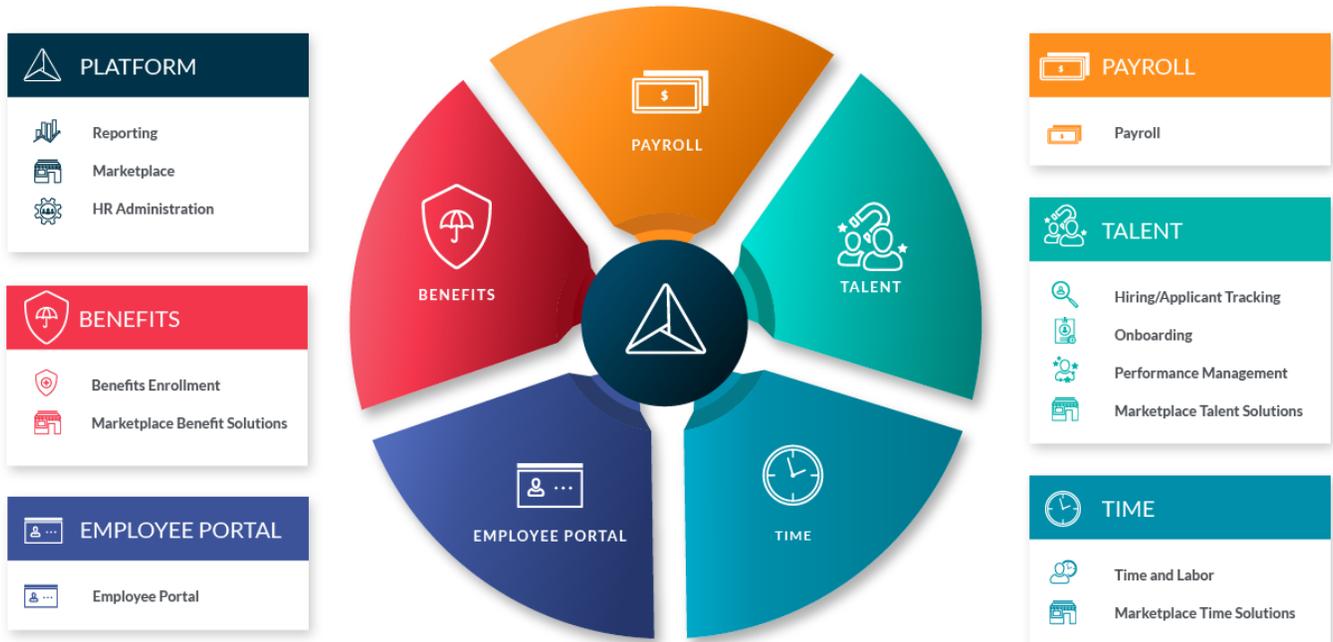


# World Class Software

Complete HR software combined with our expert HR services for all your payroll, benefits, compliance and HR needs.

Apex HRO is proud to offer PrismHR as its chosen web-based platform. PrismHR centralizes administrative tasks and provides visibility into your workforce. All of your employees' data is accessible at any time from any device, securely, using multi-factor authentication. All modules, from employee onboarding to benefits enrollment, are seamlessly integrated - meaning data automatically flows from one process to the next without any need to rekey data.



