

UltiPro® for Canadian Employees — Unified, End-to-End, Human Capital Management

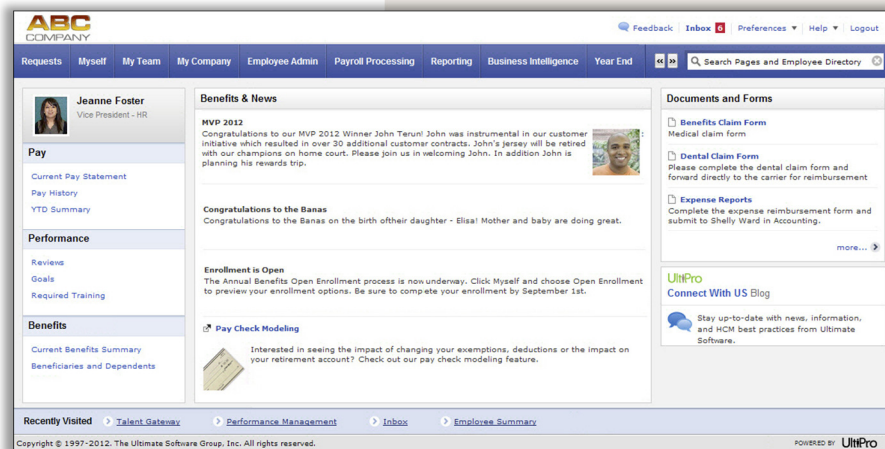
With UltiPro, you can manage every aspect of HR, payroll, and talent management—from recruitment through retirement—in one, end-to-end cloud/Software-as-a-Service (SaaS) solution.

Award-winning UltiPro offers unified features for recruitment, payroll, benefits, compensation management, performance management and reviews, succession planning, career development, time and attendance/workforce scheduling, plus a role-based Web portal that provides instant access to information and strategic tools to perform business activities. And, it's global. UltiPro delivers one system of record to consolidate, manage, and analyze worldwide workforce information. Data is available across all areas of human capital management—by department, division, country, and more—in an instant for fast reporting and analysis. Put simply, UltiPro helps unleash greater business potential and strategic capabilities for HR. This translates into better service for your most important asset—your talented employees.

Business/Employee Portal

The UltiPro portal keeps everyone in your organisation connected and empowers your workforce to operate at peak efficiency. A seamless, single user experience, the portal provides your staff with the most important information relevant to their roles within the business—from employees reading company policies, checking personal and pay information, and downloading commonly requested forms to managers completing tasks from their inbox, reviewing resumes, and monitoring important metrics with dashboards. The UltiPro portal:

- Helps improve communications and increase employee satisfaction by sharing important news and business objectives with your entire workforce
- Increases productivity by providing manager and HR/payroll access to critical information and the tools needed to manage staff and perform routine business activities more efficiently
- Eliminates day-to-day inquiries to HR and payroll by allowing employees to access their own pay, benefits, and HR details
- Helps your organisation stay on top of key metrics and business trends with on-demand, real-time access to commonly requested reports and analytics across any component of HCM
- Delivers a positive user experience with its “HCM My Way” portal design that allows employees to select personal preferences that are “sticky”—recalling individual settings each time the user logs in—including preferred language and the order and placement of content



The UltiPro portal is a central gateway providing each employee with access to corporate information and strategic tools.

Human Resources

UltiPro automatically tracks all HR-related information including employment history, performance, job and salary information, career development, and more for all employees in one worldwide system of record. Plus, UltiPro makes it easy to record key information for government compliance and reporting whether you are governed by the Canada Labour Code and/or provincial/territorial employment standards legislation. UltiPro also ensures compliance with federal and provincial privacy legislation for protecting sensitive personal information and data, such as employee social insurance numbers.

UltiPro is a registered trademark of The Ultimate Software Group, Inc. All other trademarks referenced are the property of their respective owners.

Global Workforce Insight

UltiPro Global Workforce Insight gives organisations one system of record to unify their worldwide workforce. Track employees' personal, job, salary, benefits, and other HR information for multiple countries, make employee contact information visible to the multi-national workforce, and view compensation information globally.

