



# Alliance

HUMAN CAPITAL MANAGEMENT

SOFTWARE SUITE FEATURES LIST

**This centralized resource shows how the different features across our human capital management solution fit together within one unified platform. You can use this comprehensive guide to quickly view the full scope of what our solution can do, as well as learn about specific features within each module.**

## Table of Contents

<b>About AllianceHCM .....</b>	<b>2</b>
<b>Solutions Overview .....</b>	<b>3</b>
<b>HR Solution .....</b>	<b>4-5</b>
<b>Talent Acquisition .....</b>	<b>4</b>
<b>Talent Management .....</b>	<b>4</b>
<b>Human Resources Management .....</b>	<b>5</b>
<b>Payroll Solution .....</b>	<b>6</b>
<b>ACA Manager Solution .....</b>	<b>7</b>
<b>Timekeeping Solution .....</b>	<b>8-9</b>
<b>Scheduling Solution .....</b>	<b>10</b>
<b>Accruals Solution .....</b>	<b>11</b>
<b>Attestation Solution .....</b>	<b>12</b>
<b>Cross-Platform Features .....</b>	<b>13</b>



## Alliance unites technology, expertise and service to deliver HCM without limits – where everyone is empowered and anything is possible.

### Real People. Superior Technology. Experienced Professionals.

AllianceHCM is heavily invested in delivering the most advanced technology to ensure we provide the best user experience possible. Unlike single sign-on systems, the Alliance Software Suite stores all employee information in one secure database so you can make updates in real-time across any active services, as well as eliminate errors that occur when entering or importing data from several different systems.

This powerful, easy-to-use solution provides the automated tools and high-quality information needed to help you control labor costs, minimize compliance risks, and improve workforce productivity. With Alliance, you'll never have to switch platforms, login to multiple systems, re-key information or open numerous spreadsheets. Our complete HCM solution simplifies your everyday work processes and gives you time back each day to focus on more important things.

### Quickly, easily, and accurately manage all of your unique employee needs.

The Alliance Software Suite modernizes and simplifies every aspect of employee management — from recruiting, onboarding and training personnel to the way you pay them, retain them and engage them — in order to help easily build and maintain a strong company culture.

At Alliance, we work directly with our clients to make their experience smooth and simple from start to finish. Our knowledgeable team of experts operates as an extension of your business by integrating the best tools, processes, and support into one simple yet powerful HCM solution.

When you choose AllianceHCM as your trusted provider, you are assigned to a committed service representative available via phone or email. In an industry that too often over promises and under delivers, we are the HCM partnership you've been looking for!

**Our comprehensive list of features provides seamless integrations for our clients with paperless flow of data.**

## Payroll & Tax Services

- ✓ Payroll processing
- ✓ Tax services
- ✓ Garnishment payment processing
- ✓ W-2 and 1095 year-end reporting
- ✓ Affordable Care Act (ACA) management

## Time & Labor Management

- ✓ Real-time scheduling
- ✓ Geo-fence punching
- ✓ Track and understand true labor costs
- ✓ Manage exceptions
- ✓ Biometric, webclock and mobile solutions

## Superior Support

- ✓ Personal implementation project manager
- ✓ Dedicated customer support representative (CSR)
- ✓ Tax specialists
- ✓ Knowledgeable employees (average tenure 9+ years)
- ✓ 97% customer retention rate

## Key Benefits of Using AllianceHCM

- ✓ GET REAL-TIME INFORMATION AND REPORTING across all solutions with just a few clicks
- ✓ DELIVER TIMELY, ACCURATE PAYMENTS to employees with every payroll
- ✓ REDUCE ERRORS AND STREAMLINE ADMIN TASKS with complete automation and custom workflows
- ✓ EMPOWER YOUR EMPLOYEES with a mobile app and self-service tools to keep everyone connected
- ✓ FREE YOUR HR TEAM from juggling all aspects of the employee life-cycle with our centralized human resource and benefits management tools

## Employee Self-Service Tools

- ✓ Applicant Tracking System (ATS)
- ✓ Digital Onboarding
- ✓ WOTC, E-Verify, and SMS notifications
- ✓ Mobile application
- ✓ Benefits enrollment tools
- ✓ Real-time advances

## HR & Benefits Administration

- ✓ Human Resources record keeping
- ✓ Employee communication tools
- ✓ Performance reviews
- ✓ Benefits administration and management