## Proven Solution for:



**80,000+**  
**Organizations**



**2,000,000+**  
**Employees**

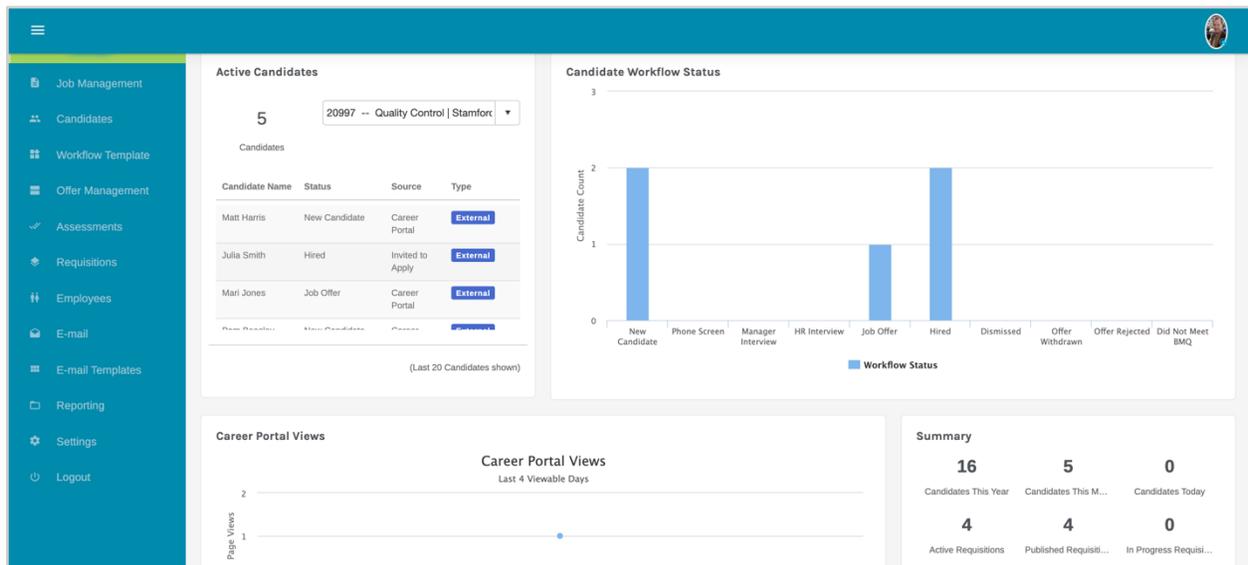


**\$80+ Billion**  
**in Annual Payroll**

# Applicant Tracking System

Find qualified candidates, assess skills, and streamline communication so you can hire the right talent faster.

Hiring a new employee can be expensive, time-consuming, and extremely difficult in today's competitive job market. Our Applicant Tracking System streamlines the processes of posting to job boards, tracking applications, and assessing and communicating with applicants. This allows you to be significantly faster and more competitive in finding and attracting the right candidates for your jobs.



## Automated Job Posting

Post jobs your website career portal plus job boards and social media like Indeed, LinkedIn, and Facebook with a single click.



## Custom Screening Questions

Score and rank candidates as they apply. Automatically screen out candidates that don't meet minimum qualifications.



## Candidate Communication

Improve engagement and time-to-hire by communicating with candidates through automated email messages and SMS texting.



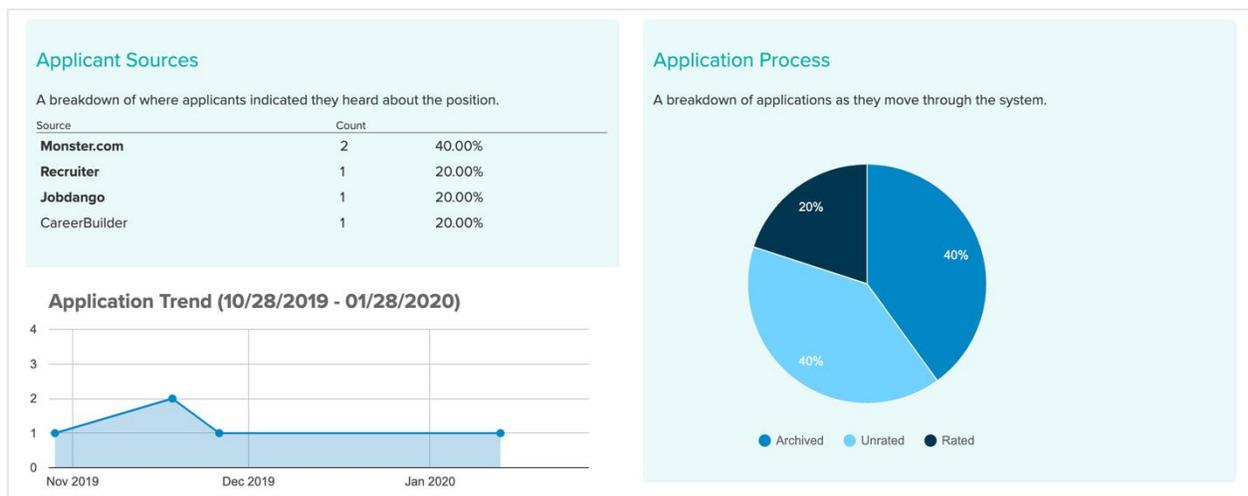
## Tag and Keyword Matching

Automatically review and filter resumes for keywords and skills that match your jobs' requirements.

# Hiring

Find qualified candidates, assess skills, and streamline communication so you can hire the right talent faster.

Hiring a new employee can be expensive, time-consuming, and extremely difficult in today's competitive job market. The robust hiring platform streamlines the processes of posting to job boards, tracking applications, and assessing and communicating with applicants. This allows you to be significantly faster and more competitive in finding and attracting the right candidates for your jobs.



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## Candidate Communication

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## Tag and Keyword Matching

Automatically review and filter resumes for keywords and skills that match your jobs' requirements.

# Onboarding

Simplify complex paperwork, improve data accuracy, and get new hires focused on their job faster.

The first few days of an employee's job are critical to setting them up for success. Unfortunately, new hire paperwork and formalities can bog down the process and lead to lower employee productivity and satisfaction. The Employee Onboarding function provides a simple, step-by-step process that can be completed on any device, from anywhere. Say goodbye to paper forms and dramatically reduce the time needed to accurately capture employee data.

Arrow Technologies, Inc. James Moore

Return Visit

- ✓ I-9
- ✓ Employee Information
- ✓ Handbook
- ✓ Orientation Video
- ✓ Employee About Me
- ✓ Direct Deposit
- ✓ Tax

Onboarding Summary

Submit

### Onboarding Summary

Good work! You're almost done.