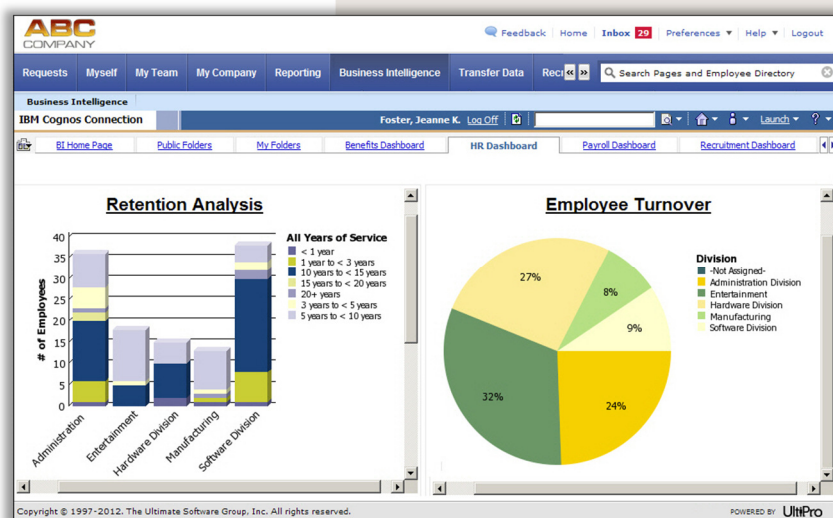
UltiPro Global Workforce Insight also provides complete visibility into your global employees' benefits and compensation information for quick analysis and decision making. Quickly and easily access vital reports and analytics—either by individual country or the entire company as a whole.

Workforce Analytics and Reporting

UltiPro's unified reporting and business intelligence tools help you gain complete visibility and insight into your workforce by letting you pull data across all areas of your human capital management solution, including HR, payroll, benefits, tax, recruitment, performance and more, to capture key metrics in an instant.

Roles-based access to reporting, query, and analysis tools as well as real-time alerts and dashboards help everyone on your team, from line managers to executives, stay on top of business needs—instead of just reacting to them. With UltiPro, you can:

- Analyze workforce metrics such as turnover trends and benefits costs
- Access commonly requested reports on headcount, recruitment activity, average salary, general ledger reporting, and more
- Use dashboards to view critical information right on your desktop
- Proactively send alerts, for example, on issues like upcoming performance reviews or overtime amounts
- File signature-ready forms to comply with Canadian legislative requirements



UltiPro's reports and analytics provide business insight to help you make better decisions.

Payroll Administration and Tax Management

The most flexible, functional payroll engine on the market, UltiPro does it all, handling hundreds of payroll-related computations and complex calculations such as Canada/Quebec Pension Plan (C/QPP) contributions, Employment Insurance (EI) premiums, Quebec Parental Insurance Plan (QPIP) premiums, federal and provincial/territorial income taxes, union dues, registered pension plan contributions, Registered Retirement Savings Plans (RRSPs), and garnishments—with no need for manual calculations or expensive and time consuming programming.

With UltiPro, your centralized payroll department, remote offices, or multiple divisions can be involved in whole or in part to process payroll from start to finish in a few easy steps, including:

- Automatically retrieving time and attendance data for payroll processing
- Calculating pay (including a full gross-to-net calculation)
- Generating direct deposit files for Canadian banks, pay cheques, and direct deposit advice (DDA) statements
- Generating an instant off-cycle cheque (eliminating the time-consuming manual cheque process)
- Voiding/cancelling a payment (cheque or deposit)
- Tracking the progress of the payroll online

Ultimate
SOFTWARE
People first.

CALL US: 1.800.432.1729
www.ultimatesoftware.com

For fast and efficient processing, UltiPro delivers a Payroll Gateway—one-click access to all of your payroll data. From a central location, you can view your payroll calendar and pay dates, select a pay group for payroll processing, check payroll setup, review processing status and payroll results, and access reports. Plus, you can simplify the payroll process, configuring your own payroll models by bundling a series of payroll steps into one.

