

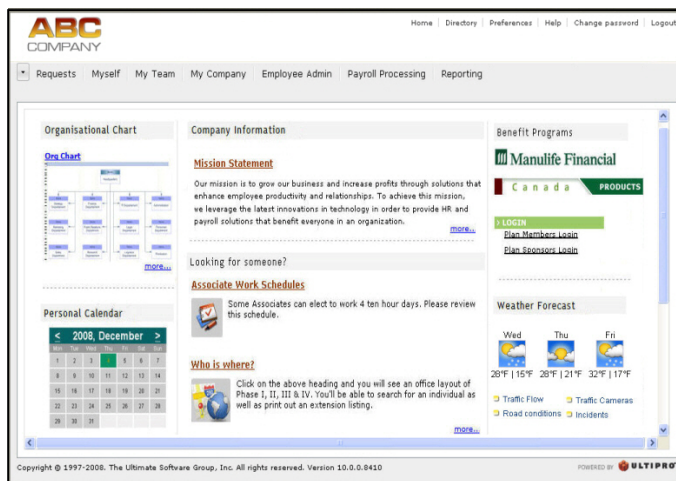
UltiPro® for Canadian Employees – End-to-End Strategic Human Capital Management

With UltiPro, all the functionality you need to manage every aspect of the employee life cycle – from recruitment to retirement – is available in one place, with strategic tools that make a tangible difference to your HR and executive teams. UltiPro delivers “end-to-end” HR and talent management functionality, including recruitment, payroll, benefits administration, compensation management, performance management and reviews, talent retention tools, time and attendance, workforce scheduling, rich reporting and analytical decision-making tools, plus a central Web portal that serves as the gateway for your workforce to access company-related activities. The end result is an empowered staff that can access critical information quickly and perform routine business activities more efficiently. Best of all, UltiPro helps your HR team operate on a more strategic level, and that translates into better service for your most important asset – your talented employees.

UltiPro’s Functionality

UltiPro’s Business/Employee Portal

UltiPro’s Web portal keeps everyone in your organisation connected. Your gateway to business activities, the UltiPro portal provides essential information for administrators, HR/payroll staff, management team, and employees, and allows your workforce to perform routine business activities from one central location. You save time and reduce your administrative workload because managers can complete common employee administrative tasks, administer benefits, manage staff, and access reporting in real-time. Employees can access their own personal information, get questions answered, and complete routine updates instantly. Plus, sharing important company news and business objectives improves communications to your entire workforce.



The UltiPro portal connects your entire organisation by providing each employee with access to corporate information and self-service.

As your gateway to a wealth of information, the Web portal is highly configurable and offers personalization options to ensure a positive user experience. With UltiPro, your workforce can:

- Launch the portal from multiple Web browsers (Microsoft Internet Explorer and Mozilla Firefox)
- View information and perform tasks in the language of their choice (English, French, or Spanish)
- Set preferences for the order and placement of home-page content
- Access any available page in one click

Human Resources

UltiPro automatically tracks all HR-related information including employment history, performance, job and salary information, and career development. Plus, UltiPro helps you stay in compliance with all HR requirements 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.

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, 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 on the Web 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

For fast and efficient processing, UltiPro delivers a Payroll Gateway – one-click access to all of your payroll data. From a single Web page, 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. What’s more, 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.

Workforce Analytics and Reporting

Authorized managers or HR/payroll staff can quickly run their own reports without requiring the time of central HR/payroll or IT staff. From the UltiPro portal, authorized users can run hundreds of standard HR and payroll reports, including ROE reports, upcoming performance reviews, headcount reports, average salary reports, payroll history reports, PIER reports, general ledger reporting, and other point-in-time HR/payroll reports. What's more, UltiPro allows you to file signature-ready forms quickly and easily to comply with Canada legislative requirements.

Plus, with UltiPro Business Intelligence, everyone you authorize has immediate access to key workforce metrics through the UltiPro portal. Line managers to executives can pull data across your UltiPro solution – HR, payroll, benefits administration and enrolment, compensation, compliance, year-end, and more – to create, modify, and distribute workforce-related reports and notifications. Custom reports and on-the-fly query tools make it easy for line managers, supervisors, HR/payroll staff, and executives to analyze and share data. Delivered workforce analytics on compensation, turnover, absence trends, overtime, and more allow strategic evaluation of every aspect of your workforce.

