

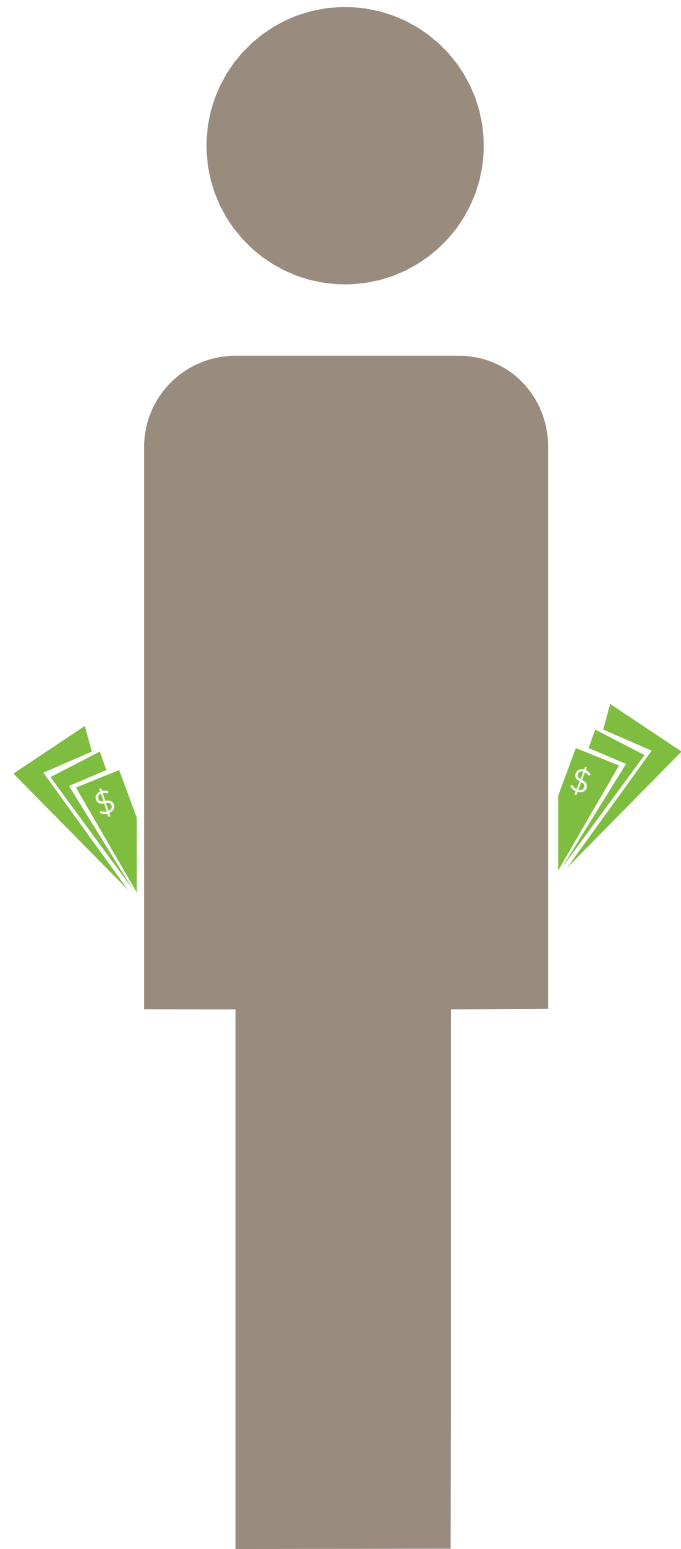


***Steps to More
Strategic Payroll***

Across all industries, analysts agree that payroll departments are hamstrung by time devoted to administrative tasks.

Tactical activities consume resources and manpower, while incurring substantial opportunity costs as your payroll team could be spending time on more strategic contributions. These activities are also prone to manual errors, requiring duplicate data entry and inefficient workflows just to see them through to completion. Convoluting technology in payroll processes—maybe the most ubiquitous of all business practices—can translate to hundreds of hours of lost productivity, and unneeded headaches when it comes to tax reporting season or year-end.

Technology should empower payroll to become a more strategic asset, not act as a barrier. By adopting the following payroll best practices, your organization can become more efficient and cut costs without adding complexity, and leverage the full potential of payroll by shifting the burden from administrative tasks to strategic goals.



Unify payroll data with core HR processes

Many powerful and complex payroll technology solutions fall flat because, despite robust features and configurability, they fail to act in concert with your other data to form a cohesive whole. Indeed, at many companies HR is thought of as the team that manages your people data, and payroll as the team that ensures they get paid, with little to nothing linking the two. Instead, your organization should take advantage of a solution that unifies payroll and HR data in one single system of record, eliminating numerous inefficiencies in the process.