UltiPro delivers all federal and provincial/territorial income tax and health care levy updates such as Ontario's Employer Health Tax automatically as part of the core solution. UltiPro's comprehensive tax management system helps you handle tax compliance and computations including workers' compensation, taxable wage accumulation and reporting, and withholding requirements. Plus, UltiPro generates the year-end annual information returns required by the Canada Revenue Agency and Ministère du Revenu du Québec.

Benefits Administration, Open Enrollment, and Life Events

You can tailor UltiPro to match all of the group insurance plans—including extended health, dental, vision, life, disability, and other benefits that your organisation offers, set up and administer benefits plans, and allow employees to check benefits options and coverage online. UltiPro eliminates the need for duplicate rules, duplicate data entry, and reconciliation reporting because it stores details for deductions and benefits plans in one common table. This includes rules for coverage, premium and employer match computations, and eligibility and participation determination.

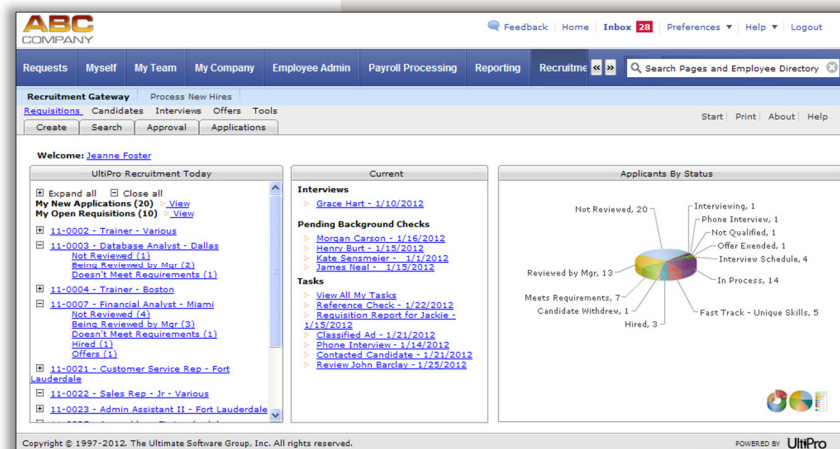
UltiPro Open Enrollment significantly reduces the time and expense associated with administering employee benefits with paper enrollment. By automating the open enrollment process online, UltiPro minimizes paperwork for HR and benefits professionals, plus helps you cut costs and go "green" by eliminating the need to print and distribute tedious forms. Employees review benefits options and make elections from anywhere via the UltiPro portal. Benefits administrators enjoy easy setup of open enrollment sessions, including the flexibility to customize content and messages for employees. Administration tools allow HR or benefits managers to monitor session progress at any time. Because UltiPro is a unified solution, employee benefits elections and ensuing deductions are processed in one system—no reconciliation is necessary. With UltiPro, you gain a smooth and efficient open enrollment process that delivers substantial time and cost savings.

UltiPro Life Events simplifies making life-event benefits changes by allowing employees to update their own benefits and personal information online. The intuitive solution guides employees through all the steps of making life-event changes, such as getting married, having a baby, or moving—with no paperwork or calls to HR.

Recruitment

UltiPro Recruitment accelerates the recruiting process and makes it easier than ever by streamlining and automating all of the activities associated with finding and acquiring top talent. The solution boosts productivity and reduces the length of the recruitment cycle by enabling managers, recruiters, and HR staff to track and manage tasks such as posting open jobs, reviewing resumes, screening candidates, scheduling interviews, conducting background checks and more right from the UltiPro portal—saving significant time and minimizing overall recruitment and hiring costs.

With UltiPro Recruitment, you attract and hire the most qualified candidates and put yourself in a proactive position to align recruiting and staffing activities with your organisation's overall goals and talent plan.



The "Recruitment Gateway" lets you view and manage all of your recruiting activities in one place.

Performance Management

UltiPro Performance Management lets you assess performance and gather feedback on an ongoing basis—instead of once a year—to get the best results out of your employees. The solution helps you understand employee competencies, identify and reduce gaps, and plan for future workforce needs. You can create a pay-for-performance environment that rewards your top performers. You can also establish competency-based employee development goals, assess performance against measurable objectives and review progress at any time, identify high-performing employees for key positions, and collect multi-contributor feedback for a full picture of an employee's performance. The result is better talent retention and better business results for your organisation.