## Custom Reporting & Analytics

- ✓ Customizable dashboard
- ✓ Powerful analytics tools
- ✓ Report writer
- ✓ OSHA and EEOC reporting
- ✓ Configurable workflows

## The Complete Human Resources Solution

### Talent Acquisition\*

- ✓ Internal and external job postings
- ✓ Free and/or premium job board integration
- ✓ Configurable online employment applications
- ✓ Candidate self-service
- ✓ Pre-screening questions
- ✓ Applicant/interview notifications and tracking
- ✓ Background screening\*\*
- ✓ Recruiting insights\* (trends and visual metrics based on current workforce data)

### Compensation Management

- ✓ Job/position and cost center history
- ✓ Salary history
- ✓ Employee self-service benefit statements
- ✓ Pay grades/steps
- ✓ Total compensation analysis
- ✓ Comprehensive add-on available:\*
- Compensation cycles with budget data
  - Worksheets for managers to model increases
  - Staff increases modeled and proposed by managers are routed and approved via configurable workflows
  - Merit Matrix links performance ratings to compensation

### Performance Management

- ✓ Performance development (continuous feedback and goals tracking)
- ✓ Configurable performance appraisals
- ✓ Definition and measurement of competencies, goals, core values
- ✓ Prior and current performance reporting
- ✓ Employee self-assessments
- ✓ Multiple manager assessments
- ✓ Workflow review

### Succession Planning

- ✓ Succession planning profiles
- ✓ Configurable talent matrix dashboard
- ✓ Succession plans reporting

### Training & Certifications Management

- ✓ Skills tracking
- ✓ Course management
- ✓ Certifications tracking

### Incident Tracking

- ✓ Case tracking, reporting and workflow
- ✓ Incident-based email notifications
- ✓ Supporting document storage
- ✓ OSHA log

### Attendance Management

- ✓ Requests and approvals for time-off
- ✓ Attendance tracking

### Asset Management

- ✓ Company property management
- ✓ Vehicle management
- ✓ Insurance and warranty-related contracts

### Offboarding

- ✓ Termination details, history, and checklist
- ✓ Exit interviews
- ✓ Notifications of termination
- ✓ COBRA elections/refusals
- ✓ COBRA administration\*\*

\* Requires additional module

\*\* Requires additional services



## The Complete Human Resources Solution

### Onboarding

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- ✓ New hire checklist, welcome, and workflow setup
- ✓ Personal information management
- ✓ I-9 submission and sign-off with E-Verify\*\*
- ✓ W-4 election and submission
- ✓ Benefits overview and enrollment
- ✓ Property allocation
- ✓ HR documents and customizable forms

### Benefits Administration

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- ✓ Employee self-service benefits management with open enrollment and life event enrollment
- ✓ Defined benefits eligibility
- ✓ Benefits-driven payroll deductions
- ✓ Carrier connections and forms\*\*
- ✓ Effective-date benefit plans

### Position Management

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- ✓ Position creation
- ✓ Position budget setup
- ✓ Position assignments
- ✓ Integrated budget vs. actual tracking

### Compliance

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- ✓ New hire reporting
- ✓ Notifications regarding date expirations
- ✓ EEO reporting
- ✓ Vets 100 reporting
- ✓ Workers' compensation injuries/claims management
- ✓ OSHA reporting
- ✓ Affordable Care Act (ACA) management\*

### HR Tools

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- ✓ Document storage
- ✓ Document retrieval tracking
- ✓ Employee directory
- ✓ Employee self-service portal and mobile application
- ✓ Organizational charts
- ✓ Company events and news updates
- ✓ HR document templates and custom forms creator

\* Requires additional module

\*\* Requires additional services

## The Most Accurate Payroll Solution

### Payroll Processing

- ✓ Built-in test environments
- ✓ Calculations as you go
- ✓ Payroll prep checklist and quick links
- ✓ Correction delta process for easy recalculation of payroll edits
- ✓ Custom batch payroll entry screen
- ✓ Direct deposits
- ✓ Gross-to-net
- ✓ Pay stub printing and distribution
- ✓ Payroll alerts
- ✓ Payroll batches by pay frequency
- ✓ Real-time payroll processing
- ✓ Reconciliation pay statement