The screenshot shows the UltiPro software interface for generating a Record of Employment (ROE). The form is titled "RECORD OF EMPLOYMENT (ROE)" and includes the following fields:

- 1 SERIAL NO.
- 2 SERIAL NO. OF ROE AMENDED OR REPLACED
- 3 EMPLOYER'S PAYROLL REFERENCE NO. (123456789 A)
- 4 EMPLOYER'S NAME AND ADDRESS (First Canadian Company, 200 White Street, Suite 100, Toronto, ON M5A 0A9)
- 5 CRA BUSINESS NUMBER (BN) (12345678 B)
- 6 PAY PERIOD TYPE (W - Weekly)
- 7 SOCIAL INSURANCE NO. (171-223-345)

UltiPro reports provide critical business insight to help you make better decisions.

Recruitment and Staffing

UltiPro Recruitment is the most cost-effective and efficient solution to help your company recruit and hire the most qualified candidates to fill open positions. By automating the entire recruiting and applicant tracking process, UltiPro Recruitment enables your management team, 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.

Performance Management

UltiPro Performance Management helps you track employee competencies, retain top performers, and proactively manage employee performance. With UltiPro Performance Management, you transform tedious, once-a-year performance reviews into an ongoing, competency-driven evaluation process that benefits everyone in your company. You can create employee development plans, assess performance against measurable objectives, effectively plan for future management needs, identify high-performing employees for key positions, and create an environment that maximizes talent and rewards your top performers. In short, UltiPro Performance Management allows you to understand employee competencies, identify and reduce competency gaps, and plan for future workforce needs. The result is better talent retention and better business results for your organisation.

Learning Management

UltiPro Learning Management arms you with the tools you need to effectively manage employee learning objectives and company training activities. From initial planning and logistics to course and event evaluation, UltiPro Learning Management facilitates the training registration process, tracks program costs, and records employee training achievements. Employees can view course schedules and descriptions and register online, and managers can approve staff training requests from the Web. It's integrated with UltiPro Performance Management so that competency-based learning goals set during performance evaluation and coaching plans are linked to upcoming training courses to ensure completion.

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 lets you manage a variety of compensation programs more easily, 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 compensation plans are in line with business objectives.

Salary Planning and Budgeting

UltiPro Salary Planning and Budgeting facilitates salary increase administration by delivering the tools and information your 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 their 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.

Benefits Administration and Enrolment

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 benefit plans, and allow employees to check benefit options and coverage from the UltiPro portal. UltiPro eliminates the need for duplicate rules, duplicate data entry, and reconciliation reporting because it stores details for deductions and benefit plans in *one common table*. This includes rules for coverage, premium and employer match computations, and eligibility and participation determination.

Call US: 1-800-432-1729

Web Site: www.ultimatesoftware.com/ca

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With UltiPro Benefits Enrolment, you reduce hours of paperwork and decrease costs associated with the enrolment process. Employees can review their benefit choices and make selections on the Web from anywhere. Benefits administrators enjoy easy Web setup and tools to monitor enrolment progress. Plus, UltiPro Benefits Enrolment walks employees through all of the benefit and personal information changes that result from a life event such as getting married, having a baby, or moving.

Time, Attendance, and Scheduling

UltiPro Time and Attendance is a powerful solution designed to meet the time and labour management needs of any organisation. Web-based and integrated with UltiPro's payroll, HR, and benefits functionality, UltiPro Time and Attendance offers:

- UltiPro Time—tracks time and attendance against any labour metric and supports a variety of time-capture mechanisms
- UltiPro Leave Management—includes all of the functionality required to effectively track and manage employee leave
- UltiPro Workforce Scheduling— provides employee scheduling options that organisations in different industries can deploy to drive scheduling decisions and enforce corporate and legislative compliance
- Compliance with all Canadian employment and labour standards

Employee Self-Service

UltiPro Employee Self-Service offers important business value by improving employee satisfaction while reducing the administrative workload for HR/payroll staff. Employees have immediate security-protected access to:

- View their pay cheque or deposit details, benefits summaries, frequently used forms, company information, and more
- Update their personal information such as address, postal code, phone number, emergency contacts, and skills/competencies
- Change their banking information to accommodate multiple direct deposit accounts
- Update their dependents and beneficiaries
- Request vacation, leave of absence, or compensatory paid-time-off
- Make benefit elections and changes to coverage (with UltiPro Benefits Enrolment)
- Enrol in training (with UltiPro Learning Management)

The screenshot shows a 'Pay Statement' for Toronto Business Services. It includes employee details, pay details, earnings, and deductions.