Succession Management

With UltiPro Succession Management, you can create an executable strategy for professional growth and career advancement within your organisation. The solution provides you with the ability to effectively engage with your employees to define their career paths and ensure they develop the skills, knowledge, and other talent factors necessary for personal growth and contribution to your company's success. By uncovering talent gaps, identifying high-performing individuals, understanding retention risks and assisting employees in obtaining their "readiness" to step into key roles, you reduce your risk of business disruption.

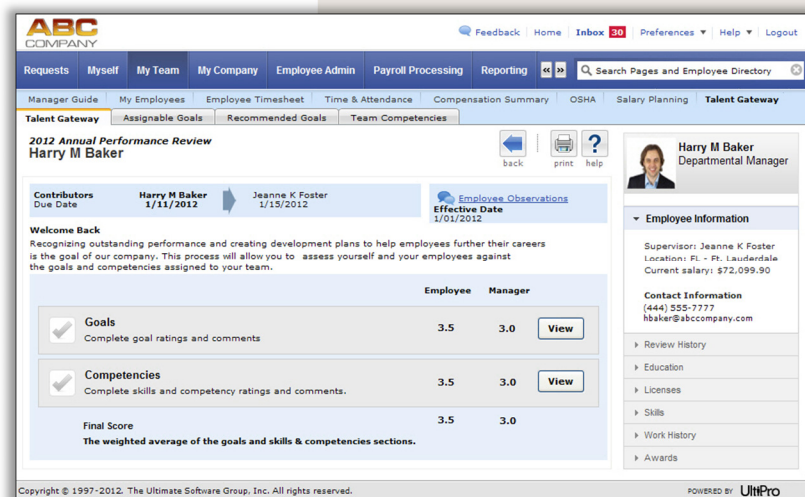
Career Development

UltiPro Career Development arms you with the tools needed to chart employee professional growth and effectively manage development opportunities to assist employees in obtaining the skills, knowledge, and qualifications required for subsequent roles. By bringing development opportunities to employee and manager desktops, UltiPro empowers your people to take more responsibility and control over their own career aspirations, plus provides managers with the information they need to make smart decisions about staff development needs.

Compensation Management

UltiPro helps you retain quality employees because it enables you to better manage compensation and keep increases and incentives in line with employee performance. UltiPro Compensation Management helps you regulate merit increases to stay on budget, and tracks and reports on global compensation. You can report on current and planned compensation to ensure that plans are in line with business objectives. UltiPro Compensation Management:

- Streamlines salary planning and the budgeting process
- Provides fast and easy access to detailed job and compensation data
- Delivers a merit matrix to help regulate merit increases to ensure that your actual salary plan is in line with the overall budget
- Supports variable pay plans to help you tie employee compensation to job performance
- Lets you apply salary and wage differentials based on geographical areas associated with particular work locations
- Enables you to analyze compensation data as it relates to factors such as job title and performance and variable pay plans
- Allows you to track and report on global compensation



From one central location, you can see an employee's complete performance history and drill in to see details.

Ultimate
SOFTWARE
People first.

CALL US: 1.800.432.1729
www.ultimatesoftware.com

Salary Planning and Budgeting

UltiPro Salary Planning and Budgeting facilitates salary increase administration by delivering the tools and information managers need to make effective decisions regarding future compensation for individuals and/or an entire team. Highly configurable, UltiPro Salary Planning and Budgeting makes it easy for you to tie your company's salary-increase process and business rules into the solution.

Working online, managers can rapidly review salary budgets and guidelines, and determine the best way to allocate pay increases to their employees within their approved budget. Once managers decide on the allocations, they can submit pay increases for processing with the click of a button—no manual calculations or spreadsheets required.

