off using the calendar below.

June 2015

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Note: If blackout dates exist, the calendar above will not allow those dates to be selected.

2 Click the button below to add your selected dates to the table in Step 3.

Add Selected Dates

3 Enter the number of units, Type off cause, and any applicable comments into the fields below.

Date	Units	Type	Comment
6/18/2015	0	1 - Vacation	Sister's Wedding
6/19/2015	0	1 - Vacation	Sister's Wedding

4 Click the button below to submit your request.

Submit Request

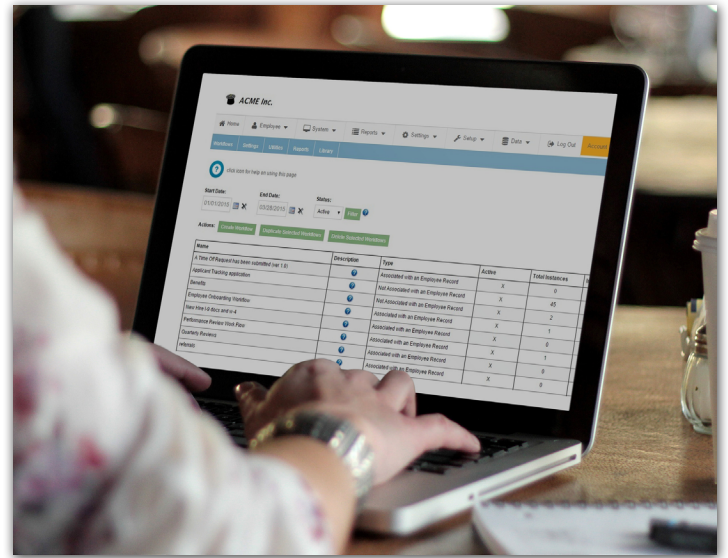


## Workflow Management

Many employers rely on efficient process flow as part of their HR toolkit. The Workflow Management module provides a simple but powerful mechanism for tracking tasks as they progress from one employee to another. Workflows provide improved efficiency, standardization of working methods, and streamlining responsibilities.

### Benefits of using Workflow Management:

- Workflow can be triggered automatically when an event occurs in the system.
- Workflow can include as many steps and as many resources as needed to fully manage an entire process.
- Emails can be triggered on a set schedule to remind your resources they have a step to complete in the process.
- You may attach documents to the workflows.



## Workflow Integration with Adobe® EchoSign®



Integration with Adobe EchoSign can further simplify your process by incorporating

editable W-4 and I-9 forms so you are easily able to capture an employee signature.

### Benefits of Using Adobe EchoSign in Your Onboarding Process:

- EchoSign supports multiple file formats including Word documents, PDFs, Excel, PowerPoint, and graphics (jpg, tiff, png).
- EchoSign digital signatures are legally compliant.
- EchoSign enrollment will allow ALL of your staff to sign legally binding documents.
- All documents signed by the workflow resources will be stored in their HRIS employee profile.
- Fillable documents can be used in the EchoSign module to collect information along with a signature.
- Distribute new hire contracts, policy acknowledgments, and handbooks within HRIS workflows.

## Advanced Reporting

InfinityHR offers a library of reports that makes accessing and analyzing information from within the system simple and convenient for you.

### Standard Reports

- Hundreds of reports available across all modules
- Standard pre-built reports
- One-click access
- Exportable to PDF or MS Excel format

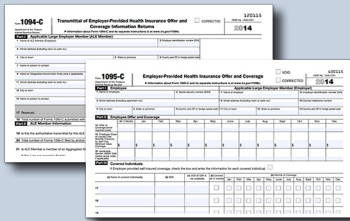
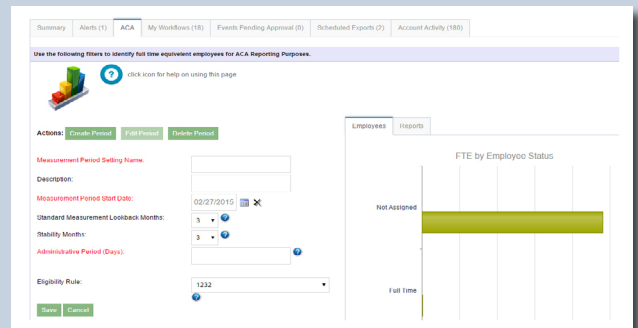
### Advanced Reports

- Electronically create and deliver to carriers benefit files in HIPAA 834 format
- Established relationships with 300+ carriers
- Custom report writing wizard
- Recurring schedule functionality to automate reporting functions
- View a full history of all exports

# Affordable Care Act (ACA) Employer Reporting

To help meet the growing need for assistance in ACA compliance, InfinityHR has created a comprehensive ACA Reporting Package that contains the information you need to comply with ACA regulations. Our reporting package includes the following services and features that can help you meet the ACA requirements.