Employee Information		Period		Date
Employee number	001002100	Period start	05/17/2008	05/30/2008
Location	Toronto Bus Svcs	Period end	05/30/2008	Document 2562
Businessline	Ontario	Pay group	Corp Salary	Net pay \$1,228.36
Cost Centre	Business Services	Job	Human Resource Admin	Non-negotiable/view only
Department	Human Resources	Pay rate	\$0.00	
		Pay frequency	Biweekly	

Earnings				Paid Time Off	
	Hours	Pay rate	Current	YTD	
Group Life Tax	0.0000	\$0.00	\$21.60	\$237.60	
Regular Salary	80.0000	\$21.63	\$1,730.77	\$20,769.24	

Deductions				Net Pay Distribution	
	Employee	Current	YTD	Account	Amount
Federal Income Tax		\$314.39	\$3,777.91	10004309	\$1,228.36
				Total	\$1,228.36

Employees can view and print their own pay stubs to complete loan applications or verify their employment.

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Manager Self-Service

As authorized, managers have immediate self-service access to critical employee information such as salary, key dates, and emergency contacts, with tools that enable them to make smart management choices. From office, hotel, or home, managers can view and update staff information, manage department activities, post job openings, or leverage recruiting and hiring tools. In short, your managers spend more time making effective decisions and less time on HR administration.

UltiPro saves time and reduces administration because it enables anyone you authorize – HR/payroll staff, managers, or remote supervisors – to process work events with no paperwork and no waiting. UltiPro automatically routes changes for approval through pre-defined “workflow processes” for business activities such as:

- Hiring, rehiring, or terminating an employee
- Changing any employee work-related information such as salary, job, organisation level, resident/work tax locations, and more
- Updating/analyzing employee compensation
- Conducting salary and performance reviews
- Maintaining employee earnings, deductions, and benefits
- Reviewing and approving staff paid-time-off requests

Convenience Features. UltiPro's self-service offers convenience features for your workforce. A “Things I Can Do” area delivers one-click access to all of the tasks that can be completed from the page being displayed. Employee photos can be shown with employee records and in your employee directory to improve workplace security, increase awareness of remote workers, or simply to attach a face to a name. To reduce paper document storage and provide fast access to employee records, managers and HR/payroll staff can attach relevant documents, like performance reviews, certificates, driver's licenses, and consent forms, to an employee's file.

The screenshot shows the 'My Employees' page in the UltiPro Manager Self-Service interface. It displays a list of employees with columns for Name, Employee number, Work phone, Extension, Status, Job, and Businessline.

Name	Employee number	Work phone	Extension	Status	Job	Businessline
Aberhardt, Alyssa G.	001002084			Active	Executive Secretary	Ontario
Abramowitz, Ester A.	001002073			Active	Manager Marketing	Ontario
Admanpour, Farez	001002056			Active	Recruiters Assistant	Ontario
Agnazio, Carlos A.	001002077			Active	Help Desk Supervisor	Ontario
Alexander, Antonia M.	001002050			Active	Administrative Assistants	Ontario
Applebee, Chloë C.	001002041			Active	Payroll Administrator	Ontario
Archer, Claire S.	001002010			Terminated	Director Bakery Ops	Ontario
Baker, Jocelyn A.	001002096			Active	Admin Clerk 1	Ontario

UltiPro delivers employee information at your fingertips making it easy to manage every aspect of your workforce.

Enterprise Integration Tools

UltiPro delivers unique Enterprise Integration Tools that provide the ability to interface painlessly with third-party applications such as general ledger, your company's bank, benefit providers, point-of-sale, the Canada Revenue Agency for ROE and EECRS reporting, Registered Retirement Savings Plan (RRSP), and more. Scheduling tools allow you to control how and when your data is transferred from one system to another. Monitoring capabilities keep your data secure and ensure successful data exchange.

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Unique System Administration Features

UltiPro system administration is a snap because it's designed for the non-technical 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 UltiPro's Web pages. 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/benefit plans, loan types, paid-time-off plans, and more.
- **A content management tool** to quickly and easily create portal content – including text, links to Web sites and e-mail addresses, files, images, and more. A built-in editor allows content to be formatted easily and automatically translated into HTML for portal display.

Other Optional Features

Emergency Preparedness Services

To protect your HR/payroll system in the event of a fire, natural disaster, or other unforeseen incident that could disable your facility, Ultimate offers Emergency Preparedness Services to customers that run UltiPro on-premise. If a disaster should occur, your UltiPro data is restored at our world-class hosting facility run by technical experts with years of experience supporting UltiPro. Your system remains in the most experienced hands until you are ready to bring it back onsite at your facility.

Test Environment Services

Running critical applications in a test environment is an important component of keeping your business operations running smoothly. For many businesses, however, hardware resources are limited and IT staff time is strained. To assist these customers, Ultimate offers Test Environment Services (for both customers that run UltiPro on-premise and those who use the Software-as-a-Service delivery model). Test Environment Services allow you to "rent" a test environment – including all of the hardware, UltiPro software, electrical capacity, and technical support staff – at our data center in order to evaluate the impact of any changes before making them to your live UltiPro system.

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