Each separate system utilized for an individual task equates to hours of training, support, and confusion when interfaces or information don't line up properly. Often, manual corrections are needed to get these systems to effectively work together, leading to even more reductions in productivity. For example, the seemingly simple process of setting up a new employee in your recordkeeping system can involve an unexpected amount of crosstalk between HR and payroll, which means more room for error. With a single solution that facilitates cooperation between core HR tasks and your payroll team, activities as diverse as monitoring time and attendance and tax reporting can be performed "under

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> Payroll Gateway < | Employee Timesheet | Void Payment | Payroll Guide

Payroll Overview

Corp Exec BiWkly

Pay Period Start 05/04/2013 Pay Frequency Biweekly Bank Name (...Account) New World Bank (...1101)
 Pay Period End 05/17/2013 Pay Type Reg
 Pay Date 05/16/2013 Payroll Model Base

Process Payroll

Process	Steps	Status	Last Update	Initiated By
<input checked="" type="checkbox"/> Start payroll <input type="button" value="Create and calculate payroll"/> <input type="button" value="Calculate payroll"/> <input type="button" value="Print payroll"/>	<input checked="" type="checkbox"/> Open and start payroll for this period <input type="checkbox"/> Create payroll work tables <input type="checkbox"/> Calculate gross-to-net for pre-check results <input type="checkbox"/> Print checks	Completed	08/28/2013 11:18:00 AM	Abella, Jeri Edwards

Things I Can Do

FOR THIS PAGE

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- [View or edit time entry](#)
- [Undo a Payroll Process](#)
- [View Payroll Process History Report](#)
- [View Time Import File History](#)
- [View Time Import Details](#)
- [Unresolved Payroll Items](#)
- [View Status of Direct Deposit Group Files](#)

Quick Tours and Tips

- [Payroll Gateway Overview](#)
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one roof,” with a unified user experience accessible through the Web. The streamlining and simplification associated with unifying payroll and HR can save headaches for both teams, but can also save significant money for your business overall. In addition to the reclaimed opportunity costs and reduced waste, companies that take advantage of unified payroll solutions also simply spend less on payroll per employee per year.

Embrace the cloud for all payroll activities

Cloud-based delivery has revolutionized the processing of payroll tasks and the storage of payroll data. While on-premise payroll requires more training and maintenance with each new location, a single cloud-based solution encompassing all of your payroll needs will further reduce time spent on administrative tasks and allow your team to focus on strategic planning activities.

With the cloud, access to any activity, from viewing payroll calendars to processing individual pay groups, is available from anywhere, anytime. This gives all payroll managers the ability to strategically manage the needs of different groups of employees, while executives can run and review reports on payroll metrics across the entire company rather than settling for isolated pieces of information available to a localized system.

The screenshot shows the UltiPro user interface for Jeri Abella, System Administrator. The top navigation bar includes links for Home, Inbox (5), Company, Share Ideas, Help, and Logout. Below this is a secondary navigation bar with various HR modules: Business Intelligence, Transfer Data, Talent Management, Benefits Admin, Payroll Admin, Customer Support, Learning Center, System Configuration, and Salary Planning Admin. The main dashboard area is divided into several sections:

- User Profile:** Jeri Abella, System Administrator.
- To Dos (4):**
 - Add/Change Direct Deposit (January 30, 2009)
 - Add/Change Licenses/Certifications (January 30, 2009)
 - Change I9 (January 26, 2009)
- Time Off:** Vacation BIWkly, 3 hrs earned, 3 hrs available. Includes a 'Request Time Off' button.
- Pay:** Last pay date May 2, View pay statement.
- My Team:** A grid of employee photos with a 'Settings' button.
- Quick Links:** Current Benefits, W-2, Business Intelligence, Performance Management, Time Management, Compensation Management.

At the bottom left, the URL is `devkmweb04/HomeContainer.aspx#userHomePages`. At the bottom right, it says 'POWERED BY UltiPro'.

The cloud provides seamless, centralized access to payroll processes for the entire organization. This eliminates delays in processes which can occur when replicating data across databases, provides convenient access when dealing with employees in foreign countries, and allows processing to be performed exactly when it needs to be, rather than being constrained to business hours. All of this translates to reduced administrative overhead for your payroll professionals, and more time spent advancing your overall business goals.



Eliminate unnecessary or redundant steps

Payroll processing, even for very complex organizations, should be measured in minutes and hours, not days or weeks. But the addition of new branches, mergers, acquisitions, and more can leave businesses with different payroll processing schemes for different areas of the company. And if any of these areas used outdated or incompatible tax-filing or reporting systems, processing can come to a grinding halt while all of the workflows and data streams are reconciled. Systemically eliminating this redundancy in favor of employing a single, straightforward procedure regardless of pay group or location is a crucial best practice when transforming payroll into a more strategic force.