### Payroll Reporting

- ✓ Change history reporting
- ✓ Consolidated reporting across tax IDs
- ✓ Cross-year reporting
- ✓ Date-driven reporting across all years
- ✓ Excel® native reports
- ✓ Integrated report writer
- ✓ Reports sent by email
- ✓ Standard report library
- ✓ 401(K)/retirement plan 180° integrations\*\*

### Payroll Setup

- ✓ Geo-spatial tax identification
- ✓ Labor distribution and cost center tracking
- ✓ Multi-EIN support

### General Ledger & Year-End

- ✓ Automated reciprocity tax withholding
- ✓ General ledger processing
- ✓ Year-end processing

### Outsourced Payroll Services

- ✓ Check printing and distribution
- ✓ Employee direct deposit
- ✓ Tax filing and deposits
- ✓ Tax filing payments
- ✓ Garnishment disbursement

### Benefits Administration

- ✓ Benefits and insurance management\*
- ✓ COBRA administration\*\*
- ✓ Leave request management\*
- ✓ Total compensation statement
- ✓ Workers' compensation
- ✓ Affordable Care Act Form 1094-C\*

### Platform Specs & Security

- ✓ Profile-based functionality security
- ✓ Unlimited users with security
- ✓ Automated event notifications
- ✓ Third-party software interfaces
- ✓ Unlimited data storage

### Additional Tax Services

- ✓ Employee Retention Credit (ERC) tax support\*\*
- ✓ Paycheck Protection Program (PPP) tax support\*\*
- ✓ Tax credit opportunities\*\*

\* Requires additional module

\*\* Requires additional services

## The Most Reliable ACA Management Solution

### Measurement Periods

- ✓ Initial measurement configuration (measurement, administration, and stability periods)
- ✓ Standard measurement configuration

### Compliance Alerts

- ✓ Minimum value plan offered\*
- ✓ Affordable plan offered\*

### Notifications

- ✓ ACA benefits enrollment\* (sends email when ACA status changes to full-time for benefits enrollment)
- ✓ ACA predicted status change (sends email for possible upgrade or downgrade in employee status)
- ✓ ACA status change
- ✓ Projected change in status
- ✓ Current benefit plan\*

### Reports

- ✓ Employee ACA status
- ✓ ACA data detail (ACA history for selected date range)
- ✓ ACA data summary (total amounts for selected dates)
- ✓ Ad hoc reports
- ✓ Imports (pull ACA timeline information into system)
- ✓ Form 1094-C employee count
- ✓ ACA account status change history

### Widgets & Views

- ✓ ACA timeline widget
- ✓ ACA timeline exceptions widget (force calculation exceptions as of a certain date)
- ✓ ACA summary widget
- ✓ ACA compliance overview widget (provides customizable view of ACA data)
- ✓ ACA employees status history widget

### Calculations & Profile Rules

- ✓ Future possible downgrade to part-time
- ✓ Future possible upgrade to full-time
- ✓ Monthly hours from payroll\*
- ✓ Monthly hours from timesheets\*
- ✓ ACA status
- ✓ Minimum value plan offered\*
- ✓ ACA profile effective date
- ✓ Support for nonvariable-hour EE waiting period
- ✓ Benefit profile configuration\*
- ✓ Break-in-service rule support
- ✓ COBRA tracking

### IRS Forms

- ✓ Autopopulated with data in system or imported
- ✓ 1094-C
- ✓ 1095-C
- ✓ Employee self-service view of the 1095-C form
- ✓ Mass population of 1095-C forms
- ✓ Mass editing of form fields

### Year-End Processing

- ✓ Year-end process checklist
- ✓ Final forms
- ✓ Form delivery (electronic and hard copy to employees)
- ✓ Format forms to file — AIR submission (e-filing) or paper options available
- ✓ Break-in-service rule support
- ✓ Corrections (AIR correction and replacement formats supported)

\* Requires additional module

\*\* Requires additional services

\*\*\* Optimized if combined with Timekeeping, Payroll, or HR



## The Perfect Timekeeping Solution

### Labor Management

- ✓ Employee and manager self-service accounts
- ✓ Timesheet approval workflow
- ✓ Mass edit capabilities
- ✓ Import/export utility
- ✓ Document storage (receipts, company handbook, etc.)
- ✓ Automated points tracking (attendance trends)
- ✓ Temporary manager (backup) assignment
- ✓ Itemized expense tracking
- ✓ Employee self-service time-off request tool and manager approval workflow
- ✓ Time-off planning

### Accruals\*

- ✓ Tracking of eligibility, tenure, and hours worked

### Scheduling

- ✓ Daily, weekly, or configurable recurring patterns
- ✓ On-the-fly entries and edits for day-to-day changes
- ✓ Visibility into employee timesheet
- ✓ Assign employees to schedules or vice versa
- ✓ Assign two schedules per employee per day
- ✓ View schedule, location, department, job, etc.