The screenshot displays the '2013 Annual Increase' summary table and a list of employees. The summary table shows:

	Pool %	Pool Amount	Proposal %	Proposal Amount
Base Wage	10.00%	\$763,485.87	0.00%	\$0.00
Promotional	5.00%	\$381,742.93	0.00%	\$0.00
Market Adj	7.50%	\$572,614.40	0.00%	\$0.00

Below the summary table is a list of employees with their proposed salary increases:

Employee Name	Annual Salary	Final Reviewer	Hourly Rate	Job Title	Perf Rating	Supervisor	Effective Date	Sal Inc Type	% of Inc.	Ann \$ Amount Inc.	Notes	New Annual Salary
Alburn, Albert	\$76,500.02	Haleman	\$36.78	Departmental Manager	3.02	Foster, J	01/30/2013	BW	0.00%	\$0.00		\$76,500.02
Alburn, Albert Team Totals											There are no Salary Increase Type totals	
Baker, Harry	\$72,099.90	Haleman	\$34.66	Departmental Manager	4.60	Foster, J	01/30/2013	BW	0.00%	\$0.00		\$72,099.90

Time, Attendance, and Scheduling

Having the right time solution to manage people effectively is important for long-term success. To help customers meet their individual timekeeping requirements, UltiPro offers several solutions for capturing time and attendance information and making the data readily available for payroll processing. UltiPro's unified time solutions automate time and labour management processes, helping you to increase workforce productivity, reduce payroll errors, and control labour costs. From complex time and labour management, leave management capabilities, and workforce scheduling options to basic time entry via the UltiPro portal, UltiPro delivers a time and attendance solution to meet your needs.

UltiPro iPhone App

The ability to conduct "anytime, anywhere" business is simply a must-have for many companies today. To help you keep pace, UltiPro has extended manager and employee portal access to the Apple® iPhone. A free download for customers from the iTunes Store, UltiPro's iPhone application delivers important workforce information to managers and employees in an instant, for example, making it easy to speed processes for or keep in contact with employees regardless of location or time of day. From their iPhone, managers have immediate access to their UltiPro "Inbox" to approve or deny daily workforce transactions such as salary increases, job changes, and vacation or paid-time-off requests. Employees can use their iPhone to search your company directory, making finding contact information for colleagues a snap from anywhere.

Position Management

UltiPro Position Management helps you manage your resource budget, measure trends, and better forecast the future. Manage by full-time equivalents and dollars, and readily evaluate budgeted versus actual numbers. You always know where you stand with fund allocations, available open positions, and staffing requirements. Because HR and payroll are unified, reporting on position information for budgeted and actual does not require multiple spreadsheets.

System Integration and Data Exchange

Ultimate's "open approach" SaaS model offers convenient and secure integration/data exchange tools, such as Web Service APIs and enterprise integration tools, to facilitate HCM data sharing and help you easily connect to third-party systems and service providers.

The ability to create "what-if" scenarios simplifies salary increase administration for managers.

Ultimate
SOFTWARE
People first.

CALL US: 1.800.432.1729

www.ultimatesoftware.com

Unique System Administration Features

UltiPro system administration is a snap because it's designed for the nontechnical user—no programming experience required. System administration includes:

- Configuration options that increase usability and allow you to customize the look and content of the UltiPro portal. Brand the portal, establishing your own company's image, by inserting your company logo and defining the colors of your solution. Create unlimited content, including company communications, forms, documents, links to Web sites and other products, and more, and tailor that content by individual, role, department, company, etc. Individual users can personalize the UltiPro portal by selecting preferences for language (English, French, or Spanish), date format, and placement and order of home-page content.
- Role-based security that protects the privacy of your workforce data by defining system access based on an individual's role within the organisation. Employees see only information that is appropriate to their role (or multiple roles).
- Built-in conditional workflow that is flexible, easy-to-use, and designed to make business process changes more efficient. You select the level of approvals required (unlimited) for each type of change and designate the approvers—by individual or role. Business processes and approval path(s) are determined at runtime depending on the conditions specified in the data submitted.
- Flexible business rules that can be updated by authorized HR/payroll staff and system administrators right from the UltiPro portal, including rules such as your company's jobs, organisation levels, deduction/benefits plans, loan types, leave plans, and more.
- A content management tool to quickly and easily create portal content—including text, links to Web sites and email addresses, files, images, and more. A built-in editor allows content to be formatted easily and automatically translated into HTML for portal display.

Ultimate
SOFTWARE

People first.

CALL US: 1.800.432.1729

www.ultimatesoftware.com