A unified, cloud-based solution can automatically retrieve time and attendance data for processing and instantly calculate pay, steps that may have previously involved multiple spreadsheets and manual data entry from disparate systems. Payroll

adjustments can be made at any time, so an entire process does not need to be aborted to make small modifications. You can also take advantage of the wealth of people data available and create payroll models—bundling many steps into one—that can be reused when setting up new employee groups rather than starting from scratch.

In addition to unifying your data, your company may wish to consider consolidating pay cycles so that less processing is necessary overall. Monthly or bimonthly pay periods can save substantial overhead, especially if your business involves many pay groups for different kinds of employees. Many companies are eliminating the printing of paper checks altogether, using direct deposit and other electronic means to reduce paper waste and cut yet another step out of the process.



Empower employees with access to their own data

It may be surprising to hear that a best practice for strategic payroll might involve employees outside of payroll entirely, but consider this: every minute your payroll professionals spend on the phone or answering an email to give employees pay information or instructions on how to use their system is time that could be spent on more strategic activities. Every time an employee contacts payroll to request information they could have obtained themselves, it means lost productivity on the payroll side.

By taking advantage of a payroll solution in the cloud, the same unified, single-user experience described above for your managers and executives would be available to every employee at your organization. With role-based access, employees can log in and view the important HR and compensation



data that applies to them without needing anything other than an Internet connection. Employees can view paycheck details and pay summaries, get their W-4s and tax withholding information, and more at their fingertips. Best-in-class solutions have even embraced mobile technology to enable the modern multi-generational workforce to instantly view their pay data on a smartphone or tablet.

Ensure seamless integration between payroll and third-party providers

Outside of inefficiencies found in internal processes, many payroll teams struggle to find a workable form of integration with third-party entities such as financial institutions and benefits providers. Crafting improvised solutions to ensure the data gets to the right place on-time can become a nightmare, especially if different providers require the same payroll data at different times. In the worst case scenario, managing the export and ensuring accuracy can require custom work from your IT team.

Best-in-class human capital management eliminates these hassles by relying on secure, common Web standards for data transfer and reconciliation, and offers a consistent interface and user experience for setting up an integration regardless of the provider in question. Company-wide payroll data may be exported to a general ledger, and then effortlessly connected to an insurance provider for open enrollment, a bank to set up recurring direct deposits, and so on.

Combining and streamlining your payroll team's third-party integration processes can ensure reliable exports of data for critical services, while freeing up valuable resources that can be devoted to other tasks.

Leverage reporting and analytics to optimize performance

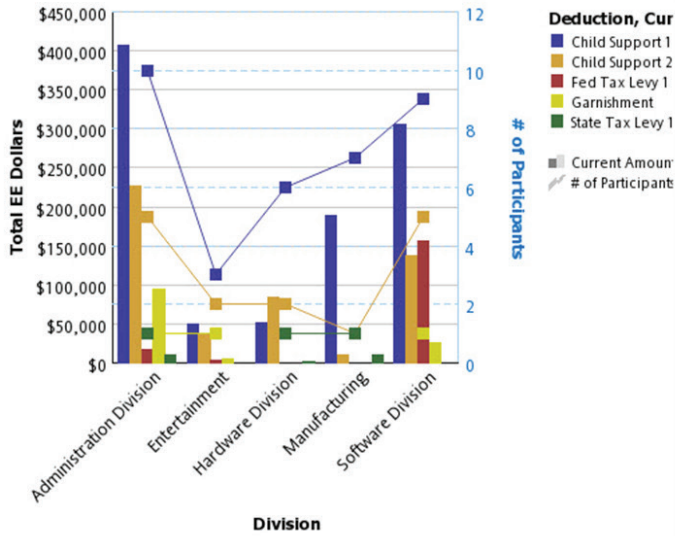
Payroll is all-too-frequently overlooked when it comes to analyzing critical company data at the corporate level for strategic insight. The truth is that payroll data can be just as valuable as any other form of trend analysis. Embraced by organizations that have learned how to get the most from their human capital, this best practice leverages your payroll information as one piece of a larger puzzle; using hard data to assist your executives in making decisions that align with the strategic goals of your business. A best-in-class, cloud-based unified payroll solution will include these analysis and reporting capabilities to give you immediate access to the metrics you need.