### Pay Rules

- ✓ Location
- ✓ Cost center(s)
- ✓ Shift differentials
- ✓ Pay rule priority
- ✓ Autopopulated holidays
- ✓ Multiple pay periods (weekly, monthly, etc.)
- ✓ Non-standard pay periods
- ✓ Time zones\*
- ✓ Automatic deductions (breaks, meals, etc.)\*
- ✓ Paid meals\*
- ✓ Flat pay
- ✓ Extra time and guaranteed minimum time
- ✓ Grace and rounding\*
- ✓ Holiday pay
- ✓ Overtime

### Rate Tracking

- ✓ Job costing
- ✓ Pay categories (direct, indirect, etc.)
- ✓ Multipliers, special rates
- ✓ Effective dating
- ✓ Piece rate quantity tracking (units, miles, etc.)
- ✓ Pay rate per piece (piece rate) requirements

\* Requires additional module

\*\* Requires additional services

## The Perfect Timekeeping Solution

### Reports

- ✓ Over 50 built-in standard reports
- ✓ Custom report builder
- ✓ Ability to export in 5 formats (CSV, Excel, PDF, HTML, XML)
- ✓ Daily email summary report
- ✓ Saving and sharing reports with quick link access
- ✓ In/out dot board
- ✓ Exception reporting
- ✓ Time-off calendar
- ✓ Dynamic drill-down capabilities
- ✓ Security profile settings for defining access
- ✓ Points history
- ✓ CMS submission

### Mobile Application

- ✓ Timesheet
- ✓ Accruals
- ✓ Schedule
- ✓ Time-off requests
- ✓ Time-off calendar
- ✓ Clock in/out
- ✓ GPS punch tracking
- ✓ Job/cost center transfer
- ✓ Report access
- ✓ Compatible with Apple® iPhone® or Android™ devices

### Data Collection

- ✓ Ethernet-based clocks
- ✓ Mag stripe, proximity, and bar code badges
- ✓ Biometric verification and identification
- ✓ Remote hardware management
- ✓ Remote clock in/out via mobile app

### Security

- ✓ Permanent, detailed audit trail
- ✓ IP address and/or punch restriction
- ✓ Application manager/user access profiles
- ✓ RSA login authentication
- ✓ User/manager configurable user interface

### Email Notifications

- ✓ Standard time-off request, rejection, and approval
- ✓ Standard timesheet request, rejection, and approval
- ✓ Beginning and end of period notifications for managers and/or employees
- ✓ Accrual balance notifications
- ✓ Exception notifications
- ✓ Point notifications
- ✓ Company-wide announcements
- ✓ Custom alerts and reminders for entire company or specific employees

\* Requires additional module

\*\* Requires additional services

## The Easiest Scheduling Solution

### Build

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- ✓ Workload planning\* (automatically generate shifts based on imported business data)
- ✓ Optimized schedule generation (lower cost, reduce overtime, meeting employee preferences, and more)
- ✓ Budget and workload definition
- ✓ Shift and schedule definition
- ✓ Schedule rule and constraints definition
- ✓ Manual schedule planning and editing
- ✓ Schedule pattern templates

### Fill

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- ✓ Schedule groups or individuals
- ✓ Schedule to skill and proficiency
- ✓ Open-shift visibility
- ✓ Automatic shift assignment
- ✓ Color-coded availability
- ✓ Drag-and-drop fill

### Manage

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- ✓ Schedule change alerts and notifications
- ✓ Skill tracking
- ✓ Credential and certification tracking\*
- ✓ Staff management drag-and-drop shift transfer
- ✓ Call list
- ✓ Employee preferences
- ✓ Fatigue management
- ✓ Open-shift management (automatically displays available employees who meet shift criteria and allows the shift to be offered and accepted by those employees)
- ✓ Request coverage, shift swap, request an open shift, etc. all from the employee self-service portal or mobile app
- ✓ Timesheet sync\*\* (ensure schedules are posted to employees' timesheets)