- Requirements Under the Affordable Care Act: 2014-2015
- Large Employer Status Management (ALE)
- Plan Affordability Testing to Determine Affordable, Minimum Value Health Coverage
- Coverage Analysis to Avoid Pay or Play Penalty Under the Affordable Care Act
- Complete Full-Time Employee Status Breakdown Using the Look-Back & Monthly Measurement Methods
- Variable Hours & Seasonal Employee Support
- Breaks in Service – Rule of Parity
- Change in Status



1094-C & 1095-C Forms: Print to Mail & E-Filing Based on IRS Guidelines and Schemas

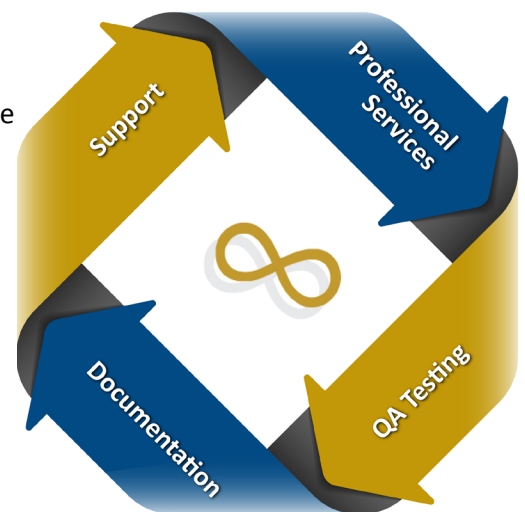
## Professional Services

Whether you are looking for additional help for your next Open Enrollment or creating new workflows to initiate new efficiencies, you now have access to the deep expertise of our Product Consultants. Our extensive experience and know-how enables us to bring industry best practices to your organization and drive measurable business results.

You can leverage the capabilities of our subject matter experts at any stage of your InfinityHR lifecycle. Our portfolio is designed to allow you to engage us for a specific project need or as an end-to-end offering for complete oversight.

### Professional services we offer:

- System Configuration and Design
- Data Conversion and Integration Services
- End-User Training
- Support

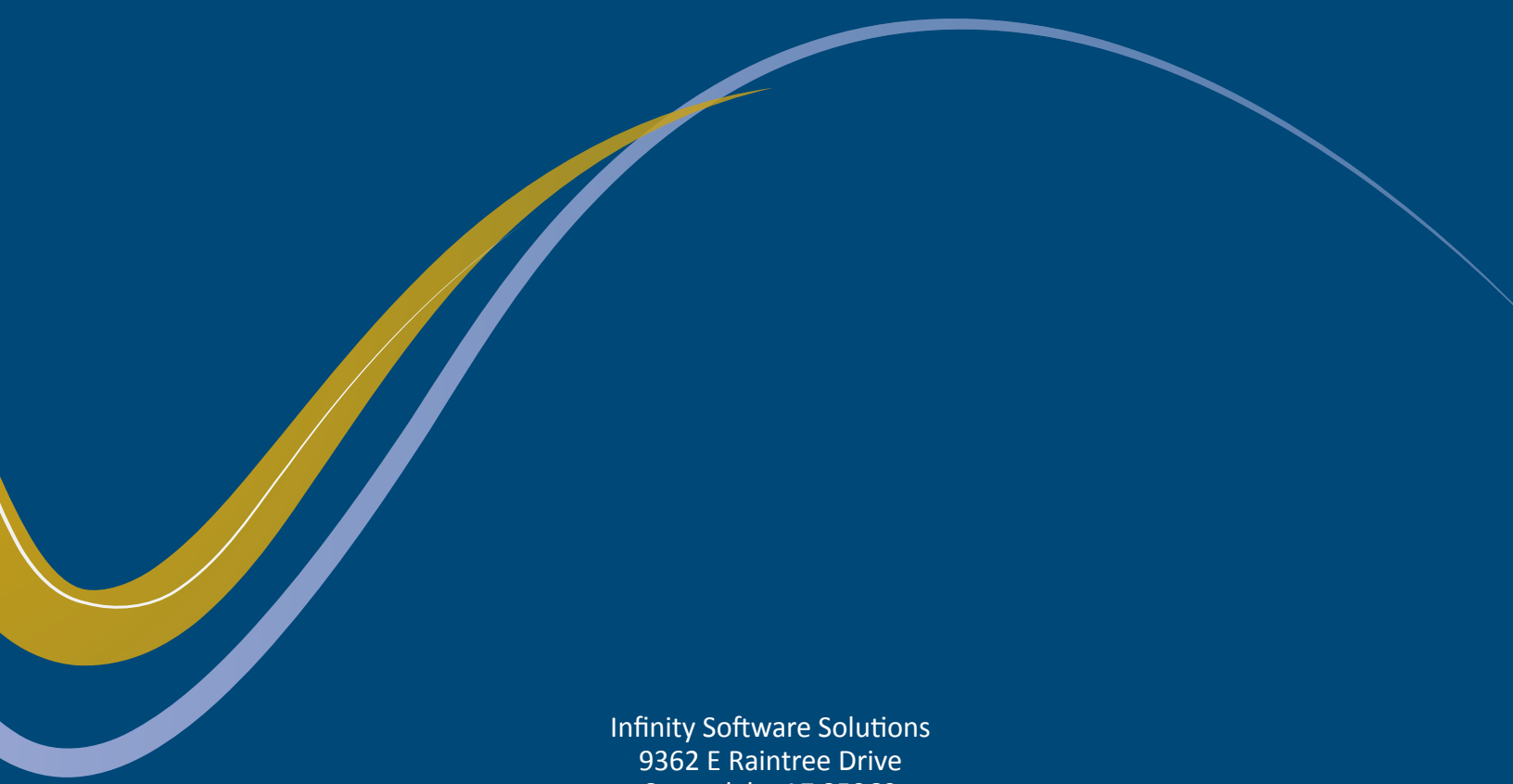




*One System. Infinite Possibilities.*

Contact Infinity Software Solutions today to schedule an on-site demo of this exciting technology, or to discuss Infinity Software Solution's flexible and affordable pricing structure.

You'll be surprised by how quickly and affordably InfinityHR can redefine your company's perception of what HR software can do.



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