With powerful business intelligence tools, your payroll managers can create strategic reports that focus on departmental or company-wide factors and answer key questions for maximizing efficiency and

> Business Intelligence <

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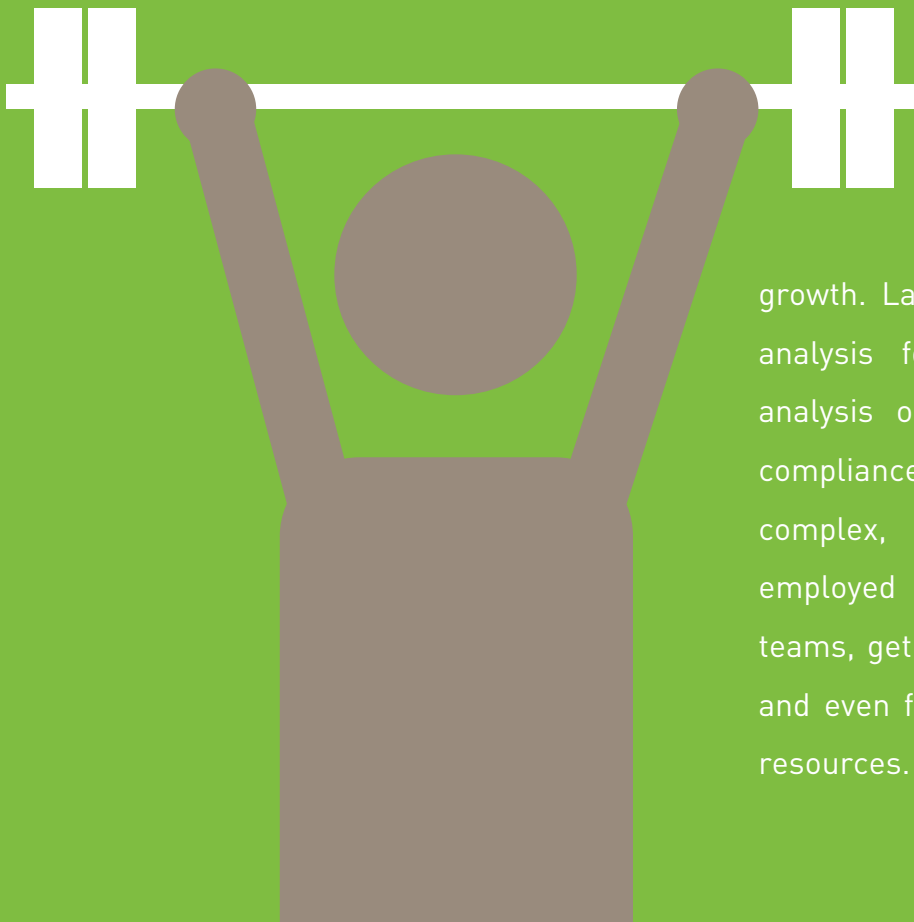
YTD Employee Costs By Division



Summary Worker's Compensation

Selected Companies: Eastwood Industries - HQ
 Period Controls: 200007191

Company: USG_1 - Eastwood Industries - HQ						
W/C State	Workers Comp Code	Description	Includable Hours	W/C Gross	Excluded Earnings	Excluded Deductions
	5000	Maintenance	.0000	.00	0.00	0.00
State Totals For:			0.0000	0.00	\$0.00	0.00
W/C State	Workers Comp Code	Description	Includable Hours	W/C Gross	Excluded Earnings	Excluded Deductions
CA	1321	Assembly	240.0000	3910.17	0.00	40.00
	2195	Clerical	120.0000	953.20	0.00	85.00
	8810	Administrative	40.0000	538.46	0.00	60.00
State Totals For: CA			400.0000	5,401.83	\$0.00	185.00
W/C State	Workers Comp Code	Description	Includable Hours	W/C Gross	Excluded Earnings	Excluded Deductions
DC	8810	Administrative	.0000	.00	0.00	0.00
State Totals For: DC			0.0000	0.00	\$0.00	0.00
W/C State	Workers Comp Code	Description	Includable Hours	W/C Gross	Excluded Earnings	Excluded Deductions
FL	1321	Assembly	160.0000	2399.64	0.00	0.00



growth. Labor costs can be applied to predictive analysis for new locations or hires. Trend analysis on tax liabilities can narrow down compliance issues for targeting. More complex, cross-departmental reports can be employed to compare salary ranges between teams, get the most from your company budget, and even further streamline your use of payroll resources.

About UltiPro

More than 3,000 organizations have selected UltiPro as their payroll and HR software of choice. Industry leaders have relied on UltiPro to serve their people management needs for more than a decade, from core HR and payroll to benefits and performance management. Ultimate Software has a proven track record of best-in-class functionality and outstanding customer service for the industry.

- Streamline, consolidate and enhance your payroll processes to maximize strategic impact
- Capture real-time employee information based on a plethora of demographics to stay at the forefront of industry trends
- Easily integrate with your third-party systems for point-of-sale systems, timekeeping, and 401(k) providers
- Manage your global employees' HR/payroll data from anywhere with 24-7 online access

Ultimate
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