Review each form by clicking View. To complete your onboarding, click "Continue".

Completion Progress

7/7

20 Days remaining to complete Onboarding

Form	Due Date	Status	Completion Date	Action
I-9	05/22/2019	Submitted	05/15/2019	<a href="#">View</a>
Employee Information	05/22/2019	Completed	05/15/2019	<a href="#">View</a>
Handbook	06/11/2019	Completed	05/15/2019	<a href="#">View</a>
Orientation Video	06/11/2019	Completed	05/15/2019	<a href="#">View</a>
Employee About Me	06/11/2019	Completed	05/15/2019	<a href="#">View</a>
Direct Deposit	06/11/2019	Completed	05/15/2019	<a href="#">View</a>
Tax	06/11/2019	Completed	05/15/2019	<a href="#">View</a>



## Paperless Onboarding

New employees can quickly complete required employment forms, view faculty and organization charts, watch videos, and more.



## Custom Onboarding Workflows

Create custom onboarding plans for both new hires and internal movement of employees from one position to another.



## Employee Self-Service

The Employee Portal allows new employees to access forms, videos, calendars, policies, and benefit information at any time.



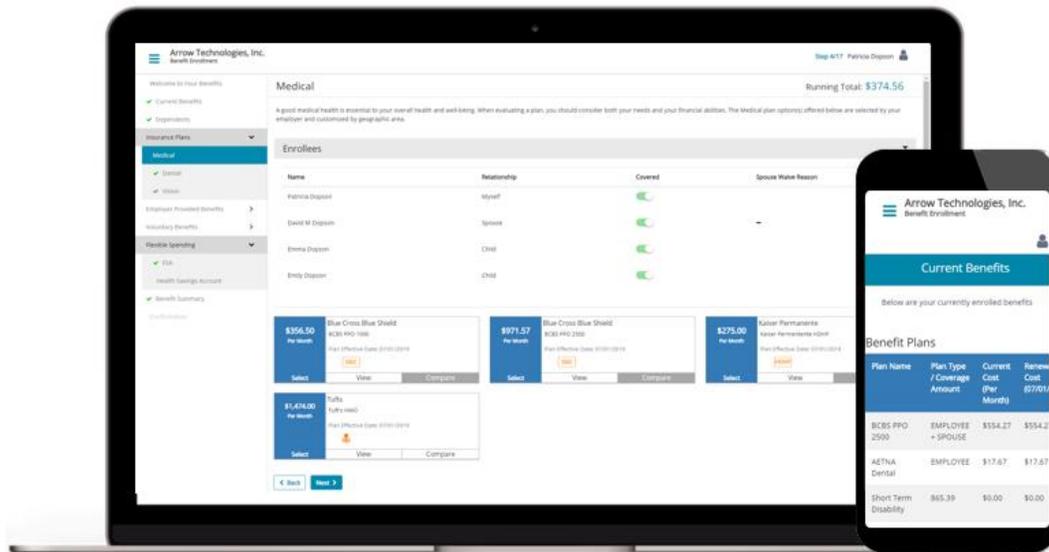
## Securely Track Documents

All forms and documents are securely tracked and stored electronically. Digital signatures can be easily captured for complete and auditable records.

# Benefits Enrollment

Simplify the enrollment process, reduce paperwork, and have happier, healthier employees.

Enrolling in benefits using paper forms can be cumbersome and confusing for employees. Simplify the process with secure, electronic enrollment. Your employees can sign up for benefits easily from any device and make better, more informed choices. And with an online view of enrollment status across your workforce, you can ensure that selections are properly completed.



## Easy Enrollment on Any Device

Managing benefit elections is simple no matter what device an employee uses (desktop, laptop, or mobile).



## Crystal Clear Plan Comparison

An intuitive user experience and online tools help employees make selections that fit their needs.



## Faster, More Accurate Enrollment

Alerts let employees know when required information is missing, taking the manual effort out of following up to ensure selections are completed.



## Happier, Healthier Employees

Employees who are better informed about their plan options can more confidently enroll in the right plans and take advantage of benefits.

## Less Paperwork, More Productivity

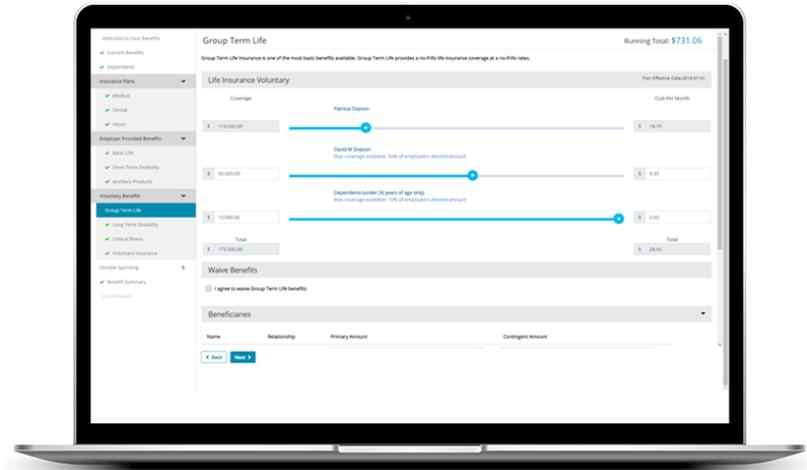
You already know how challenging it can be to manage open enrollment and benefits for new hires, especially if you're still using paper forms. With electronic enrollment, employees are guided step-by-step through the process for the specific benefits they are eligible for.