### Measure

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- ✓ Reporting
- ✓ Coverage graph and metrics
- ✓ Detailed audit trails
- ✓ Planned-to-actual schedule metrics

\* Requires additional module

\*\* Requires additional services

## The Streamlined Accruals Solution

### Accrual Settings

- ✓ System-maintained values (accrual balances calculated automatically in system)
- ✓ User-maintained values (accrual balances manually updated by system administrator)
- ✓ Imported values (accrual balances calculated externally and imported to the system regularly)
- ✓ Tenure changes
- ✓ Maximum accrued amount (per accrual year)
- ✓ Maximum running balance
- ✓ Balance move (excess accrued amounts can be moved to a specific bucket)
- ✓ Utilization (order in which different time-off buckets are used)
- ✓ Accrual day (select first or last day of month)
- ✓ New-hire accruals (when and how much a new hire starts accruing in first month)
- ✓ Waiting period schedule
- ✓ Processing accruals — amount and frequency accruals are calculated (automatically, manually, individual users, multiple users, all users)
- ✓ Accrual termination (allows for multiple options to pay out accrual balances upon termination of an employee)

### Benefit Accrual Profiles

- ✓ Determines the rate at which an employee accrues benefit time
- ✓ Default (applied to all new employees added in system)
- ✓ Tenure
- ✓ Hours worked
- ✓ Points
- ✓ Waiting period
- ✓ Carryover settings

### Accrual Management

- ✓ Modify accrual balances
- ✓ Zero out accrual balances
- ✓ Import accrual balances
- ✓ Modify employee hours taken
- ✓ Test accruals

### Notifications

- ✓ Negative balances
- ✓ End of a waiting period

### Employee Self-Service

- ✓ View accrual balances
- ✓ Request time-off (automatically updates accrual balances)
- ✓ Time-off balance report

### Mobile

- ✓ View accrual balances
- ✓ Request time-off
- ✓ Approve time-off

### Payroll\*

- ✓ Calculate accruals in payroll based on hours worked
- ✓ Display accrual balance on pay statement

\* Requires additional module

\*\* Requires additional services

\*\*\* Optimized if combined with Timekeeping and Payroll

## The Quickest Attestation Solution

### {Prerequisite: Timekeeping}

#### Device Support

- ✓ Kronos InTouch® time clock
- ✓ Timesheet clock
- ✓ Web clock – *coming soon*

#### Workflows

- ✓ Attestation questionnaire
- ✓ Attestation manager change request – *coming soon*
- ✓ Cascading prompts (responses trigger follow-up questions or requests)
- ✓ Generation of email notifications to employees or managers of to-do items

#### Employee Actions

- ✓ Attestation approval
- ✓ Attestation rejection
- ✓ Cancellation or postponing of attestation (note to reject or approve)
- ✓ Reason code included

#### Employee Prompts

- ✓ End-of-shift (daily)
- ✓ Timesheet submission
- ✓ Configurable questions
- ✓ Configurable response choices
- ✓ At-every-punch (requires custom configuration)

#### Reports

- ✓ Attestation audit report
- ✓ Attestation summary report
- ✓ Attestation summary dashboard widget

#### Notifications & To-Dos

- ✓ Missed attestation to-do
- ✓ Rejected attestation email notification
- ✓ Approved attestation email notification

\* Requires additional module

\*\* Requires additional services

## The AllianceHCM Cross-Platform Features

### Marketplace\*

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- ✓ Self-service apps from partners expanding the platform's functionality

### Current Integrations\*

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- ✓ We integrate with the latest technologies to create the most advanced solution for all your employee management tasks
  - 401 (K) integrations
  - POS integrations
  - Compliance integrations
  - Benefits integrations

To see a full list of our integrations or visit our website at [alliancehcm.com/integrations](http://alliancehcm.com/integrations)

### Application Protocol Interface (API) Library\*

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- ✓ Alliance has a complete Application Protocol Interface (API) that allows clients to connect third-party applications directly to its data. Through the API connection, you can connect to proprietary systems and training management systems

### Mobile Solution

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- ✓ Compatible with Apple® iPhone® or Android™ devices
- ✓ Download free from your device's app store

\* Requires additional module

\*\* Requires additional services