

# EPAY TLM SERVICES AGREEMENT

## Standard Feature Set

(As of June 1, 2016)

### Blueforce™ Standard Feature Set

The Blueforce™ standard feature set is as specified below.

#### Pay Rules Features

- Track overtime, rounding, exceptions, and pay differential rules for multiple groups of employees (organized by site, pay group, or shift).
- Track employee rates at the employee profile, pay group, task, or work order levels.
- Vary rates by task. Employee selects the task at clock-in and/or clock-out, depending on the data collection device.
- Track multiple rate types (i.e., sick leave, bonus, etc.) and assign a multiplier to a rate type.
- Track one-time or recurring exceptions in pay groups or the site profile.
- Maintain shifts for establishing minimum hours paid, scheduling exception limits and auto-deduction for lunch break.
- Determine overtime based on a daily, weekly, bi-weekly or consecutive-day basis. Blueforce can calculate FLSA blended overtime rates.
- Apply rounding rules at the shift and pay group level.
- Manage multiple pay differentials.
- Manage travel pay allowances.
- Auto-split an employee's hour across two or more tasks or locations.

#### Employee Profile Features

- Search for employees by site, name, payroll/employee number, pay group, role, or status.
- Add new employees directly into Blueforce or import a CSV file or automate by using EPAY's Data Exchange Client (DEC).
- Enable language preference for Blueforce users (English and French Canadian is standard, other languages available with scope of work).

#### Time Cards, Timesheets, Payroll Features

- View all employees' time cards in one place and search by various criteria.
- View different types of punches based on a color scheme, e.g., which data collection method was used, whether the punch was edited/added, or if there was a punch exception.
- Close out an employee's punch automatically when an employee punches back in from a meal break.
- Edit or add hours in the time card or timesheet.
- Process edited hours automatically through the pay rule engine.
- Upload PTO/Holiday hours to multiple employees in mass.
- Export time sheet data manually or automatically to payroll or any other system via DEC.
- Approve and submit timesheets for multiple employees at one time
- View blended rates prior to time sheet submission to check for accuracy

#### Scheduling Features

- Create/manage site schedules and assign to employees based on their availability and qualifications, and the job site's shift requirements.
- Require management approval when an employee is early or late according to the schedule.
- View the attendance report for the entire site based on the published schedule.
- View an employees' attendance versus the published schedule and edit shifts or tasks to reflect actual attendance (Schedule Tracker).
- Auto-split an employee's time across jobs/tasks per the published schedule.

### **Work Orders, Job Costing and Budget Features**

- Create or import work orders (work ticket, job order, etc.).
- Set a start and end date for work orders as well as assign to a specific site or task.
- Assess the cost of a job using the desired employee schedule, pay rates and pay rules; calculate total labor cost of job.
- Review the cost of jobs after completion. Assess by task, employee, work order and many unique conditions.
- Set budgeted hours and dollars based on a schedule. Track actual costs versus budgeted costs for various departments.
- Trigger alerts when budgets have reached pre-defined thresholds.

### **Employee Self Service Features**

- View/print time card, time sheet, pay stub on WalTer™ time clock and WebPunch.
- View PTO balance or request PTO on WalTer time clock, WebPunch or Mobile Punch™.

### **Compliance/Audit Features**

- View audit reports that track when changes were made, by who and why.
- View punches that have been adjusted. Sign-off on the final time sheet for compliancy concerns.
- Track employees' meal break compliance according to your rules (i.e., missing, late, short, long).
- Send your managers a notification on submitted or approved timesheets under their management, as well as enforce duty segregation on timesheet approvals (Sarbanes-Oxley).

### **Alerts & Messages Features**

- Send managers alerts via email or text message on budget issues, overtime, meal breaks, minimum employee, critical employee, new employee, and accidents reported.
- Send messages to an individual or group of employees for streamlined employee communications via the WalTer time clocks.

### **Reports and Customization Features**

- Create your own custom reports based on available data tables. Reports are exportable to Excel, CSV, etc.
- Use over 30 standard reports, available with selectable filters and date ranges: time cards, timesheet, system and usage, audit reporting. Reports are exportable to Excel.
- View a dashboard that provides a summary view per site in regards to budgets, alerts, daily hours, labor dollars, employee and punch counts, and action items.
- Customize certain fields to address naming conventions.
- View/print Affordable Care Act reports and alerts: FTE Calculator, Hours Worked Report, Employee Hours Alert, Premium Affordability Test

### **Security Features**

- Assign users predefined roles which can be configured to control specific Blueforce features accessible to them.
- Ensure managers only view/edit data for the sites assigned to them.

### **Data Collection Features**

- WalTer time clocks are multi-lingual (English, Spanish, Polish, and French.)
- WalTer time clocks sync data directly to Blueforce via LAN, Wi-Fi, Cellular, or Dial-Up connection.
- WalTer time clocks smart sync capability allows for optimized syncing with Blueforce.
- Mobile Punch captures GPS coordinates and punch data in real time when the mobile device is in active communication.
- Mobile Punch allows managers to punch in groups of employees.
- Mobile Punch allows employees to scan bar codes or QR codes for clock in/out and task identification
- Mobile Punch and WebPunch allows employees to allocate hours at clock out (WebPunch) or at a later time (Mobile Punch).

- Mobile Punch allows users to clock in/out in offline mode. Data is sent to Blueforce when connection is recovered.
- Mobile Punch allows users to record mileage, tips, etc. in dynamic data fields.
- Mobile Punch can capture a signature for verification.