## Clear Comparisons, Simple Selections

Your staff will appreciate the convenience and time savings of electronic enrollment. And with an intuitive user experience, your employees can easily manage dependents, compare plan options, and make informed selections across employer-sponsored and voluntary benefits.

## Integrated Across Platform Modules

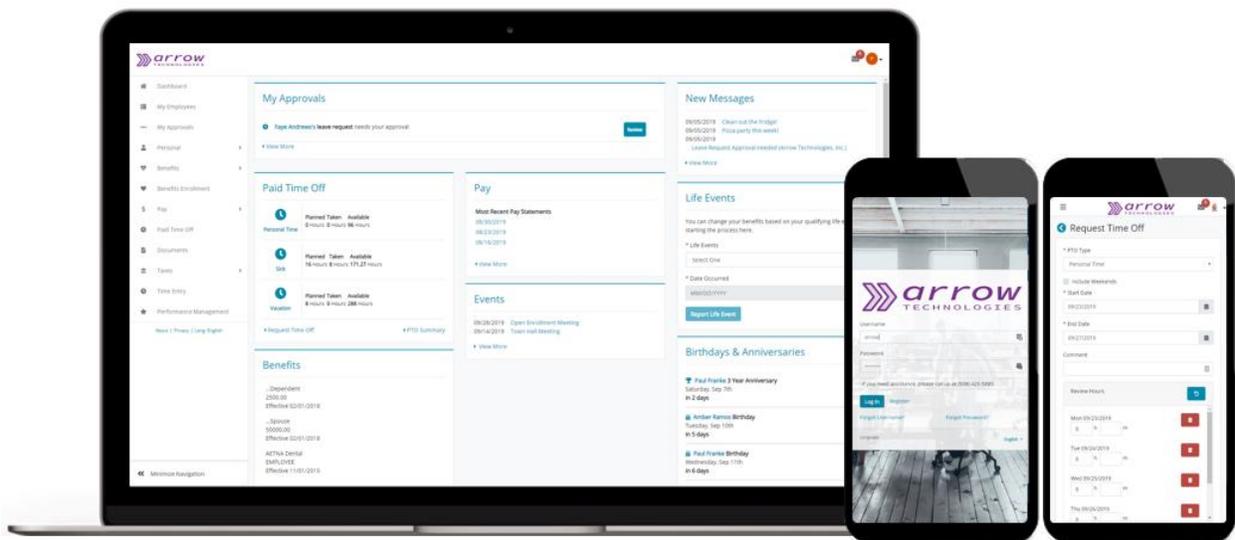
The entire process from onboarding to benefits enrollment and payroll is integrated, minimizing the time required to complete each step while reducing the potential for errors.



# Employee Portal

Give your employees and managers easy access to the HR and payroll information they need from any device.

Employee Portal makes it simple for your employees to view and download important HR and payroll-related information all by themselves—any time, from any device. Creating a modern self-service experience leads to empowered employees and fewer interruptions that slow down productivity.



## 24x7 Access from Any Device

With its responsive design, Employee Portal looks and works great on a smartphone, tablet, laptop or desktop.



## Simplify Manager Approvals

At work or on the go, managers can easily review and approve time off requests—even on mobile devices.



## Keep Employee Data Safe

Multi-factor authentication verifies a user's identity and provides additional security against unauthorized access.



## Reduce Support Requests

Employees can quickly retrieve their username or reset their password without assistance from support staff.

## Empower Your Employees

The Employee Portal dashboard puts information and tools related to pay, benefits, PTO, and HR support at your employees' fingertips. All of this along with full Spanish support provides an employee-centric experience that leads to higher satisfaction and retention.

## Increase Productivity

Employee Portal reduces the administrative burden on your managers. They can easily approve time off requests and look up employee details for members of their team.

And because they do it all within the same environment they use as an individual employee, there's no need to spend time learning a new system.

## Configure Manager Access to Data

With role-based security, you can choose what managers can see while restricting certain types of information (e.g., employee pay details, social security numbers).

## Customize the User Experience

Employee Portal can incorporate your logo and background image to provide users with a familiar experience and reinforce your brand.

## Employee Information & Tools

- **Benefits details and enrollment**
- **Pay stubs**
- **Paid Time Off requests (and approvals for managers)**
- **Document management (e.g., policies, handbooks)**
- **Personal contact and employment information**
- **Company event and holiday calendar**
- **Tax documents (e.g., W-2)**
- **HR support contacts**
- **Company-wide announcement**

# Payroll

Fast, easy and accurate payroll that's on time, every time.

## Fast and Efficient

As a business owner, you are passionate about running your business and your customers - not about the hassle of payroll. With the HR Cloud, you can stay focused on your business while quickly and easily managing payrolls.

Your payroll data is automatically integrated with other HR Cloud modules, so you never have to rekey anything from one system to another. And with \$55 billion in annual payroll processed, you can rest easy, knowing the HR Cloud is a tried-and-true payroll solution.

You can quickly review timesheets, process your payrolls, and even see payroll status in real-time.

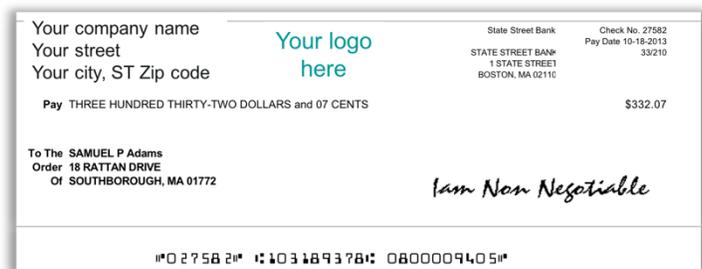


## Safe and Secure

Access to payroll data is granted to individuals in your organization as needed, and you can even control what data, fields and reports each individual can see. So, everything is safe, and your team only sees the data they need.

## Your Brand is Front and Center

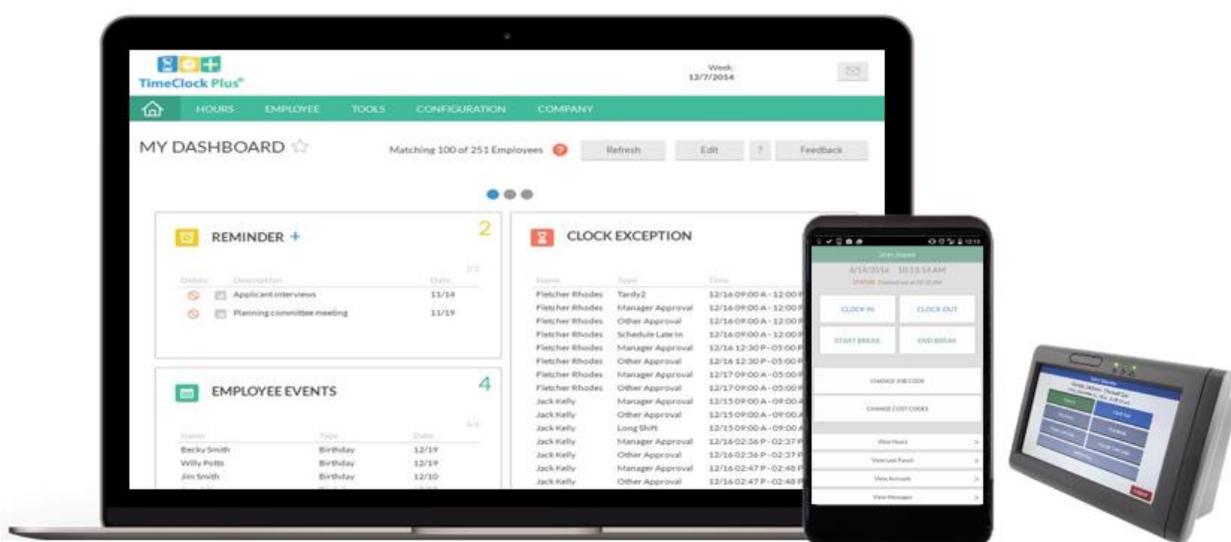
Your payroll can include your logos on checks, so your employees have a consistent experience.



# Time and Labor

Get greater visibility into employee time and labor costs, increase productivity, and reduce risk.

Integrated employee time tracking software can quickly reduce your labor costs. And because data flows seamlessly between Payroll, Benefits and HR, there's no need to export and import time data between payrolls. You save hours of administrative work and get greater (and more accurate) visibility into your labor expenses.



## Reduce Labor Cost

Gain clear visibility of your labor expenses. Control wages and overtime by paying accurately and to the minute.



## Decrease Compliance Risk

Reduce risk across FLSA, ACA and other compliance requirements with automated timekeeping and reporting.



## Lower Administration Cost

Tasks that took hours to complete now can be finished in minutes with smart, accurate employee time tracking.



## Work Smarter and Faster

Start experiencing a more productive workday free from manual processing, data entry or spreadsheets.

## Flexible Time Tracking Options

Choose from a variety of employee time tracking software options based on the needs of your business:

### Webclock

The most widely available method for employee time tracking allows users to clock in and out using a web browser. With Webclock, employees can also change their cost centers throughout the day, view and approve hours, add notes to the segments, and even request time off.

### Mobile App

Native applications for iOS and Android allow employees to clock in and out, view and approve their hours, and request time off. GPS stamp capabilities tie clock operations to a physical location.

### RDTg Terminals

Wall-mounted Remote Data Terminals allow employees to clock in and out, change their cost centers, view and approve their hours and request time off, and see messages sent through the Time and Labor system.

### Timesheet Entry

Timesheet entry is available for employees with special duties that must be added to their timesheet later, or for salaried/classified individuals who need to enter time instead of clocking in/out of each shift.

## Increase Employee Productivity

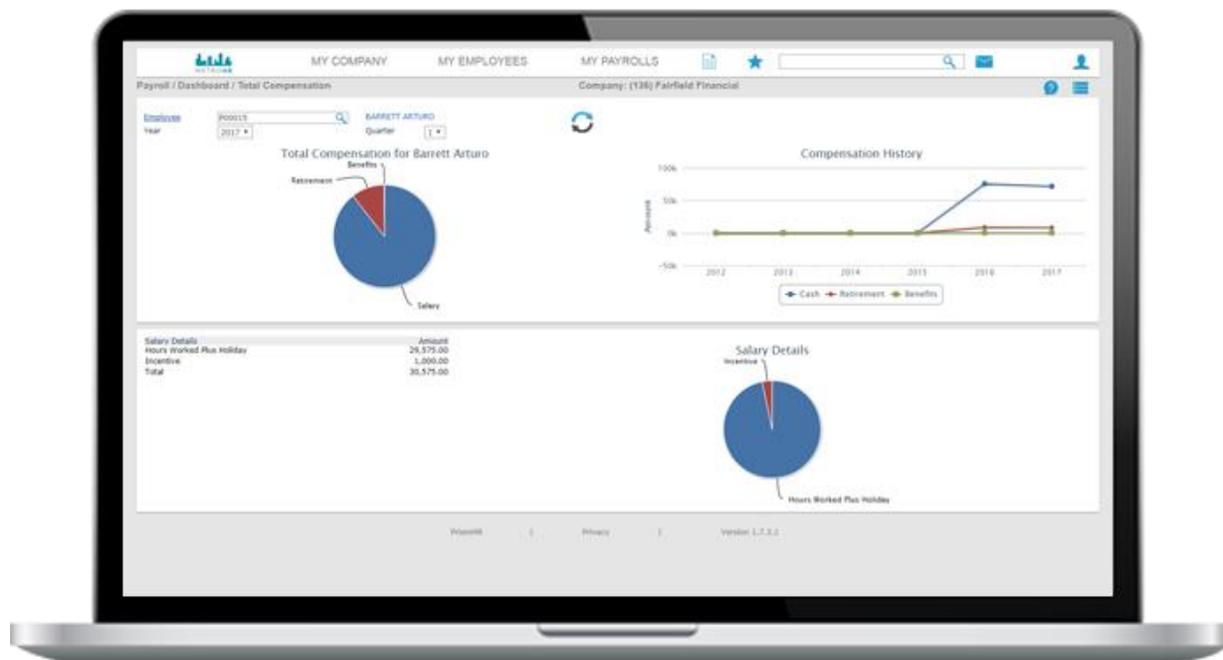
Simplify time management, PTO, and scheduling with these convenient tools:

- **Mobile application**
- **Time off approvals**
- **Manager dashboard**
- **PTO accrual management**
- **GPS location validation**
- **Advanced scheduling**
- **Timesheet entry**
- **Pay rules engine**
- **Job costing**
- **Break tracking**

# Reporting

Fast, easy and accurate insights into your business.

With Reporting, you get the insight you need to make decisions on your business. From standard reports with HR, benefits and payroll data to custom employee reports, you have access to the information that's most important to you.



## Simple, Yet Powerful Reporting

Using a simple and easy-to-use dashboard, you can search to quickly find any report you need and add frequently-used reports to the favorites menu for faster access. Pre-built reports let you quickly access payroll, HR and employee data that can be filtered using a wide range of parameters.

Automated payroll reports make it easy to access your payroll history and you can view payrolls by date range, payroll number, location and more. Each payroll report can be exported to Excel, PDF or printed right from the report. Access to reporting data is controlled through role-based permissions, so individual managers only see the data they need.

## Advanced Reporting with Data Retriever

Go deeper and get the specific data you want with Data Retriever. Data Retriever makes it easy to select the data you want and quickly view or export to Excel. Additionally, if there is information that you need to access on an ongoing basis, you can create and save templates within Data Retriever.

**Data Retriever**

Step 1 - Select Client(s) +

Step 2 - Add Fields

Client	Client Name	Employee ID	Last Name	First Name	Employ
102	Arrow Technologies, Inc.	G00614	Abreumm	Samantha	Term
102	Arrow Technologies, Inc.	A00097	Anderson	Ben	Active
102	Arrow Technologies, Inc.	B00561	Andrews	Faye	Active
102	Arrow Technologies, Inc.	I00760	Andrews	Harvey	Term
102	Arrow Technologies, Inc.	X00749	Bailey	Robert	Term
102	Arrow Technologies, Inc.	M00860	Baker	Angela	Term
102	Arrow Technologies, Inc.	A00824	Baker	Thomas	Active
102	Arrow Technologies, Inc.	W00093	Ballard	Noah	Active
102	Arrow Technologies, Inc.	R00815	Best	Jesse	Term
102	Arrow Technologies, Inc.	D00587	Bingham	Mike	Active
102	Arrow Technologies, Inc.	R00887	Blackwell	Marshall	Active
102	Arrow Technologies, Inc.	E00612	Borden	Fascia	Term
102	Arrow Technologies, Inc.	F00030	Bowen	Jerald	Active
102	Arrow Technologies, Inc.	V00699	Brady	Carl	Term
102	Arrow Technologies, Inc.	E00564	Braun	Halle	Active
102	Arrow Technologies, Inc.	H00687	Brett	Maples	Term
102	Arrow Technologies, Inc.	I00712	Briscoe	Jose	Active
102	Arrow Technologies, Inc.	H00032	Caine	Mike	Active
102	Arrow Technologies, Inc.	P00742	Collins	Jayma	Term
102	Arrow Technologies, Inc.	D00683	Copperfield	Simon	Active
102	Arrow Technologies, Inc.	Y00558	Corrigan	Mary	Active
102	Arrow Technologies, Inc.	S00696	Crump	Betty	Term
102	Arrow Technologies, Inc.	L00859	Curry	Hanna	Active
102	Arrow Technologies, Inc.	L00835	Darkman	Susan	Active
102	Arrow Technologies, Inc.	J00569	Darrow	John	Active
102	Arrow Technologies, Inc.	N00765	Darwin	Joseph	Term
102	Arrow Technologies, Inc.	C00538	DeLaney	Michael	Term
102	Arrow Technologies, Inc.	D00563	Dopson	Patricia	Active
102	Arrow Technologies, Inc.	S00017	Dunn	Kyle	Active

**Step 2 - Add Fields**

- Employee ID
- Web User Id
- Sort/Search
- Last Name
- First Name
- Middle Name
- Nickname
- + Personal Detail
- + Status Detail
- + License Details
- + Emergency Contact
- + Employment 
  - Employment Status
  - Status Date
  - Employment Type
  - Type Date
  - Current Job
  - Employer ID
  - Peo Start Date
  - Last Hire Date
  - Original Hire Date
  - Term Reason Code
- + Testing
- + Resident Address
- + Phone and Email
- + Mailing Address
- + Form W-2 Address
- ± Work Status 

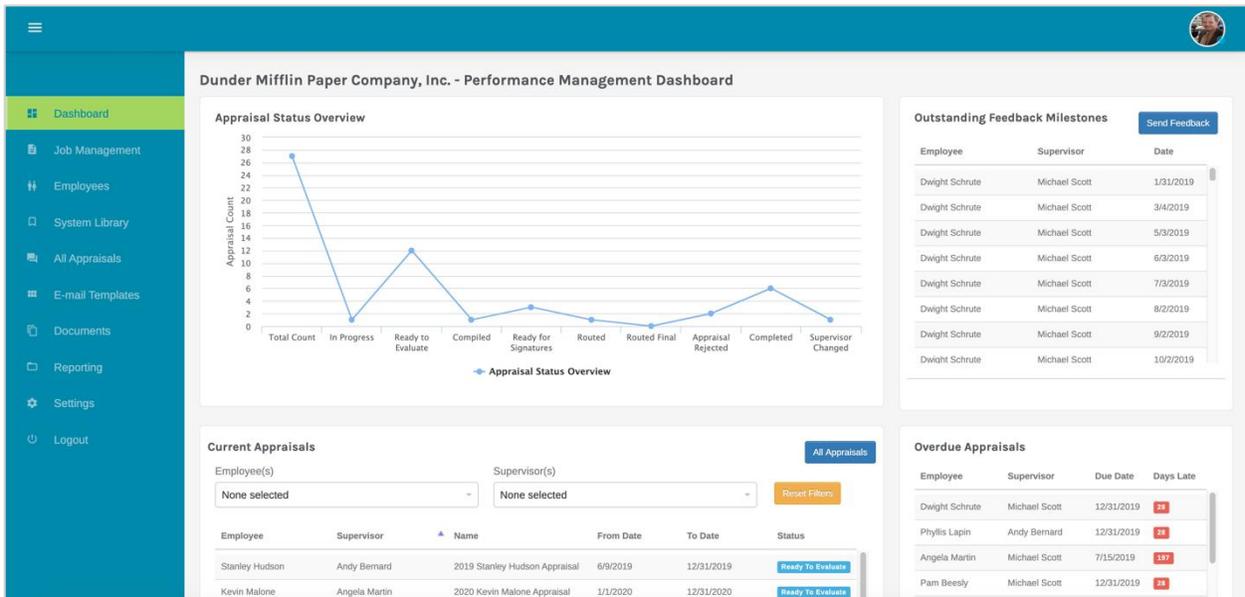
FT	09/01/2015	09/01/2015	Engineer
FT	06/15/2017	06/15/2017	SALES
FT	07/25/2016	07/25/2016	Field Engineer
FT	10/01/2014	10/01/2014	Engineer
FT	07/07/2016	07/07/2016	SALES
FT	08/18/2016	08/18/2016	SALES
FT	07/06/2017	07/06/2017	SALES
FT	09/15/2016	09/15/2016	Engineer
FT	07/06/2016	07/06/2016	Sales Manager
FT	09/05/2014	09/05/2014	SALES
FT	07/22/2016	07/22/2016	Engineer
FT	03/09/2017	03/09/2017	SALES
FT	02/01/2017	02/01/2017	Engineer
FT	11/13/2014	11/13/2014	Engineer
FT	10/18/2016	10/18/2016	SALES
FT	06/01/2014	06/01/2014	SALES
FT	12/02/2014	09/01/2014	Executive
FT	05/12/2017	05/12/2017	SALES

Reporting gives you a complete solution for the insight you need on employee, payroll and HR activity.

# Performance Management

Establish a consistent employee feedback and development program to improve performance and retain your top contributors.

With today's challenges in finding and hiring new employees, retaining your top contributors has never been important. The Prism HR Performance Management Dashboard allows you to track manager and employee reviews, quickly set team and employee goals, and solicit employee feedback. With a modern performance management program, you get the data you need to see who your high performers are, and which employees need help to improve.



## Consistent Feedback



Reviews and assessments can be scheduled on any cadence, and employees can track notes and achievements throughout the year.

## Formalized Goals



Create goals for employees that focus on frequent feedback and coaching by managers. Automated reminders ensure timely completion of reviews.



## Wide View of Performance

Managers can solicit feedback from others on their employees' performance. Employees can evaluate themselves and provide feedback on colleagues.

## Template Library



Comprehensive library of job competencies, employee objectives, core values, and coaching comments for supervisors to draw from.

# Affordable Care Act (ACA)

Determine which employees are eligible for coverage and ensure your company remains compliant with ACA regulations.

Keeping up with ACA regulations and reporting requirements doesn't have to be a hassle. Now it's simple to identify eligible employees, provide appropriate coverage, and generate forms to submit to the IRS.



## Eligibility for New Hires

Determining eligibility for employees with flexible hours can be a challenging and time-consuming process. With eligibility reports, you can quickly and easily determine if employees meet the full-time equivalent (FTE) threshold.



## Are You a Large Employer?

Calculating and predicting your company's classification—specifically, if you are considered a “large employer”—is essential to determine which ACA regulations apply to you. The system analyzes your company size across any date range, so you can deliver the right benefits in compliance with ACA requirements.



## Auto-Generate and File 1094s and 1095s

ACA compliance reporting can be a year-long administrative burden. But there's a better way. You can now simplify the entire process without any additional software. Import data, automatically generate Forms 1094 and 1095, deliver them to employees via Employee Portal, and file with the IRS (paper or e-file).



## Continuous System Updates

As ACA regulations are added and modified, the system is updated so that your company has the necessary tools and information to remain compliant, including the recently introduced Form 1094 and 1095 requirements.

# Security

Multifaceted security offers protection at every layer of the technology.

## World-class Security to Give you Peace of Mind

PrismHR is actively monitored 24/7/365 to protect against data breaches and cyberattacks. Access to your HR technology requires a secure connection. All data is encrypted before being sent to or stored in the cloud to ensure data cannot be captured while in transit or at rest.

## Role-based Security

Role-based security ensures users only have access to the information they need. Specific access control is available for all users (managers and employees). Each manager can be assigned a unique set of menus, and the manager's access to employee data can be fine-tuned by department, division, location, shift and job. For example, a supervisor may or may not be able to view salary information or payroll data.

## Passwords and Multi-Factor Authentication (MFA)

PrismHR includes strict password rules and expiration requirements for users, as well as safeguards in place to limit access based on the number of failed login attempts allowed. When passwords are created or changed, they are encrypted before being stored in the system. Additionally, Manager and Employee access can be configured with multi-factor authentication (MFA). MFA verifies a user's identity during the login process, offering an additional layer of security and helping safeguard against unauthorized access to HR and payroll information.

## Datacenter Security

PrismHR is hosted in a private cloud at a leading enterprise cloud provider. Our cloud provider adheres to the latest security, control and performance standards, including: ISO 27002 and 27001, PCI-DSS, SSAE16, SOC 1, 2, and 3, Privacy Shield and Content Protection and Security Standard requirements, and is subject to regular third-party audits. Additionally, Rackspace offers several layers of the highest physical security, including 24/7 security and surveillance.